MISSOURI TSA

How to Start a TSA Chapter in

10 Easy Steps

TABLE OF CONTENTS

Starting a TSA Chapter

The Technology Student Association has been serving technology education students and instructors in Missouri since 1979 by successfully fulfilling their needs in technology education.

Starting a chapter is easy if you lay some groundwork. First, learn about TSA and what it offers. Without proper preparation, you could be up against administrative opposition, or be unable to ignite the interest of your students.

What is TSA? What can TSA do for you, your students and your school? If you know the answers to questions like these, then you'll be able to dispel doubts your principal or students may have about starting a chapter.

This manual will help you understand more about the goals and structure of a TSA chapter, and will serve as a basic resource to help you get started. Other resources are available on the national TSA website (https://tsaweb.org) and the Missouri TSA website https://motsaweb). Be sure to look for, and to sign-up to participate in, the Missouri statewide chapter mentoring program on the Missouri TSA website at http://mostsaweb.org/chapter/mentor - this program will enable you and your students to connect with experienced advisors and students that will help you and your students. There are also links on the website so that you can contact other advisors with questions. Help is just a click away!

Goals of Technology Education

Technology is an integral part of life. It is necessary for schools to provide students with an appreciation and understanding of the role and dynamics of technology in our society. Technology springs from the human abilities to reason, solve problems, create, construct, and use materials imaginatively. The study of technology, integrated into the school curriculum, promotes the development of these abilities and prepares students for a fulfilled and responsible adulthood.

Technology education goals at the elementary, middle school, and high school levels focus on students acquiring specific abilities and perspectives.

1. Through the use of tools, materials, and the design and technology process, student learning at the elementary level will be enhanced and will contribute to overall personal development and technological awareness.
2. Students at the middle school level will gain a greater understanding of technology's role in contemporary society, including future career opportunities and related programs of study.

3. Technological skills and knowledge obtained by students at the high school level will yield occupational readiness, consumer awareness, and personal enrichment.
4. Student members of the Technology Student Association (TSA) will develop leadership skills, pride in work well done, and high standards of technical ability, scholarship, and safety.

Through TSA membership students:

❖ Learn from leadership training.
❖ Develop and increase individual civic pride, responsibility, and involvement.
❖ Participate in service activities and projects for the benefit of others.
❖ Are provided the opportunity for individual growth, development, and maturation according to one's own interests and abilities.
❖ Are involved in projects for one's chapter, school, community, and self.
❖ Meet and work with leaders from business, industry, and the community to gain additional career information and exposure.
❖ Participate in local, state, and national conferences.
❖ Learn how to share with others by leading, following, and making decisions that affect oneself and others.
❖ Share in all the benefits and membership services provided through local, state, and national membership affiliation.

Through TSA membership schools and advisors:

❖ Promote, expand, and improve the total technology education program.
❖ Create additional means of developing student interest in broad-based learning.
❖ Promote the school, with visibility provided through school and community projects.
❖ Provide opportunities for students to integrate learning experiences from other instructional areas.

Through TSA membership your community:

❖ Benefits from a productive group that is oriented to serve the community.
❖ Gains a more highly skilled potential workforce.

❖ Will gain recognition for the community's students.

Mission

The Technology Student Association enhances personal development, leadership, and career opportunities in STEM. Members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

The TSA Creed

I believe that Technology Education holds an important place in my life in the technical world. I believe that there is a need for the development of good attitudes concerning work, tools, materials, experimentation and processes of industry.

Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community; state and nation better places in which to live.

I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living.

I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals.

Through the work of my hands and mind, I will express my ideas to the best of my ability.

I will make it my goal to do better each day the task before me and to be

steadfast in my belief in my God and my fellow Americans.

The TSA Motto

Learning to lead in a technical world.

Logo / Emblem

The TSA emblem is a rectangular shape with three parts. The middle section and the largest part of the emblem contains the letters TSA in a very large, bold print. The letters are white on a blue background. Below these letters and about one-third the size, is the name of the association--Technology Student Association--in white letters on a red background. The top portion of the emblem is a blank red rectangular shape, the

same size as the bottom area. This portion is intentionally left blank so that each state can put its own name on the emblem, if desired.

The emblem is symbolic of the association's commitment to modern technology and its impact on the future. The letters of the emblem mean the following:

"T" represents all facets of technology and its contribution to making America the great nation it is today

"S" represents the students of the organization and is a symbol of strength, structure, and the cooperative efforts necessary in achieving the association's goals

"A" represents the association and its local, regional, state, and national activities

The TSA emblem is a registered trademark of the Technology Student Association, Inc. All members and advisors are responsible for its proper use and display. Policies covering the use of the emblem and the TSA abbreviation are established exclusively by the national board of directors and protected by legal counsel. The manufacturing of the emblem or abbreviation TSA, in any form, without written permission by National TSA (which acts on behalf of the board of directors) will be in violation of the protection granted TSA, Inc., by federal laws.

Exclusive rights, for manufacture and/or resale of the emblem and for use on all goods and with all service bearing any of the marks, are retained and protected to promote uniform identification of all TSA members and to avoid an and all possible misuse of identity.

No chapter or state association may use or give permission to use these marks unless the users are within the board of directors' guidelines. If any chapter or state association wishes to reproduce or use the emblem or the abbreviation TSA in any manner not specified within the permission rights already granted, the proper procedure is to seek written permission of the executive director of National TSA.

Official Dress

TSA has an official dress - we expect our students to look professional. The official blue TSA dress shirt is required for both for men and women. Men also must wear the official TSA tie, as well as gray slacks, a black belt, and black dress shoes. Women do not wear a tie, but do wear either gray dress slacks or gray skirt, and black dress shoes. No flip flops or sandals are allowed. If your students compete in the Chapter Team event, they are required to wear blue blazers in addition to the clothing described above.

For more information on attire please refer to https://tsaweb.org/Dress-Code or to https://motsaweb.org/students/dress-code/

Ties and shirts can be purchased online at the national TSA store https://.tsaweb.org/Shop Sanctioned attire is required at all national and state competitions.

TEN STEPS TO STARTING A TSA CHAPTER

Your enthusiasm for starting a TSA chapter is extremely valuable as you energize your students.

One of the best ways to start a chapter is to gather a group of six students, (can be more or less), to attend the Annual Missouri TSA Fall Leadership Challenge (FLC). This conference, held each October at Missouri University of Science and Technology in Rolla, MO, gives you and your students the tools and training necessary to run a TSA chapter. Students work with experienced TSA student-leaders to learn about leading a TSA chapter while networking with other students from across the state. You will also receive intense training and will be able to network with experienced advisors who will serve as resources for you later. Even if you have not done any of the steps described later in this document, you and your students are highly encouraged to register and attend - it will make the process of establishing a chapter and learning about TSA much easier!

You can find more information about this conference at: https://motsaweb.org/conferences/flc/ Go to https://motsaweb.org/flc/register/ for information about registration and to register for for information on how to register for FLC.

1. The organizing committee

- ❖ Select a few enthusiastic students to organize a TSA chapter.
- ❖ Encourage this group to become familiar with TSA before they begin. A good place to start is the Missouri TSA website referenced above.
- ❖ For single sections, select four or five students from the class.

❖ For school-wide chapters, select at least one representative from each class or lab course.

The committee should elect a chairperson to serve until the chapter is officially underway. This organizing committee is the first step in putting chapter control in the hands of the students and obtaining a charter for the chapter from MO TSA, Inc. **The two main duties of the organizing committee will be to draft local bylaws (NECESSARY FOR OBTAINING A CHARTER) and to plan a membership campaign**. The bylaws are the framework for how the chapter will be run. You can find a fill-in word document for your bylaws at: https://motsaweb.org/chapter/charter/

Obtaining a charter is a one-time process that is accomplished through the office of the TSA State Advisor at DESE. Instructions for obtaining a charter can be found on the https://motsaweb.org/chapter/charter/   Chartering your chapter makes your chapter officially a part of MO TSA. You will affiliate yearly by paying national and state dues through the National TSA website, but the charter fee is only paid once.

NOTE: You must obtain a charter through Missouri TSA, Inc before your chapter is officially recognized.

2. The recruitment meeting

To introduce TSA to the students conduct a recruitment meeting. Use school announcements, bulletin boards, fliers and word-of-mouth to promote the meeting.

Here's a simple format for the meeting:

❖ Introduce organizing committee members.
❖ Present the idea of forming a chapter to the group for debate.
❖ If the class is in favor of forming a chapter, present the bylaws. If the group likes it, have them vote to pass the bylaws.
❖ When the bylaws have been passed, plan the membership drive.
❖ Explain the dues and set a deadline for paying them. Amounts for national and state dues (mandatory for each member) are established, but you will need to decide on local dues amount. Most chapters set membership dues so that there is a small amount of local dues over the amounts that must be remitted as national and state dues.

NOTE: Each chapter must pay a minimum of $100 national dues and $60 state dues annually. These fees will cover ten students. Additional students may be added at a cost of $10 for national and $6 for state dues. See https://tsaweb.org/membership for more information about national and state dues. National and state dues are paid to national TSA at the time of annual affiliation. More information on this is available at the

above listed website, and the process of affiliation will be discussed in more detail later in this guide.

Please note that yearly affiliation through National TSA is separate from the one-time charter process!

3. The membership drive

After planning, you will begin your membership drive. When collecting dues, keep several things in mind:

- ❖ Adhere to school policy.
- ❖ Set a deadline that is early enough to allow you to meet both your local, state and national deadlines. The national priority date for membership is in November. The sooner your affiliations are received, the quicker you have access to the online national TSA materials, which include competitive event descriptions, and leadership training information.
- ❖ Record the names of paid members of your TSA Chapter. If paying dues is difficult for students, hold a fundraiser to pay the dues for the entire group (everyone should participate in the event.)

4. Officer elections

Hold elections for chapter officers. Keep the election simple. For instance, you could hold a meeting and request nominations for candidates then have a show of hands to elect officers.

To encourage enthusiasm, conduct a political campaign. For that, appoint a committee to develop election guidelines (dates, application procedures and nominee requirements).

5. The officers' first order of business

Hold a meeting of the newly elected officers. **The first item of business should <u>be petitioning the state for a charter</u>.** Make sure your school does not already have a charter. If it has, then you don't need another. Find out by contacting the state advisor. See Missouri TSA website at https://motsaweb.org/chapter/charter/ for contact information and instructions for obtaining a charter.

After receiving the charter, your chapter is ready to affiliate for the first time on the national TSA website. National and state dues are paid annually through the affiliation portal on the national website. Go to https://tsaweb.org /Affiliation-and-Dues to do this.

Once you have followed the onsite directions to complete the affiliation process you will receive an email invoice that you can forward to financial staff at your school as needed. After payment is made you will also receive an email with instructions explaining how to

access and download competitive event descriptions and Total TSA, which contains leadership and chapter materials.

6. Chapter committees

The chapter president establishes the standing committees. Some examples include:

- ❖ Membership Service
- ❖ Public Relations
- ❖ Social/Recreational
- ❖ Fund Raising
- ❖ Recognition
- ❖ Sponsorship
- ❖ Nominating

A complete description of each committee and its function is in Total TSA, to which you will have access after you complete the process of chartering and affiliating.

7. Develop a Plan of Action (aka, PA, or Calendar of Activities)

The chapter's Plan of Action establishes the chapter's project goals, and is a plan for the year. Establish a Plan of Action Committee to come up with the plan and make recommendations to each standing committee. To help chapters create a Plan of Action there is a sample in Total TSA available from the national TSA website once your chapter is chartered and affiliated.

8. Vote on the Plan of Action

Once the tentative Plan of Action is selected, present it to **all** members for their approval. The program directly influences the TSA year.

9. Get involved!

The rest of the year your chapter will follow the plan of action for fundraising and chapter activities. Some good ways to get involved, learn more, and get help are:

- ❖ Start as soon as possible to make plans to attend the Missouri TSA Fall Leadership Challenge.
- ❖ Check the Missouri TSA website for events and opportunities to get involved with other chapters.
- ❖ Contact chapters at other nearby schools - your chapters can plan events together, and other advisors and their students can be great resources for you!
- ❖ As the chapter works through the plan of work, include time for students to work on competitive event projects (more on

these below). Check the website frequently for notices of regional competitions, and take your students to those in your area.
- ❖ Plan to attend the TSA State Championships, held each spring, where students from across the state come together to show off their work and compete.

10. The advisor's continuing role

TSA's philosophy is that students manage their chapter, so your role should lessen as the year goes by. But the best advisors remain an active part of the chapter; advisors are official members. After starting a chapter, the advisor's duties include the following:

- ❖ Maintain student enthusiasm.
- ❖ Provide guidance as needed.
- ❖ Clarify or point out what students might neglect.
- ❖ Encourage chapter evaluation.
- ❖ Relate TSA activities to classroom learning, community life, and the students future roles in society.
- ❖ Set standards for members to follow by being a positive role model.

The greatest pitfall for advisors is doing all the work alone. *Let students run the show!*

COMPETITIVE EVENT INFORMATION

Missouri TSA State Championships are held at Missouri University of Science and Technology each spring, typically during a Sunday through Tuesday in late April. During During this meeting MIssouri TSA students elect state officers for the coming year, show off their current year projects, and their skills by competing in over 100 team and individual events. See https://motsaweb.org/conferences/state/ for information and https://motsaweb.org/conferences/state/register/ for registration information. There are also Regional TSA Conferences before the State Championships where students can compete. See https://motsa.org/conferences/regional/ for information about regional conferences, and refer to the calendar at https://motsa.org/calendar/ often for reminders of dates and deadlines for conferences and registration.

Most advisors require students to prepare for more than one competitive event, and some will require that students participate in both team and individual events - that is up to you. It is advisable to have students prepare for some combination of both prepared projects (students prepare and turn in something ahead of time, e.g. fashion design, dragsters) and projects that are completely or primarily done onsite (students prepare for the event but do not turn in a pre-made product other than a LEAP resume - e.g. extemporaneous speech, 3D CAD Engineering, problem solving) during the conference.

You will be able to download competitive event descriptions that include all specifications and judging criteria for each project from National TSA once your chapter is chartered and affiliated.

General event descriptions are available to anyone on the national TSA website.

High School Program Event Information
Middle School Program Event Information

NOTE: The project descriptions found at this location are NOT the official descriptions, and *do not* include details needed to successfully complete the projects.

Competitive Event Descriptions

The complete competitive event descriptions will be available to you after your chapter affiliates and pays dues. These descriptions have general rules in the first part of the guide that all students must follow for their events, e.g. dress, number of team members. Specific rules for the event follow - read through these very carefully and be sure your students' work fits the given criteria. There are also copies of the rubric that will be used to judge the event which can be very helpful as the students work on the projects through the year.

Some events will have a different theme each year. Yearly themes are not published in the event guide, but are posted on the national website at the following link:

Competitive Event Themes

Be sure to look at the correct project level (middle school or high school) when looking for event themes.

LEAP Resumes

Recently, TSA has added a leadership component, known as LEAP that requires a LEAP resume for each competitive event in which the students participate, either as a team or individual, whether the project is completed before the conference or is a performance event at the conference. LEAP resumes require students to reflect on their work and address particular ways in which they showed leadership or improved themselves. Information about, and examples of, For information about LEAP go to https://tsaweb.org/LEAP-overview and http://www.tsaweb.org/student-leadership-challenge Templates and examples for LEAP resumes can be found at https://tsaweb.org/LEAP-competition-engagement

Also, be sure to look at LEAP information at https://motsaweb.org/competitions/leap/ on the state website.

Be sure students read through the material and are fully prepared - not having a LEAP resume for each student or team for each event in which they participate will result in a severe penalty or disqualification.

TSA'S HISTORY

To view the historical information of TSA go to:

http://www.tsaweb.org/about/history.html

To view contact information for the Board of Directors of Missouri TSA Inc., go to:

www.motsaweb.org