

Virginia TSA

Leadership Academy



November 18-19, 2011
Holiday Inn
Koger Conference Center
1021 Koger Center Boulevard
Richmond, VA 23235
(804) 379-3800

2011 Virginia TSA Leadership Academy Conference Information Packet

State Leadership Academy Purpose:

The state leadership academy is designed to help Virginia TSA members learn how to be, or continue to be great leaders. In order to complete this purpose, guidance will be given in not only leadership but also communication and teambuilding activities through hands-on break-out sessions. This academy provides opportunities for members who attend to gain knowledge and skills to help them succeed on the regional, state, and national level.

This is an ideal opportunity for new chapter officers and new chapters to get together and interact to strengthen chapter efforts.

To assist you in planning your trip, a tentative agenda for the Academy is included.

HOTEL RESERVATIONS / TAX EXEMPT FORM

Our hotel will be the Holiday Inn located in Richmond, Virginia. Your hotel registration is due **to the Holiday Inn by November 10, 2011.**

DRESS CODE

On Friday, please wear business casual attire as stated by national TSA. Participants will receive a t-shirt at registration on Friday. Virginia TSA is asking all attendees to wear their academy t-shirt on Saturday. Students will not be allowed to participate unless appropriate dress is worn. It is the **advisor's responsibility** to see to it that his/her delegation is appropriately dressed at all times while involved in official Virginia TSA functions.

CODE OF BEHAVIOR, PERSONAL LIABILITY AND MEDICAL RELEASE, PHOTOGRAPH RELEASE FORMS, AND ADVISOR'S CONTRACT

Please copy each form for all participants from your chapter. Have them signed and bring them with you to the meeting. These forms are for your protection in emergency situations. Make two copies of the affidavit. One copy will be collected at registration; the other copy should remain with the advisor at all times.

CONFERENCE REGISTRATION FORM

The **Virginia TSA Fall Leadership Academy will be held November 18-19, 2011** at the **Holiday Inn Koger Conference Center, Richmond, Virginia.**

- **Registration is open to the first 100 participants.**
- **Registration cost is \$50.00 per participant (which includes payment for the ropes course).**
- **Advisors, chaperones, & parents must register in order to receive breakfast and lunch for \$20.00. If not registered for the conference, all meals will be the responsibility of the advisor, chaperone, or parent.**
- **Deadline for Registration is October 18, 2011.**
- **Students have to be 13 years of age by the day of the State Leadership Academy in order to participate.**
- **State Executive Council members have to register and pay the registration fee.**
- Registration for the Academy is limited to **4 students per school** plus any State Executive Council members.
- Registration fees will cover breakfast and lunch on Saturday, tee-shirt, and the team building activity.
- Complete the enclosed registration form and **return** it by **October 18, 2011.**
- Chaperones/Advisors will be responsible for the behavior of their delegation and for transportation to/from the hotel.
- **Chaperones/Advisors will be responsible for transportation to/from the team building activity.**
- There will be no on-site registration.
- Shirt sizes **must** be included on your registration form.
- Request for refunds must be received by 5:00 p.m., November 7, 2011. The request must include: student name, reason for request, W-9 form including the school tax id#, advisor signature, and a copy of the original payment.
- Makes checks payable to: **Virginia TSA**

Meals

Dinner on Friday will be on your own. Breakfast and lunch will be served on Saturday in the hotel.

**2011 Virginia TSA
Leadership Academy Registration Form**

Advisor: _____

School/Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

School/Office Phone: (____) _____ Home: (____) _____

Email: _____

Student Names- (Please Print)

Shirts are ADULT sizes

_____ Shirt: S M L XL XXL Student

_____ Shirt: S M L XL XXL Student

_____ Shirt: S M L XL XXL Student

_____ Shirt: S M L XL XXL Student

_____ Shirt: S M L XL XXL State Officer/ Reg. Pres

_____ Shirt: S M L XL XXL State Officer/ Reg. Pres

Number of Students _____ x \$50.00 = _____

Advisors/Adults _____ x \$20.00 = _____

Total = _____

Mail registration fees and registration form to:

**Ms. LaTasha Watson
Virginia TSA
P O Box 9045
Petersburg, VA 23806**

The 2011 Virginia TSA Leadership Academy

Tentative Agenda

Friday, November 18, 2011

4:00 - 6:30 P.M. -----	Hotel Check-in
6:00 - 6:45 P.M. -----	Dinner (On your own)
7:00 - 7:45 P.M. -----	Chapter Check in
7:50 - 8:10 P.M. -----	Photograph
8:15 – 9:15 P.M. -----	State Pin Design Contest
9:25 – 10:25 P.M. -----	State T-shirt Design Contest
10:30 P.M. -----	Curfew

Saturday, November 19, 2011

7:30 - 8:30 A.M. -----	Breakfast
8:00 - 11:00 A.M. -----	Hotel Check out
8:45 A.M. -----	First Group Leaves for Team Builder
9:15 - 9:55 A.M. -----	First Break-Out Session
10:00 - 10:40 A.M. -----	Second Break-Out Session
9:00 – 10:00 A.M. -----	Advisor Workshop
11:00 - 2:00 P.M. -----	Lunch
12:15 P.M. -----	First Group Returns
12:30 P.M. -----	Second Group Leaves for Team Builder
1:30 - 2:30 P.M. -----	Advisor Workshop
2:10 - 2:50 P.M. -----	Third Break-Out Session
1:05 - 1:45 P.M. -----	Fourth break-out session
1:50 - 2:50 P.M. -----	Closing Ceremony

CLIMBING 101: Learn the Ropes-Belay Class:

Come join Peak Experience's most popular class for groups seeking productive fun while team-building. Team members will learn the basics of climbing in a supportive, yet challenging team environment. Peak's Staff will instruct participants in safety, simple yet successful climbing techniques, and most importantly, stress the importance of team work in climbing, as in life.

* In addition, everyone will receive a COMPLIMENTARY two week membership when you successfully complete our belay test as a thank you from Peak Experiences for allowing us to help you achieve this important mission with your group.

Participants must be at least 13 years old.

Learn about the exciting sport of rock climbing. Our belay class teaches all the basics: knot-tying, anchoring, belay technique, and more.



Participants: Instruction is 1 to 1.5 hours followed by a mandatory hour of monitored climbing and belaying.

All participants will need to bring a signed Acknowledgement of Risks form with them in order to be able to participate.

Under Reason of Visit, check Group Event.

Peak Experience
11421 Polo Circle, Midlothian VA 23113
Tel 804-897-6800 | Fax 804-897-2736
info@peakexperiences.com

4th Annual

**Virginia TSA
Leadership Academy
November 18-19, 2011**



Holiday Inn

1021 Koger Center Boulevard, Richmond, VA 23235
(804) 379-3800

The Virginia TSA Statewide Leadership Academy rate is **\$98.31 which includes tax** (single or double). Each reservation must be accompanied by a one night deposit. If paying via credit card, provide those details at the bottom of this form.

- Individuals may call the Holiday Inn Koger Conference Center direct at (804)379-3800
- Fax** reservations to our reservation department at (804)379-2763
- Utilize our “**Group Reservations Toll Free Number**”, **1-800-397-1034**.
- All reservations must be guaranteed by a major credit card, or a one night's deposit in the form of check or money order.

Note: Reservations must be made at least **7** days prior to arrival. **After the cut-off date of November 10, 2011, the group room rate may no longer be available**, and the unsold rooms remaining in the block will be returned to our inventory for sale at the prevailing rate.

Should you need assistance with your guest room block, please contact our reservation department at (804)379-3800, ext. 7131, Monday through Friday, 8AM-5PM.

**PERSONAL LIABILITY FORM
VIRGINIA TSA**

No student or child attendee will be allowed to participate in Virginia TSA Leadership Academy or state activities unless the chapter advisor has an original copy of this form at all times.

REQUIRED BY: STUDENT/CHILD CONFERENCE ATTENDEES

**CHAPTER ADVISOR MUST MAINTAIN A COPY OF THIS FORM AT THE SCHOOL
AND BRING THE ORIGINAL COPY TO THE LEADERSHIP ACADEMY.**

Name of participant: _____

School: _____

Address: _____

Home phone: _____ School phone: _____

"I hereby agree to release the Virginia Association of the Technology Student Association, its representatives, agents, servants, and employees for liability for any injury to above named person at any time while attending the Virginia TSA conference and activities, including travel to and from such activities, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize representatives of Virginia TSA to obtain emergency medical treatment for the above named person as deemed necessary."

"I agree to indemnify and hold harmless the representatives of the Virginia Association of the Technology Student Association and said TSA State Advisor and/or conference management staff for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards."

Virginia TSA Leadership Academy – November 18- November 19, 2011

Parent/Guardian Signature _____ Student Participant Signature _____

Date _____

NOTE: Chapter advisors may use the same form for Regional Fair and Technosphere provided each event is properly signed and dated.

<<< Do not mail this form to Virginia TSA >>>

**VIRGINIA TSA DELEGATE
CONDUCT PRACTICES AND PROCEDURES AGREEMENT FORM**

1. **"Delegate" shall mean any TSA member (voting/non-voting) attending the conference.**
2. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or building must be paid by the individual(s) or chapter(s) responsible.
3. Delegates shall keep their advisors informed of their activities and/or whereabouts at all times.
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Delegates not staying at the official conference hotels shall return to their legal residence by curfew or immediately following the last scheduled event.
7. No alcoholic beverages, narcotics or firearms, in any form, shall be possessed by delegates, alumni or other conference attendees at any time, under any circumstances.
8. No delegates shall leave the conference site unless accompanied by the Chapter Advisor(s) and/or chaperone(s).
9. Delegates and Voting Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc. for which they are registered, unless engaged in some specific assignment taking place at the same time.
10. Identification badges must be worn at all times by all persons in conference attendance.
11. Chapter Advisors will be responsible for their delegates' conduct en route to the conference, during the conference, and during delegates' return to home school.
12. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants to being disqualified. Individual delegates may be sent home immediately at their own expense. Curfews will be enforced (all delegates will be in assigned rooms by the announced times).
13. Casual wear will be accepted only during specific social functions, as designated.
14. The Virginia TSA Standards Review Committee reserves the right to dismiss any delegate from the conference for inappropriate actions.

I have read, I understand, and I agree to conduct myself according to the conduct practices and procedures listed above.

Student Delegate Signature

Parent Signature

The parent must initial each event for which this form applies:

Statewide Leadership Academy: November 18- November 19, 2011

Chapter advisors may use the same form for all Virginia TSA sponsored events provided the form is properly signed and initialized where applicable. Chapter Advisors are responsible for maintaining the form. The original form must accompany the chapter advisor at all times at the Virginia TSA Statewide Leadership Academy, a Regional Fair, or Technosphere.

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**MEDICAL RELEASE FORM
VIRGINIA TSA**

REQUIRED BY: STUDENT/CHILD CONFERENCE ATTENDEES
CHAPTER ADVISOR MUST MAINTAIN A COPY OF THIS FORM
AT SCHOOL AND BRING THE ORIGINAL COPY TO THE REGIONAL FAIR.

Student: _____ Social Security # _____

Advisor: _____

School: _____ State: _____ Zip: _____

Medical Information (Print Clearly)

1. Known drug allergies: _____
2. Last tetanus administration received: _____
3. Describe any history of heart condition, diabetes, asthma, epilepsy or rheumatic fever, etc:

4. Medication currently being taken: _____
5. Physical restrictions (swimming, running, etc.) _____
6. Other conditions: _____
7. Physician: _____ Work: _____ Home: _____
8. Relative: _____ Work: _____ Home: _____
9. Name of medical insurance company: _____ Policy # _____

I hereby give permission for emergency medical treatment of _____ (Name of Student/Child)
while attending conferences and leadership activities of Virginia TSA.

Signature of parent/guardian: _____

Statewide Leadership Academy
November 18- November 19, 2011

Parent/Guardian Initials

Date

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Photo Release Form

Permission to Use Photograph.

Subject: Virginia TSA Statewide Leadership Academy

I grant to Virginia TSA, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize Virginia TSA, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Virginia TSA may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Signature _____

Printed name _____

Organization Name (if applicable) _____

Address _____

Date _____

Signature, parent or guardian _____

(if under age 18)

Date: _____