

# Section V



## Forms & Applications

Hotel Room Reservation Form  
Policies, Procedures, Dress Code, & Discipline Contract  
Authorization for Photo Release  
Level III & IV Participant Form  
Florida TSA Judges Form  
FL TSA Board of Directors Application

# Hotel Room Reservation Form

## Florida TSA - State Conference & Competition

School: \_\_\_\_\_ Advisor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ School Phone: \_\_\_\_\_

Check-in: Wed., 04/21/2010 at \_\_\_\_\_ PM.

Check-out: Sun., 04/25/2010 at 12:00PM

Method of Arrival:      Bus - Van - Car      Will overnight parking be needed?    Yes / No

**PLEASE write the names of the person(s) who will occupy each room being reserved and indicate, by circling the appropriate label, if the room is for male or female occupants & what size room you are requesting.**

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Male /Female - Room Type: 2 DBL or 1 KNG

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**FLORIDA TECHNOLOGY STUDENT ASSOCIATION  
2010 STATE CONFERENCE AND COMPETITION  
POLICIES & PROCEDURES, DRESS CODE, & DISCIPLINE CONTRACT**

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate TSA attire is required for all attendees, advisors, members, and guests as stated on the schedule. Please refer to Section I of this package for details of the Dress Code and FL TSA Discipline Policy.

Please have each of the student attendees read the guidelines as previously noted and sign below.

***I have read and fully understand the Policy and Procedures, Dress Code, and Discipline Policy, and I agree to comply with these guidelines. I am aware of the consequences that will result from violation of any of these guidelines.***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_
31. \_\_\_\_\_
32. \_\_\_\_\_
33. \_\_\_\_\_
34. \_\_\_\_\_
35. \_\_\_\_\_
36. \_\_\_\_\_
37. \_\_\_\_\_
38. \_\_\_\_\_
39. \_\_\_\_\_
40. \_\_\_\_\_

Signature Advisor: \_\_\_\_\_

***THIS DOCUMENT ALONG WITH YOUR AUTHORIZATION FOR PHOTO RELEASE FORMS SHOULD BE BROUGHT WITH YOU TO THE CONFERENCE***

## AUTHORIZATION FOR PHOTO RELEASE

I understand my child will be attending the Florida Technology Student Association (TSA), Annual State Conference and Competition at the Ramada Celebration Resort and Convention Center in Kissimmee Florida on April 21-24, 2010. I also understand that my son's/daughter's picture could be taken and used in a promotional publication or on the Florida TSA website or for other official FL TSA usage. ***By not responding with a signature below, I give permission for my child's photograph to be used for such purposes.***

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***THIS DOCUMENT ALONG WITH THE POLICIES & PROCEDURES, DRESS CODE, & DISCIPLINE CONTRACT SHOULD BE BROUGHT WITH YOU TO THE CONFERENCE. TURN IN ALL SIGNED FORMS AT CONFERENCE REGISTRATION CHECK-IN***

***NOTE to Advisors: It is your obligation to communicate with your parents and determine the parent's preferences with regards to photo usage. We strongly urge all advisors to secure a signed photo release for each child attending the conference.***

***Additionally, if a parent does not wish to have their child's photos used, you (the advisor) need to make FL TSA personnel aware of that during the registration check-in.***

## Level III & IV Accommodations Form

*Form must be mailed with required postmarks to the FL TSA office by April 7<sup>th</sup>, 2010*

The purpose for this level is to allow students with disabilities to participate in all activities that Florida TSA offers. Examples are students that are Deaf, Hard of Hearing; Autistic, Mentally Handicapped, Educable, Trainable, Sever; or Orthopedic or Visual Impaired. Students that cannot compete at Level I or II because of their need for modifications are eligible to compete at this level. These students would require modifications related to their handicap that would change the event making it unfair for them to compete at Level I or II. Students that are ESE, ESOL, or have IEP's do not automatically qualify for Level III or IV accommodations. Use discretion when determining the appropriate level of competition and as always, think of what's best for the student's overall success in life.

Participant Name: \_\_\_\_\_

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

Level:   III       IV

Accommodations/Event Modifications Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I state that the above student needs special accommodations, which make it unfair for him/her to compete in the traditional Level I or Level II divisions.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Level Administrator

\_\_\_\_\_  
Date

**THINKING ABOUT BEING A CHAPERONE OR GUEST?  
FREE CONFERENCE REGISTRATION FOR JUDGES**

**Florida TSA Judge Form**

On April 22 - 24, 2010, technology education students in grades 6-12 will compete in leadership and skill contests at the Florida Ramada Celebration Resort and Convention Center on 6375 W Irlo Bronson Memorial Hwy in Kissimmee, FL 34747. This is a statewide conference of the Florida Technology Student Association. For information as to what the contests involve please use the following links:

<http://www.tsaweb.org/Middle-School-Competitions>

<http://www.tsaweb.org/High-School-Competitions>

The responsibilities involved in conducting the conference will require a large number of judges. Your help is solicited. Judging involves rating student performance and projects with predetermined checklists. Please complete this form indicating which event(s) you would like to judge and send the form to:

**Justin Lauer**

[JudgeCoordinator@Yahoo.com](mailto:JudgeCoordinator@Yahoo.com)

321-480-7093

**OR**

**Harold Miner, Executive Director**

**P. O. Box 133**

**Howey-In-The-Hills, FL 34737**

**(352) 343-2436 (Voice and FAX)**

[hminer@usa2net.net](mailto:hminer@usa2net.net)

Dr. \_\_\_\_ Mr. \_\_\_\_ Mrs. \_\_\_\_ Ms. \_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

City / State / Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Days Available:** **Thurs, April 22** \_\_\_\_\_ **Friday, April 23** \_\_\_\_\_ **Saturday, April 24** \_\_\_\_\_

Event 1. \_\_\_\_\_

Event 2. \_\_\_\_\_

Event 3. \_\_\_\_\_

Event 4. \_\_\_\_\_

## MEMORANDUM

February 1, 2010

**TO:** All Florida TSA Advisors and Other Interested Parties

**FROM:** Duane Hume  
Supervisor, IT/Technology Education  
Office of Workforce and Economic Development  
Florida Department of Education  
325 West Gaines Street, Suite 701  
Tallahassee, FL 32399-0400  
PH: 850-245-9003  
FAX: 850-245-9019  
[duane.hume@fldoe.org](mailto:duane.hume@fldoe.org)

**BY:** Harold Miner  
Florida TSA State Advisor &  
Florida TSA Executive Director  
PO Box 133  
Howey-in-the-Hills  
[hminer@usa2net.net](mailto:hminer@usa2net.net)  
352 343-2436

**SUBJECT: Application for Appointment to the Florida TSA Board of Directors for 2010-12**

The time for annual appointments to the Florida TSA Board of Directors is here again. If you are interested and have the volunteer hours to participate, we would like to hear from you. Applicants are expected to attend and participate in three board meetings and two statewide conferences each year. In addition, applicants will be asked to accept volunteer duties preparing for and supporting the meeting and conference schedule. We ask that you give careful consideration to the responsibilities. If you do indeed have the time and commitment, please fill out the attached application and return by April 7, 2010.

Board members are generally appointed for a two (2) year term and the dates of the next appointment are from May 1, 2010 to April 30, 2012. The two-day board meetings are generally held in early May, August, and mid January. The meetings during school time are held on Friday and Saturday to minimize instructor time out of the classroom. The statewide conferences will be in early November 2010 and late April 2011. The fall and spring conferences for the following year have not been contracted. The number of days out of school (weekdays) for each of the two school years is seven (7). Board members are expected to attend all these functions in their entirety. Meals and mileage expenses are reimbursed for all board meetings. A room allowance is also provided to board members. If you have any questions please inquire prior to applying.

The Board Selection Committee will review candidate applications and appointments will be announced at the State Conference this April. If you are selected, it is imperative that you attend the first board meeting this May. Positions are limited, so please do not be offended if you are not selected at this time and please apply again next year. This board serves the entire state. It is the selection committee's goal to represent all regions within the state. We also seek industry input to our board, so that not all members need be educators. Please contact the Florida TSA State Advisor if you have any questions.

**APPLICATION for Membership on the Florida TSA Board of Directors 2008**

Name: \_\_\_\_\_

School/Address: \_\_\_\_\_

Telephone (School): \_\_\_\_\_ (Home): \_\_\_\_\_

Chapter Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of years involved in TSA \_\_\_\_\_

Are you currently serving as an advisor for a TSA chapter?      Yes      No

Have you ever been an advisor for a TSA chapter?      Yes      No

Please provide a brief statement of why you feel your appointment to this board will be in FL TSA's best interest. (You may include the statement on a separate sheet or use the back of this form.)

**Board of Directors Attendance (01/06) (FL TSA Standing Policy)**

Board member attendance at all meetings and conferences in their entirety is required. Missing more than two days of board activities in a fiscal year may result in removal from the board, subject to the approval of the current Board Selection Committee.

\_\_\_\_\_ (Initials indicating your agreement)

Your signature on this application indicates your commitment to serve on the Board of Directors and attend all functions of the Board as described in this application.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approval of this application for appointment to the Florida TSA Board of Directors indicates your acknowledgement of the attendance requirements and commitment to supporting the applicant's attendance efforts during their tenure on the Board. (Required of Classroom Instructors.)

Principal's Approval: Yes\_\_ No\_\_ Signature: \_\_\_\_\_

Principal's Signature

Completed applications must be postmarked by April 7, 2010 and sent to the following address:

Harold Miner, State Advisor &  
Florida TSA Executive Director  
PO Box 133  
Howey-in-the-Hills, Florida 34737