

TENNESSEE



***How to start a
TSA Chapter in
10 easy steps***

TABLE OF CONTENTS

Starting a TSA Chapter	3
Technology Engineering Education.....	3
Student membership	4
School & Advisor membership	4
TSA membership & your community	4
TSA Mission Statement, Creed & Motto.....	5
TSA Logo	6

TEN STEPS TO STARTING A TSA CHAPTER

1. The Organizing Committee.....	7
2. The Recruitment Meeting.....	7
3. The Membership Drive	8
4. Chapter Officer Elections.....	8
5. The Officers' First Order of Business.....	8
6. Chapter Committees.....	9
7. Develop a Program of Work/Calendar of Events.....	9
8. Vote on the Program of Work	9
9. Get the Necessary Materials	9
10. The Advisor's Continuing Role.....	10

COMPETITIVE EVENT INFORMATION 10

TSA HISTORY 10

TSA PUBLICATIONS ONLINE..... 10

There are some basic tips from advisors who have a number of years experience facilitating TSA chapters that will be identified throughout this guide with the spy glass symbol as indicated in right-hand margin.



There are several specific expectations throughout this guide that are for all chapters to participate in to maximize the chapter experience for every Tennessee TSA member and they will be identified with the target symbol as indicated in the right-hand margin.



Starting a TSA Chapter

Starting a chapter is easy if you lay some groundwork. First, learn all 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.

Mission, Vision & Goals of Technology Engineering Education

Mission

We live in a technological world. Living in the twenty-first century requires much more from every individual than a basic ability to read, write, and perform simple mathematics. Technology affects every aspect of our lives, from enabling citizens to perform routine tasks to requiring that they be able to make responsible, informed decisions that affect individuals, our society, and the environment.

Citizens of today must have a basic understanding of how technology affects their world and how they exist both within and around technology. Technological literacy is fundamentally important to all students. Technological processes have become so complex that the community and schools collaborate to provide a quality technology program that prepares students for a changing technological world that is progressively more dependent on an informed, technologically literate citizenry.

Vision

The TEE program is committed to providing technological study in facilities that are safe and facilitate creativity, enabling all students to meet local, state, and national technological literacy standards. Students are prepared to engage in additional technological study in the middle school years and beyond. Students will be prepared with knowledge and abilities to help them become informed, successful citizens who are able to make sense of the world in which they live. The technology program also enables students to take advantage of the technological resources in their own community.

Goals

- Provide a standards-based 5-12 program that ensures that all students are technologically literate.
- Provide opportunities for all students without regard to gender or ethnic origin.
- Provide clear standards and expectations for increasing student achievement in math, science, and technology.
- Provide leadership and support that will produce continuous improvement and innovation in the program.
- Restore America's status as the leader in innovation. Provide a program that constructs learning from a very early age and culminates in a capstone experience that leads students to become the next generation of technologists, innovators, designers, and engineers.

<http://www.iteea.org/EbD/ebd.htm>

Through TSA membership students:

- Experience leadership development and training.
- Develop and increase individual civic pride, responsibility, and involvement.
- Participate in service learning 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.
- Learning how to share with others—by leading, following, and making decisions that affect students.
- 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.
- Since 1978, TSA has been serving technology education students and instructors by successfully fulfilling their needs in Technology Education.

Your enthusiasm for starting a TSA chapter is extremely valuable as you energize your students. This enthusiasm becomes your best tool to gather a group of ten (10) students, to meet and begin forming a chapter. Without your enthusiasm, love of teaching, and solid TEE program, you will struggle to establish a successful chapter.



TSA Mission

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics concepts through co-curricular activities, competitive events and related programs.

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 their 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.

TSA Motto

"Learning To Live 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 or chapter 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.

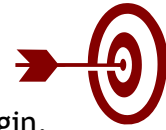
Exclusive rights, for manufacture and/or resale of the emblem and for use on all goods and with all service bearing any of the marks, are retained and protected to promote uniform identification of all TSA members and to avoid an and all possible misuse of identity.

No chapter or state association may use or give permission to use these marks unless the users are within the board of director's 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.

TEN STEPS TO STARTING A TSA CHAPTER

1. *The organizing committee*

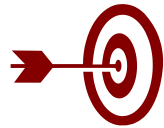
- Select a few enthusiastic students to organize a TSA chapter.
- Encourage this group to become familiar with TSA before they begin.
- For single sections, select four or five students from the class.
- For school-wide chapters, select at least one representative from each class or lab course.
- View Tennessee TSA and Virginia TSA promotional videos on Youtube.com.
- Create a presentation for the first meeting for potential members.



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. **The two main duties of the organizing committee will be to create a public relations campaign and establish organizational meetings for the chapter.**

2. *The recruitment meeting*

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

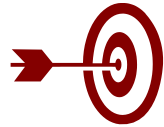


Here's a simple format for the meeting:

- Introduce organizing committee members.
- Have the chairperson or advisor deliver an overview of the “*TSA Power Point*” available at <http://www.tsaweb.org/Promotional-Toolkit>.
- Show the Tennessee TSA recruitment video or one of the videos from National TSA available at <http://www.tsaweb.org/Promotional-Toolkit> or <http://www.youtube.com/watch?v=uYQTqmMU1Kw> .
- Present the idea of forming a chapter to your class(es) for debate.
- Explain the dues and set a deadline for paying them.
- Explain the conferences offered by Tennessee & National TSA.
- Give out a handout on the competitive events available through TSA, which is available for high schools at: <http://www.tsaweb.org/High-School-Competitions> and for middle schools at: <http://www.tsaweb.org/Middle-School-Competitions>

3. The membership drive

After planning you will begin your membership drive. Appoint a representative from each class to collect dues until officers are elected and you have a treasurer. When collecting dues, keep several things in mind:



Adhere to school policies for collecting fees.

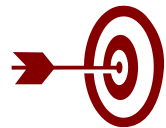
Set a deadline that is early enough to allow you to meet both your local, state and national deadlines. The national priority date for membership is October 1 (see the affiliation booklet for your state deadline.) The sooner your affiliations are received, the quicker your service starts. Record the names of paid members on your TSA Chapter Affiliation Booklet. If paying dues is difficult for students, hold a fund-raiser to pay the dues for the entire class (everyone should participate in the event) or ask your school for permission to charge a class fee to cover the costs. Ask other CTSO advisors in your building how they collect fees, or ask another TSA advisor in your county how he/she helps students pay membership dues.

You can access the affiliation form at:

<http://www.tsaweb.org/Affiliation-and-Dues>

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.

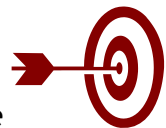


To encourage enthusiasm, conduct a political campaign. For that, appoint a committee to develop election guidelines (dates, application procedures and nominee requirements).

The chapter offices for TSA are Sergeant-at-Arms, Reporter, Treasurer, Secretary, Vice President and President.

5. The officers' first order of business

Hold a meeting of the newly elected officers. These officers will need to participate in a few teambuilding activities to get the group to work together cohesively. Create an officer notebook where students can keep minutes, reports, calendars, event information, and any other TSA business.



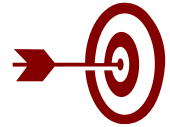
It is also helpful to contact the State Advisor, Heather Henderlight, to see if there are Mentor Chapters in your area who would be willing to help you get start. Please contact her at:

heather.henderlight@tn.gov.

6. Chapter committees

The chapter president establishes the following standing committees:

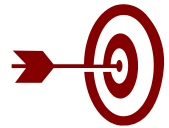
- Membership
- Public Relations
- Social & Recreational
- Fund Raising & Sponsorship
- Awards & Recognition



A complete description of each committee and its function is in the TSA Chapter Program Kit.

7. Develop a Program of Work or Calendar of Activities

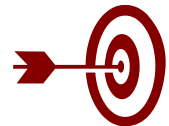
The chapter's Program of Work and the chapter's project goals are a plan for the year. Establish a Program of Work Committee to come up with the plan and make recommendations to each standing committee.



To help chapters plan Program of Work you can find a sample on the Tennessee TSA website at www.tntsa.org.

8. Vote on the Program of Work/Calendar of Activities

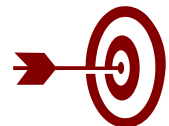
Once the tentative Program of Work or Calendar of Activities is adopted, present it to all members for their approval. The program directly influences the TSA year. Be sure to review your calendar at meetings to keep everyone up to date and on track for the year.



9. Get the necessary materials

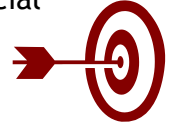
A well organized TSA chapter uses all of its available resources such as the:

- National TSA Website: www.tsaweb.org
- Tennessee TSA Website: www.tntsa.org
- TSA Advisor Program Kit is available from National TSA at <http://www.tsaweb.org/Advisor-Toolkit>
- The TOTAL TSA CD for Middle or High School will be sent to you after affiliation dues are received.
 - Middle School/High School Competitive Events Guide
 - Membership Materials
 - Leadership Lessons
- Tennessee TSA & National TSA Facebook pages.
- Tennessee TSA YouTube channel.



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 chapter enthusiasm.
- Provide guidance as needed.
- Set clear expectations and deadlines for students.
- Offer a place for students to hold meetings.
- Provide expertise and knowledge.
- Clarify or point out what students might neglect.
- Encourage chapter evaluation.
- Relate TSA activities to classroom learning, community life and the student's future roles in society.
- Set standards for members to follow by being a positive role model.
- Establish relationships with TSA members' parents and communicate with them regularly.
- Create fundraising opportunities well in advance to assist with conference expenses.
- Meet deadlines established by Tennessee and National TSA.

COMPETITIVE EVENT INFORMATION

High School Program Event Information

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

Middle School Program Event Information

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

Competitive Event Themes

<http://www.tsaweb.org/Themes-and-Problems>

TSA'S HISTORY

To view the historical information of TSA go to: <http://www.tsaweb.org/about/history.html>.

TSA PUBLICATIONS ONLINE

To view the TSA Publications and ordering information Online go to: <http://www.tsaweb.org>.

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

One valuable thing to remember in developing an active TSA chapter is that you need to be prepared to spend a couple years learning the various aspects of each activity. TSA is a great organization to foster the soft skills and leadership capabilities of your students.

