



# State Officer Candidate Packet

## 2021-2022

Completed applications should be returned to Rachel Fisher, Missouri TSA State Staff Member by **Monday, February 15, 2021**.

**Email:** [Rachel.Fisher@dese.mo.gov](mailto:Rachel.Fisher@dese.mo.gov)

**Mailing Address:**

Missouri TSA  
ATTN: Rachel Fisher, 5<sup>th</sup> Floor  
PO Box 480  
Jefferson City, MO, 65102

Serving as a Missouri TSA State Officer is a privilege afforded for only those members deserving of the experience. Being a State Officer is not about being seen in the public eye or about gaining extra recognition, but instead about serving the over 2,700 members of our organization. Being a State Officer requires a great deal of work, effort, and sacrifice. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving many opportunities, training, and experiences that will last a lifetime.

Missouri TSA State Officers serve as ambassadors for our organization and for the state of Missouri. They also serve as representatives of their families, schools, and communities.

### **STATE OFFICER UNIFORMS**

State Officers are expected to convey the image of Missouri TSA at all times when acting in an official capacity. Accordingly, officers will be expected to wear official TSA attire when participating in state meetings, attending conferences, representing the state before business or other partners, and at all other times when their appearance and behavior would reflect on the state association, including while traveling.

Missouri TSA will provide the officer with a name badge, polo(s), and other attire deemed necessary by the State Advisor.

The officer or his/her chapter will be responsible for the TSA Officer Blazer, dress shirt/tailored blouse, tie, slacks/skirt, appropriate shoes, etc. as required for official dress.

### **OFFICER TRAVEL**

Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their advisor or the Missouri TSA State Officer Advisor to all meetings. This may require a change in the advisor's personal automobile insurance policy or special permission given by the parents and/or school officials. State Officers may be permitted to travel to/from an event with a parent(s)/guardian(s) or instructors from other schools as long as both schools are in agreement.

Missouri TSA and DESE will not assume liability for student travel.

Missouri TSA will **not** typically reimburse chapter advisors or schools for mileage and/or expenses resulting from having a State Officer.

## **STATE OFFICER POLICIES & PROCEDURES**

State Officers serve as ambassadors for Missouri TSA and their conduct and demeanor are critical to the reputation, visibility, and success of the state association. State Officers are expected to abide by the following Code of Conduct, as well as the official Code of Conduct and Dress Code, which apply to all members of the association. State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

### **CODE OF CONDUCT**

- The State Officer's behavior at all times should be such that it reflects credit to you, your school/college, your state and TSA.
- The State Officer's conduct is the responsibility of the local chapter advisor or assigned Missouri State Officer Advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. Name badges shall be worn at all times at TSA functions.
- State Officers are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
- State Officers are to report any accidents, injuries or illnesses to their local or State Officer Advisor immediately.
- State Officers are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
- State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
- State Officers who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents/Guardians will be notified.
- Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual State Officer and/or parents/guardians.
- State Officers are to abide by the dress code and business attire policy at all business sessions, general sessions, competitive events and other conference activities.
- As a Missouri TSA State Officer, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by National or Missouri TSA.

### **DRESS CODE**

Missouri TSA State Officers and candidates are expected to take the utmost pride in their appearance.

- Candidates for state office must wear official TSA attire during all activities at the Missouri TSA State Championships Conference, unless otherwise indicated in the conference program. Appropriate dress shoes are required.
- Inappropriate attire includes, for example, denim, tank tops, T-shirts, mini-skirts, spandex, leggings, or athletic wear.
- When participating in any TSA activity, officers may not have any visible tattoos or body piercing; females wear only one pair of earrings; no earrings for males; no tongue jewelry, no anklets, outrageous hair or makeup, etc. The State Advisor and/or State Officer Advisor reserve the right to determine whether hair, makeup, or other appearance styles are unacceptable.
- When officers are representing TSA or wearing TSA logo'd attire, it is important that officers look as professional and polished in appearance as possible.
- "Professional and Polished Standards" include neat, pressed clothing that fits loosely on the body, attention paid to grooming detail, and proper footwear.
- The Professional and Polished Standards and dress codes are in place from the time the officer/candidate departs for the conference/meeting until the officer arrives home from the conclusion of the conference/meeting.

## **INTERNET ACCESS, EMAIL, & SOCIAL MEDIA**

Each officer and his/her advisor must have access to internet/email at school and at home. This is essential, because important information concerning TSA may be sent out daily. It is mandatory that email be checked at least two times per week with a return response, if applicable.

Officers should understand that everything (pictures, comments, surveys, blogs, etc.) presented on social networking sites will reflect on the individual as a State Officer. Even when marked "private", others will associate activities and comments on these sites with TSA. The saying that "you are judged by the company that you keep" is especially relevant to these sites.

Posts made on personal social networking pages must remain professional in nature throughout the officer's term of office. Accounts will be monitored by the State Advisor and/or State Officer Advisor. If a post is deemed inappropriate or unprofessional, the officer will be asked to remove the post. After two (2) inappropriate posts, the officer may be reprimanded or removed from office. Cyber bullying will not be tolerated and will be grounds for immediate removal from office.

State Officers will often be tagged in social media posts from personal and business pages. By submitting an application, candidates, their parents, administrators, and advisors agree to having their photos posted and tagged on social media on personal and business pages.

## **OFFICER ASSIGNMENTS**

A crucial responsibility of the State Officer Team is to assist in coordinating/planning conferences. It is necessary that officers understand the need for assignments to be submitted in a timely fashion. Additionally, State Officers are expected to possess strong written and oral communication skills. Officers must be able to write articles, letters, and other items and proofread them for mistakes.

## **EXPECTATIONS OF STATE OFFICERS**

All individuals who serve as State Officers are expected to meet certain requirements.

- State Officers must be members of active local chapters which participate in Missouri TSA conferences and projects. Having a State Officer elevates your local chapter. Chapters with State Officers are expected to attend the Missouri TSA conferences with the State Officers. These conferences include, but are not limited to:
  - State Fall Leadership Conference
  - State Championships Conference
- Officers whose chapters do not actively participate in Missouri TSA conferences and projects will not be allowed to remain an officer. Please note that we do understand that there are limited situations in which a chapter may miss a conference, but it should not become a regular pattern that a State Officer attends a conference without the support and attendance of his/her local chapter.
- State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings. Officers who cannot commit to all of the required meetings should not apply. Officers who do not attend all of the required meetings will be subject to removal from office. Officers requesting a special exemption to miss a mandatory meeting should do so in writing to the State Advisor and State Officer Advisor in advance of the meeting. The written request does not guarantee that the request will be granted. If the request is not granted the officer will be required to attend or face the consequences listed in this document. These mandatory conferences and meetings include, but are not limited to:
  - State Officer Training Retreat in Rolla, Missouri (early June)
  - National Conference in Nashville, Tennessee (late June to early July)
  - State Fall Leadership Conference in Rolla, Missouri (mid to late-October)

- CTE Legislative Day in Jefferson City (mid-February)
- State Championships Conference in Rolla (late-March/April)
- State Officer/Board Meetings (TBA)
- Chapter Visits (TBA)
- State Officers are required to complete assignments in a timely fashion. State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a State Officer. These benefits include registration and hotel fees, meals, etc. State Officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
- State Officers are expected to submit their assignments to the highest level of quality possible. This requires the officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted at the most professional manner and style possible.
- State Officers are expected to exhibit the highest level of character possible at all times. This includes actions in school, outside of school as well as their presence online.
- State Officers are expected to manage their school work and TSA responsibilities so that academic grades do not suffer as a result of serving as a State Officer. Advanced planning must be made with teachers, parents, and administrators so that academic responsibilities are not neglected while serving as an officer.
- State Officers are expected to complete other duties and assignments as assigned.

## **CONSEQUENCES OF FAILING TO MEET EXPECTATIONS**

Officers who do not meet the above expectations will face the following consequences:

- Written and oral warning from the State Officer Advisor and/or State Advisor
- Placement on probation – meaning officers do not receive all of the benefits of being a State Officer and lose speaking parts and other responsibilities at conferences.
- Elimination of financial benefits of serving as a State Officer.
- Removal from office.

For example, officers who are late with multiple assignments will have to pay conference registration fees and housing costs like other members. These benefits are outlined below.

## **FINANCIAL BENEFITS**

State Officers receive the following financial benefits in exchange for completing State Officer assignments

prior to and during conferences. However, State Officers who fail to meet expectations may lose these benefits.

In an effort to reduce costs, Missouri TSA *may* additionally cover some expenses for one advisor accompanying their officer if necessary. Lodging will be booked at double occupancy for the local advisor. This is at the State Advisors's discretion, funds permitting.

### **State Officer Training Retreat:**

- Lodging (*State Officer*)
- Meals (*State Officer*)
- *Please note that the State Officer's school or parent/guardian is responsible for transportation to/from the event*

### **TSA National Conference:**

*(Funds and approval from State Advisor permitting)*

- Lodging for pre-conference (*State Officer*)
- Registration for pre-conference (*State Officer*)
- Meals for pre-conference (*State Officer*)
- *Please note that the State Officer's school or parent/guardian is responsible for registration fees and transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation*

### **State Fall Leadership Conference:**

- Registration Fees (*State Officer*)
- Lodging for pre-conference (*State Officer*)
- Meals during pre-conference activities (*State Officer*)

### **CTE Legislative Day**

- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

### **State Championships Conference**

- Registration Fees (*State Officer, unless competing*)
- Lodging for pre-conference (*State Officer*)
- Meals for pre-conference (*State Officer*)
- *Please note that the State Officer's school or parent/guardian is responsible for transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation*

### **State Officer/Board Meetings:**

- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

For all other activities, conferences, or events, Missouri TSA will not cover expenses, unless approved by the Missouri TSA State Advisor. The reimbursement and/or coverage of above expenses may be subject to change at the discretion of the State Advisor. In such instance, prior notice will be given.

Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Missouri TSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.

## ELECTION PROCESS

State Officers will be elected in the following manner:

**Step 1**—State Officer Candidates must submit completed application no later than February 15, 2021 which should include a video. Please note that if application is not complete, it will not be accepted.

**Step 2**—State Officer Candidates must attend all scheduled virtual State Officer Candidate activities. The State Officer Process includes:

- A. Completed Application with Written Essay
- B. Virtual Interview
- C. Officer Candidate Orientation Meeting
- D. Virtual Meet the Candidates Session
- E. Virtual Delegates Session (*Campaign Speech Required*)

Campaigning for office is not allowed until after the Officer Candidate Orientation Meeting!

**Step 3**—The **Meet the Candidates** session will be a time to meet and greet Missouri TSA members through the Conference Program Virtual Platform.

**Step 4**—The Delegates Session will include a campaign speech, election of the State President, election of At Large Officers, election of Regional Vice-Presidents, and Missouri TSA Business Meeting.

Missouri TSA Officers; President, Vice President, Secretary, Treasurer, Reporter, and Sergeant-at-arms are to be elected by majority vote of the voting delegates at the State Championships Conference. All four (4) Missouri TSA Regional Vice Presidents are elected by their respective regions and approved by the State Advisor and the Board of Directors.

Candidates are allowed a specific amount of time for campaign speeches at the second General Session and must follow specific campaign regulations. No posters, banners, etc., may be adhered to conference facility walls. Campaign materials (buttons, pencils, pamphlets, etc.) are allowed pending the State Advisor's approval. Candidates are responsible for ensuring their handout materials do not cause litter or safety problems. Prior to and at the State Championships Conference, no campaigning may occur before meeting with the Missouri TSA State Advisor at the State Championships Conference Candidates Orientation Meeting.

## TIMELINE FOR ELECTION PROCESS EVENTS

Completed Application, Video, and Written Essay	Due February 15, 2021 to Rachel Fisher	
Virtual Interview	Monday, March 1, 2021	Zoom
State Officer Orientation Meeting	Sunday, March 28, 2021	Virtual Platform
Meet the Candidates Session	Monday, March 29, 2021 with hours TBA	Virtual Platform
Delegates Session	Monday, March 29, 2020 at 1:00 pm	Virtual Platform
Elected Officers Announced	Friday, April 2, 2021	Virtual Platform

## STATE OFFICER TRAINING PROCESS

A large part of the Missouri TSA State Officer Program is professional development of select student leaders. This is done through intensive training which includes the State Officer Training Retreat, pre-conference sessions, conference calls, and more.

While advisors are encouraged to accompany their students to TSA activities, we respectfully ask that during the training process, interactions with their students remain minimal.

To be a successful State Officer, the students must bond as a team. This is done through activities and trainings where the students are pushed out of their comfort zone and learn to interact with new groups of people.

## Missouri TSA State Officer Candidate and Election Procedures

The procedures for Missouri TSA State Officer Candidates are detailed in the sections which follow. Candidates, their advisors, parents, and administrators should be aware of these procedures.

As a State Officer, you represent Missouri TSA at your school, in your community, and at state, regional, and national meetings. Election to state office is an honor that also carries with it responsibilities. The State Officer Team is responsible for efficient functioning of Missouri TSA and assuring the purpose of Missouri TSA is protected. To prepare for these responsibilities you must:

- Familiarize yourself with TSA's mission, purpose, goals, and history
- Maintain an objective opinion on issues
- Develop public speaking skills
- Develop professional writing skills
- Develop good interpersonal communication skills and leadership skills
- Familiarize yourself with the duties of your office and the responsibilities of a Missouri TSA State Officer and commit to fulfilling these responsibilities

### I. Eligibility

- A. Each chapter is limited to THREE (3) STATE OFFICER CANDIDATES.
- B. State Officers may not serve more than three consecutive terms. If you are a returning officer, you may not seek the same office.
- C. **No** Presidents can serve two consecutive terms from the same chapter.
- D. Candidates must be enrolled as a full-time 9<sup>th</sup>-12<sup>th</sup> grade student that is or has taken a Technology Education, Industrial Technology, Engineering, Or STEM course.
- E. Candidates must be an active TSA member and completed the 8<sup>th</sup> grade. *Note: Candidates can be elected at the end of their eighth grade.*
- F. Candidates must be holding, or have held, an elected chapter or state delegation office.
- G. Candidates cannot run for state office during his or her senior year.
- H. May seek only one office. However, those who fail to get elected to their initial office are eligible to run for Regional Vice President.
- I. Should have a thorough knowledge of parliamentary procedure, Missouri TSA Constitution and Bylaws, including state officers qualifications, duties, and responsibilities of the office they seek.
- J. Must be a member of TSA for at least one year prior to seeking state office.
- K. Must have the ability to express opinions, make decisions, and be neat in business like appearance.
- L. Must have successfully completed the Missouri TSA Basic Degree at the Regional or Fall Leadership Conference prior to submitting the application.
- M. May not serve more than one term in the same state office.
- N. Must attend all state officer candidate meetings at the State Championships Conference (check conference program for time and place). Failure to attend all candidate meetings may result in disqualification.
- O. Any student who wants to be considered as a candidate for a Missouri TSA State Office must:
  1. Complete the Officer Candidate Application and all forms by the due date.
  2. Submit an official school transcript with evidence of a current 3.0 GPA on a 4.0 scale by the due date.
  3. Submit a professional resume by the due date.
  4. Compose a one (1) page essay on "Why I Want to be a Missouri TSA State Officer".
  5. Submit a 2" x 2-3/4" photo (upper torso only) of the candidate in Official TSA Business Dress.
  6. Submit a two to four (2-4) minute candidate introduction video.
  7. Submit three (3) letters of recommendation from the following list by the due date:
    - a) Career Education Administrator or High School Principal /Assistant Principal
    - b) Career Education/Engineering & Technology Education/PLTW Instructor/Teacher
    - c) High School Counselor
    - d) Employer
    - e) Club Sponsor (separate from TSA)
    - f) Coach
  8. Submit travel, photography, medical liability release forms, and memorandums of understanding by the due date.
  9. Be available to represent Missouri TSA through personal appearances during his or her tenure of office.

### II. Candidate Screening Procedure

The State Advisor will select a screening committee to check qualifications and review the completed applications with all supporting documentation including the two to four (2-4) minute video each candidate submitted to determine his or her capabilities to serve as a state officer. Chapter Advisors and officer candidates will be notified of eligibility by the State Advisor within three (3) weeks following the submission of the completed state officer candidate application. The candidates slated for election will be required to attend the "Meet the Candidates" session and Delegates Session.

### III. Campaign and Election Procedure

Each candidate must comply with the following regulations regarding campaign materials and candidate commitment-to-service brochure policies.

- Each State Officer Candidate can design and produce an 8.5 x 11 campaign brochure to give to the voting delegates with a maximum number of 300 copies produced. This gives chapter members and assigned voting delegates an opportunity to see all of the qualifications that they might not get a chance to review. The campaign brochure will be a maximum of one page, one- or two- sided. Color copies will be allowed. There will be no printing of color brochures onsite. The following is a list of suggestions/ideas to use for the brochure but is not limited to:
  - Picture of yourself
  - Personal goals; and goals as an officer
  - Vision for the organization
  - Leadership experience
  - Current and previous offices held
  - Awards and honors
  - Hobbies and interests
- In addition to the campaign brochure, each State Officer Candidate may provide one display board, not to exceed 4 feet in width and height. This will enable you to display campaign type materials at the "Meet the Candidates" and the Delegate Session so that chapter members and assigned voting delegates will get an increased opportunity to see the candidate's qualifications. Each officer candidate will be responsible for bringing their own materials to use and to secure their items to the board (tape, glues, and staples). It is important to have the name of the candidate visible somewhere on the presentation side of the board. Remember that the voting delegates will also be looking at the creativity and effort that is put into each bulletin board. The following are a list of suggestions/ideas to use in the design of the bulletin board but is not limited to:
  - Pictures of yourself
  - Awards and honors
  - Resume
  - Newspaper/magazine articles
  - Bulletin board borders
  - Things you enjoy - (i.e. reading, sports, music)
- One campaign brochure and the display board will be reviewed by the credentialing committee before allowing it to be viewed by chapter members and assigned voting delegates. Both should be turned in at St. Pat's A when you arrive. No other campaign materials will be allowed.
- Each candidate will attend the "Meet the Candidates" session during announced times. At this session, the candidates will get a chance to speak to student members who will be electing you. In the event a candidate is unavailable due to competitive event, a student proxy can be appointed to represent the candidate.
  - Each candidate shall give a three (3) minute speech before the voting delegation at the Delegates Session.
  - Voting shall be by secret ballot/electronic. Each TSA registered member for the conference in good standing may cast a vote for their desired candidate.
  - There will be three election stages at the 2020 TSA State Championships Conference.
    - Candidates interested in running for the position of State President, must declare to do so on their State Officer Candidate Application Form.
    - Election for the State President will be the first order of business in the election process. The State President will be elected by a simple majority vote of the voting delegates present at the business meeting. If there are three or more president candidates and a simple majority has not been reached, a runoff will ensue until a president is elected with a simple majority the voting delegates present at the business meeting.
    - Once the State President has been elected, the remaining candidates will be placed in a pool. A vote will be taken and the highest vote getter will chose an officer position that they desire of the five remaining officer positions (Vice-President, Secretary, Treasurer, Reporter or Sergeant-at-arms). This process will continue until the last officer position is filled.
    - At the conclusion of the election of the at-large officer team, election of the four (4) Missouri TSA Regional Vice Presidents will take place. All four Missouri TSA Regional Vice Presidents are

elected by their respective regions and approved by the State Advisor to be presented to the general assembly in conjunction with the above-mentioned state officers. Individuals elected as a State TSA Regional Vice President will hold office until the close of the next Championship Conference.

- Results will be announced at the Missouri TSA Awards Session. All candidates must be present and dressed in official TSA attire.

#### **IV. Procedures for Newly Elected Officers**

- Attend the Newly Elected State Officer meeting directly following the Missouri TSA Awards Session with your local chapter advisor.
- Attend TSA activities during the upcoming year as outlined in the State Officer Candidate Packet.

#### **V. Officer Expectations**

Missouri TSA shall elect six (6) at-large officers and four (4) regional vice presents officers at the Annual Missouri TSA State Championships Conference. Applications for office must be filed, in the state office by the designated date. The officers' expectations are as follows:

- To be key student ambassadors for Missouri TSA.
- To serve as the primary link between students and the state office.
- Exhibit strong leadership qualities.
- Be able to work with people and encourage them to work for the benefit of Missouri TSA.
- To assess personal strengths and abilities of others and utilize them effectively.
- To be informed about activities throughout the state and move Missouri TSA in a positive direction.
- Solicit ideas of the members without interjecting his/her personal opinion.
- Understand the impact of business being discussed.
- Attend all meetings and conferences as required.



## State Officer Candidate Checklist

***The following requirements must be completed and postmarked (or emailed) by January 15, 2020:***

- ✓ A -- Missouri TSA State Officer Team Candidate Application
- ✓ B -- Candidate Introduction Video
- ✓ C -- Official Transcript (must be mailed in a sealed school envelope)
- ✓ D -- Resume
- ✓ E -- Personal Essay with a Current Photograph (*must be emailed*)
- ✓ F -- Three Letters of Recommendation
- ✓ G -- Video/Recorded Voice/Photography Release Form
- ✓ H -- State Officer Code of Conduct Agreement
- ✓ I -- Internet Code of Conduct
- ✓ J -- Medical Liability Release Form
- ✓ K -- Travel Policy Form
- ✓ L -- Missouri TSA State Officer Memorandum of Understanding Form
- ✓ M -- Local School District/Local Chapter Advisor Memorandum of Understanding Form

*Any application submitted without **all** required documentation will be rejected.*

**Requirement B: Candidate Introduction Video**

This video should include the candidate’s full name, grade level, school name, Career Pathway, reasons for wanting to be a state officer, and preferred officer position.

**Requirement C: Official Transcript**

This should be submitted in a sealed envelope from your school—must be mailed to Rachel Fisher. Address is located on the first page of the State Officer application packet.

**Requirement D: Resume**

Please attach a printed or digital copy of your resume with your application.

**Requirement E: Essay and Current Photograph**

Compose an essay to address the following: “Why I Want to be a Missouri TSA State Officer”. Your essay must be limited to 2 pages, typed in 12 pt. font, using 1 inch margins, and double spaced. You must email your essay along with a digital current photograph (head shot in business attire or official TSA attire) of yourself to [Rachel.fisher@dese.mo.gov](mailto:Rachel.fisher@dese.mo.gov).

**Requirement F: Letters of Recommendation**

Please attach three letters of recommendation from the following list. These letters must include a written signature from each individual submitting the letter.

Career Education Administrator or High School Principal/Assistant Principal	Club Sponsor (separate from TSA)
Career Education/Engineering & Technology Education/PLTW Instructor	Coach
Counselor	Employer
Youth Leader	

**Requirement A:**

**Missouri TSA State Officer Team Candidate Application Form**

I, \_\_\_\_\_, request consideration as a candidate for the Missouri TSA 2020-2021 State Officer Team. I have read and understand the qualifications of State Officers and realize the duties of the Officer for which I am seeking. I agree to attend ALL regularly scheduled activities/meetings and/or special meetings set forth by the Missouri TSA Board of Directors and/or State Advisor. I further agree to fulfill my duties to the best of my abilities. I understand that if I fail to hold up the duties of the office for which I am elected, I will be asked to resign. I also understand that if I am a returning officer, I cannot hold the same office for two consecutive years.

President     Vice President     Secretary     Historian     Sergeant-At-Arms     Reporter

*For the following, please type or print clearly:*

State Officer Candidate's Legal Name: \_\_\_\_\_

State Officer Candidate's Nickname (If applicable): \_\_\_\_\_

Current Secondary Grade:             9<sup>th</sup>     10<sup>th</sup>     11<sup>th</sup>     12<sup>th</sup>

TSA Chapter Name: \_\_\_\_\_

Current School: \_\_\_\_\_

Current School Address: \_\_\_\_\_

Current School Phone: \_\_\_\_\_ Current School Fax: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Advisor's School Phone: \_\_\_\_\_ Advisor's Cell Phone: \_\_\_\_\_

Advisor's Email Address: \_\_\_\_\_

Candidate's Home Address: \_\_\_\_\_

Candidate's Home Phone: \_\_\_\_\_ Candidate's Cell Phone: \_\_\_\_\_

Candidate's Email Address: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Candidate's Shirt Size: \_\_\_\_\_ Closest Airport:     St. Louis     Kansas City

By signing below you agree to the following:

I agree to support this candidate and the responsibilities of his/her office. He/she/I will be available to represent Missouri TSA through personal appearances and to attend all state and international meetings/conferences during his/her/my tenure of office. I understand that State Officers are responsible for leading other students and on occasion may be responsible for conducting leadership sessions with minimal supervision. I understand that each individual is responsible for his/her own insurance coverage. I hereby release liability from Missouri TSA, the Missouri Department of Elementary & Secondary Education, its staff, volunteers, and any designated individual or group in charge of TSA students or activities. Should it become necessary, I give permission for immediate medical treatment. I understand that due to the nature of the student office, personal communication will be necessary between the student and state staff/volunteers. I understand that all expenses will not be covered for some required activities, and this will remain the responsibility of the officer's school.

I certify that I have read, acknowledged, and agreed to all aspects of the State Officer Candidate Packet.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Career Center Director/Principal

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of State Officer Candidate

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Requirement G: Video/Recorded Voice/Photography Release Form**

I hereby give and grant to the Missouri Department of Elementary and Secondary Education and the Office of College and Career Readiness, Missouri TSA, National TSA, and the Missouri Association for Career and Technical Education (MoACTE), the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promotes the image and benefits of Career and Technical Education through educational materials, trade materials and/or the Missouri Department of Elementary and Secondary Education and the Office of College and Career Readiness, Missouri TSA, National TSA, and the Missouri Association for Career and Technical Education (MoACTE),

I hereby waive any right to inspect or approve the finished video/recorded voice/photographs or any finished materials, copy or other matter which may be used in conjunction with or the manner in which any of the same are used, reproduced, published, or displayed.

I further release Missouri TSA and the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that Missouri TSA and the Missouri Department of Elementary and Secondary Education shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

State Officer Candidate's Legal Name: \_\_\_\_\_

Candidate's Home Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of State Officer Candidate

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

If the above named person is a minor, the parent/guardian shall consent to the above authorization and release by signing below.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Requirement H:****State Officer Code of Conduct Agreement**

As a State Officer, you represent Missouri TSA at your school, in your community, and at state, regional, and national meetings. Election to state office is an honor that also carries with it responsibilities. The State Officer Team is responsible for efficient function of Missouri TSA and assuring the purpose of TSA is protected.

As a Missouri TSA State Officer, I agree to adhere to the following rules and regulations:

- I will, at all times, follow the rules set forth in my home school and area career center's (if applicable) policies for behavior, attendance, and minimum grade point average for participation in activities.
- I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the State Officer at his/her own expense.
- I will spend each night in the room of the hotel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in a sleeping room of the opposite sex unless permission has been granted by the State Advisor, State Officer Advisor, or my Local Chapter Advisor.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the TSA organization.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will respect all authority. I will accept state TSA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Advisor and State Advisor any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned state staff person informed of my whereabouts at all times.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times (*including hair color, piercings and tattoos*).
- I will attend the functions required of a State Officer as listed on the schedule of activities.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another career education course related to Engineering & Technology/Careers.
- I will attend school each day it is in session, unless I am on a TSA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.
- As a Missouri TSA State Officer, I must attend all meetings and activities deemed necessary by the Missouri TSA State Advisor.

I have read the Code of Conduct for the Missouri TSA State Officer Team and agree to abide by these rules.

\_\_\_\_\_  
Signature of State Officer Candidate

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Career Center Director/Principal

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Requirement I:**

**State Officer Internet Code of Conduct**

As a Missouri TSA State Officer, you are a public figure. You represent your school, Missouri TSA State Association and National TSA. As you post content to personal and public we pages, for example Facebook, Instagram, Twitter, YouTube, or other websites, please keep in mind that people you do know (including future employers or admissions officers) have the ability to review and archive your personal, yet public information that you post. These personal sites are now being used as a point of reference to your personal site. Be sure that your personal materials, including comments, photographs, video, or audio files would not embarrass you if they were viewed by a TSA staff member, business partner, or teachers.

If you plan on using your personal email address, make sure that it projects a professional image, and if not, create a new email address for any Missouri TSA correspondences. As part of your responsibility as a State Officer to make sure that you check your email on a daily basis as many opportunities will often be offered via email.

As a State Officer of Missouri TSA, you make a promise to represent Missouri TSA with the most respect. This means that during your term of office, any content you post on the World Wide Web where TSA is mentioned on the site will be reviewed by your Local Chapter Advisor, parent or State Advisor.

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As a Missouri TSA State Officer, I promise that my email address used for TSA business must be reviewed by an authorized adult such as my Local Chapter Advisor, parent and/or State Advisor. I understand that the websites that I use will be monitored and I may be asked to remove any material deemed inappropriate by my Local Chapter Advisor, parent, and/or State Advisor.

If I fail to do so and post inappropriate or unapproved material, I will be placed on probation as a State Officer and subject to the consequences as a State Officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of the office I have been elected or appointed for Missouri TSA.

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Signature of State Officer Candidate

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Printed Name

---

Date

I have read and I understand the State Officer Internet Code of Conduct. I agree to support the guidelines and the above named student to the best of my ability.

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Signature of Parent/Guardian

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Printed Name

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Date

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Signature of Chapter Advisor

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Printed Name

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Date

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Signature of Career Center Director/Principal

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Printed Name

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Date

**Requirement J:**

**Medical Liability Release Form**

**PLEASE TYPE OR PRINT ALL INFORMATION**

State Officer Candidate's Legal Name: \_\_\_\_\_

Parent/Guardian's Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian/Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

State Officer Candidate's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate/Emergency Contact: \_\_\_\_\_

Alternate/Emergency Contact Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Local Chapter Advisor: \_\_\_\_\_ School Name: \_\_\_\_\_

State Officer Candidate is covered by group or medical insurance:  Yes  No

If yes, complete the following information:

Name of Insured: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

- a. Allergies \_\_\_\_\_ e. Physical Handicap \_\_\_\_\_
- b. Convulsions \_\_\_\_\_ f. Medicine Reactions \_\_\_\_\_
- c. Blackouts \_\_\_\_\_ g. Disease of any kind \_\_\_\_\_
- d. Heart/lung problems \_\_\_\_\_ h. Other (Be specific) \_\_\_\_\_

If currently taking medication(s), please provide the following information:

Name of medication(s) \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

Name of medication(s) \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during any and all TSA activities. I hereby release the National TSA Board of Directors, the National Staff, State and Local TSA Associations, and any designated individual in charge of the TSA group or specific activity from any legal or financial responsibility with respect to my personal or my State Officer Candidate/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

I do not give permission for medical treatment until I have been contacted.

_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date
_____ Signature of State Officer Candidate	_____ Printed Name	_____ Date
_____ Signature of Chapter Advisor	_____ Printed Name	_____ Date
_____ Signature of Career Center Director/Principal	_____ Printed Name	_____ Date



## Requirement L: Missouri TSA State Officer Memorandum of Understanding Form

Please review the following items prior to submitting application. A signature is required from the State Officer Candidate, Parent/Guardian, Local Chapter Advisor, and Local School District Administrator.

### EXPECTATIONS OF A MISSOURI TSA STATE OFFICER:

1. Be committed to TSA and promote TSA's mission, purpose, goals and objectives in every way possible.
2. Be enrolled as a full-time 9<sup>th</sup>-12<sup>th</sup> grade student that is or has taken a career education course related to Engineering & Technology Education/Careers.
3. Have an active membership status in TSA (State Advisor verification required).
4. Attend the current year's Missouri TSA State Championships Conference (SCC) as a candidate for election and comply with all election procedures and regulations as defined in the State Officer Candidate Packet.
5. Attend all meetings and assigned activities during the term of office and accept responsibilities as requested by the Missouri TSA State Advisor and Missouri TSA State Officer Advisor as defined in the State Officer Candidate Packet.
6. Complete the term of office, accepting this honor as a responsibility to the local program and to Missouri TSA.
7. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Championships Conference. \*\*If selected for the office of secretary, the minutes of the meeting must be submitted within 2 weeks after each meeting. This is a combined responsibility of both the State Officer and local advisor.
8. Be in possession of an official TSA uniform and project a positive and professional image of TSA all times.
9. Maintain a professional image and good grooming in order to project a desirable image of the organization as defined in the State Officer Candidate Packet.
10. Represent myself, my local school district, my local chapter, my local chapter advisor, the Missouri State Officer Team, State Advisor, State Officer Advisor, Missouri TSA, the Office of College and Career Readiness, and TSA with the decorum required of such a position.
11. Check email at least two times per week with a response sent if applicable. Answer any text messages from the State Advisor or State Officer Advisor within a 24 hour period.
12. Complete all assignments in a timely fashion to the highest level of quality possible. State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a State Officer. These benefits include registration and hotel fees, meals, etc. State Officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
13. State Officers will refrain from using their name or position on any social media sites, except Missouri TSA specific sites and tagged social media posts from personal and business pages. Posts made on personal social networking pages must remain professional in nature throughout the officer's term of office.
14. Avoid places and actions that could raise questions regarding moral character or conduct.
15. State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
16. Be able to work as a team player, avoiding any display of superiority.
17. Treat all members of the organization equally and without discrimination.
18. Be willing to spend the necessary time and travel during my term of office.
19. Understand that expenses outlined in the State Officer Candidate Packet may be incurred.
20. Resign office immediately if at any time commitments and expectations are not met (includes school enrollment, attendance, professional image, official attire, responsibility and conduct).
21. Follow the Code of Conduct at all times.

*I understand all of the expectations required of a Missouri TSA State Officer, and I am committed to this responsibility. I also have the support of my parent/guardian, local chapter advisor, and school district in assisting me with this responsibility.*

_____ Signature of State Officer Candidate	_____ Printed Name	_____ Date
_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date
_____ Signature of Chapter Advisor	_____ Printed Name	_____ Date
_____ Signature of Career Center Director/Principal	_____ Printed Name	_____ Date



**Requirement M: Local School District/Local Chapter Advisor Memorandum of Understanding Form**

**EXPECTATIONS OF THE LOCAL CHAPTER ADVISOR:**

1. See to it that the State Officer follows his/her expectations listed above.
2. Have access to internet/email at school and at home and check email at least two times per week with a return response, if applicable. Follow up to assure that the State Officer also responds as needed.
3. Attend all scheduled activities and/or assist with travel arrangements as noted in the State Officer Packet during the State Officer's term of office and accept responsibilities as requested by the Missouri TSA State Advisor.
4. Assist the State Officer to manage his/her school work and TSA responsibilities so that academic grades do not suffer as a result of serving as a State Officer.
5. Assist the State Officer at school, workshops and conferences as needed.
6. Serve as the State Officer's positive role model with dress, language, habits, assistance, ethics, etc.
7. Understand that there is no extra compensation to serve in this position.
8. Understand that the State Officer reports to the State Officer Advisor and/or the State Advisor during conferences and assigned events and will become the responsibility of the State Officer Advisor and/or State Advisor during those times. Communicate effectively with the both the State Officer Advisor and State Advisor as needed.

*I understand all of the expectations required of a Missouri TSA State Officer and my role as his/her local chapter advisor. I am committed to this responsibility and will do my best to fulfill the expectations listed above.*

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Signature of Chapter Advisor

Printed Name

Date

**EXPECTATIONS OF THE LOCAL SCHOOL DISTRICT:**

1. Understand that the expenses of conference registration and travel are the responsibility of the school district as outlined in the State Officer Candidate Packet and that officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Missouri TSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.
2. Understand that Missouri TSA will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a State Officer.
3. Understand that Missouri TSA and DESE will not assume liability for student travel.
4. Understand that State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings.
5. Chapters with State Officers are expected to attend the Missouri TSA conferences with the State Officers. Officers whose chapters do not actively participate in Missouri TSA conferences and projects will not be allowed to remain an officer. These conferences include, but are not limited to:
  - a. State Fall Leadership Conference
  - b. State Championships Conference

*I understand all of the expectations required of a Missouri TSA State Officer and the role of the local chapter advisor. The school district is committed to supporting the State Officer and local chapter advisor and fulfilling the expectations listed above.*

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Signature of Career Center Director/Principal

Printed Name

Date