

Virginia Association of the Technology Student Association

September 2, 2011

TO: Technology Teachers

FROM: LaTasha Watson, State Advisor
Virginia TSA

SUBJECT: Technology Student Association Affiliation

Welcome to a new year of exciting possibilities and opportunities! As a technology teacher, you are driven to provide your students with every opportunity to explore the dynamics of technology and the role TSA can contribute to your students' understanding about the technical world. We encourage you to include TSA activities as an integral co-curricular part of your classroom and laboratory instruction. There are events and activities available for all students. Please consider the opportunities you can provide for your students by joining the only student organization which focuses specifically on students enrolled in technology education.

We encourage you to affiliate your local chapter with National TSA early in the school year so your students may receive the full benefit of the state and national membership. Virginia TSA and National TSA provide a unified annual membership package. Affiliation, which is conducted online through the national website, will begin in September. *This year each chapter will receive a free competitive event guide CD with affiliation.*

There are two membership options available to students and schools. The options are provided below:

1. Red Chapter Affiliation Program (Red CAP)

A chapter affiliates up to ten members by paying a flat fee (additional members may be added during the year for a fee). The membership fee for Red CAP is \$90 at the national level plus state dues.

2. White Chapter Affiliation Program (White CAP)

A chapter affiliates eleven or more members by paying a per member White CAP fee for state and national dues. The membership fee for White CAP is \$9 per member at the national level plus state dues.

3. Blue Chapter Affiliation Program (Blue CAP)

A chapter affiliates an unlimited number of members in a school for a flat fee (typically effective when there are more than 25 members). This option is popular in chapters where students rotate through a STEM class for a portion of the year to enable all students to be members. The membership fee for Blue CAP is \$350 at the national level plus state dues.

The affiliation deadline for non-interrupted services is November 28, 2011. If you affiliate by November 28th, you will receive uninterrupted service, recognition of continuous annual chapter affiliation, a gold seal affiliation certificate, and a complimentary copy of the *2011/12 TSA Information Directory*. Only chapter affiliations received by the close of business on November 28th will be eligible for these bonus benefits. Affiliations completed online are not processed until dues are received by the national office through a school purchase order, credit card number, or check.

We look forward to working with you to promote technological literacy for your students. To find out more about Virginia TSA, visit the association Web site at www.VirginiaTSA.org. If you have any questions, please call LaTasha Watson at 804 524-5549(w), 804 524-6807 (f), or email tsa@vatsa.org.

LW
c: Lynn Basham

Virginia Association of the Technology Student Association



CHAPTER AFFILIATION INSTRUCTIONS

Technology Student Association
1914 Association Drive
Reston, VA 20191-1540
Phone 703/860-9000
FAX 703/758-4852
www.tsaweb.org

- Each member pays all applicable state and national dues.
- To add members throughout the school year, follow the regular online procedure.

Chapters may affiliate at any time during the school year; however, chapters that affiliate by November 28, 2011 will receive:

Uninterrupted service

TSA 2011-2012 Directory

Gold Seal affiliation certificate

DIRECTIONS FOR AFFILIATION

To Affiliate ONLINE

1. Click on the Manage My TSA button found at www.tsaweb.org on the right side of the page.
2. Select Chapter Advisors on the left side of the page.
3. For returning advisors, input username and password given to you by National TSA. New schools and advisors without logins, please select [Click Here](#) to request a login.
4. Input or review your school and membership information.
5. Required fields that must be updated are:
 - Principal
 - Membership Type: CAP or Individual
 - Number of MembersHit submit once all information has been entered.
6. On the Membership Roster page: Note: Once you submit a student name, they are a member of TSA and another student's name cannot be substituted during the membership year. Spelling corrections may be sent to lguido@tsaweb.org.
 - **CAP membership:** click on Input Roster and you will have the option to download and import a roster template or you may type in student names directly into the system.
 - **Individual membership:** click on Input Roster and type in the student names. Hit Save after each student is entered.
7. All advisors registered during the 11/12 affiliation are automatically included on your registration for this year. Please use the Add/modify Advisor button to change your advisors selections for affiliation.
8. Once you have made all your affiliation selections, click on [View Invoice and Payment Screen](#).
9. After reviewing your invoice, if you need to make changes, click on the [Return to Chapter Information](#) button.
10. Once you have verified that your invoice is correct, select payment by purchase order or credit card. If you are paying by purchase order but don't know the PO number, simply type in "TBD" where it asks for the PO number. If you are paying by check without a purchase order, choose the purchase order option and write the word "CHECK" where it asks for a PO number. You will receive an automatic invoice to your e-mail after clicking on Submit. Once you hit submit, your existing chapter information cannot be changed. Please fax your purchase order within three business days to TSA at 703.758.4852.
11. A confirmation/invoice will be e-mailed to the address you have already provided. Please submit this e-mailed invoice to your financial department for payment. Mail affiliation funds to: **Technology Student Association 1914 Association Drive Reston, VA 20191-1540.**

Virginia Association of the Technology Student Association

Please fill out and mail to the Virginia TSA Office.

Chapter Name: _____

Advisor Name and Phone #: _____

Region Name: _____

Circle Chapter Type: Middle School High School

**There is a required minimum of ten (10) members per chapter.*

List the names of chapter officers below

- | | |
|--------------------------|----------------------------|
| 1. <u>President</u> | 6. <u>Sergeant-at-Arms</u> |
| 2. <u>Vice President</u> | 7. <u>Historian</u> |
| 3. <u>Secretary</u> | 8. <u>Parliamentarian</u> |
| 4. <u>Treasurer</u> | 9. _____ |
| 5. <u>Reporter</u> | 10. _____ |

Signature of Chapter Secretary: _____

Date: _____

Name of Additional Chapter Advisor(s):

Mail to:

Virginia TSA
VSU
P O Box 9045
Petersburg, VA 23806

Virginia Association of the Technology Student Association

General Advice to Advisors

Hints for starting a TSA chapter in your school:

1. Use the TSA Activities in your classroom. Why reinvent the wheel?
2. Visit TSA events as a judge or chaperone to get the “inside scoop” without having your own chapter around to be supervised.
3. Call and ask other TSA advisors' in your area for hints and help. Your state
4. When competing, provide each student with his or her own set of rules. This appropriately places the responsibility for competition on the student.
5. Let your officers be more than a figurehead. The treasurer needs to solicit funds, the reporter needs to provide publicity for the local paper, and the historian creates an archive and produces bulletin boards.
6. Fundraise early and often. Parents are a great asset, if you ask.
7. Publicize your successes. Take your students to school board meetings, display your trophies in the main office, and write press releases for local newspapers.
8. Keep a visual archive. This not only inspires future members, but also keeps the memories alive.
9. Create a local TSA newsletter for parents and interested supporters such as the school superintendent, CTE director, and principal.
10. Create a local website for TSA news and events. This is a cheap and easy way to keep locals informed of your chapter events. Be certain to provide a button or form that identifies ways to donate funds to your chapter.
11. Stay up to date by visiting the Virginia TSA website at www.VirginiaTSA.org.

Virginia TSA Calendar of Events 2011-2012

Date	Event	Location
August 3	Virginia TSA Addendum Available Online	www.VirginiaTSA.org
August 3 - August 5	VTEA Summer Conference	Suffolk, Virginia
August 9	Virginia Scene Articles Due	tsa@vatsa.org
September 17	Executive Council Meeting	Highland Springs High School
October 4	Regional Fair Management Meeting	CTE Resource Center
TBA	TSA Week	Nationwide
October 8	Virginia Scene Mailing	Affiliated Chapters
October 29	Blue Ridge Regional Fall Rally	Virginia Western Community College
TBA	Northern Regional Fall Rally	TBA
October 8	South Central Regional Fall Rally	VCU School of Engineering
TBA	Southwestern Regional Fall Rally	TBA
TBA	Tidewater Regional Fall Rally	TBA
October 8	Valley Regional Fall Rally	James Madison University
October 18	Deadline for Registration for the Virginia TSA Leadership Academy	Statewide
November 11	Virginia Scene Articles Due	tsa@vatsa.org
November 18-19	Virginia TSA Leadership Academy	Holiday Inn Koger
November 20	Executive Council Meeting	Holiday Inn Koger
TBA	Deadline for Affiliation for Uninterrupted Service	Nationwide
January 11	Virginia Scene Mailing	Affiliated Chapters
January 19-20	VACTE Legislative Seminar	Richmond
January 31	Deadline for Affiliation in Order to Compete at Regional Fairs and Technosphere	Statewide
February 1-28	Career and Technical Education Month	www.acteonline.org
February 4	Executive Council Meeting	Wilson Memorial High School
February 6	Deadline for Registration for the Regional Fairs	Statewide
February 6	Regional Officer Candidate Application Due	Statewide
February 15	Virginia Scene Articles Due	tsa@vatsa.org

Visit www.VirginiaTSA.org to keep informed of the most up-to-date happenings.

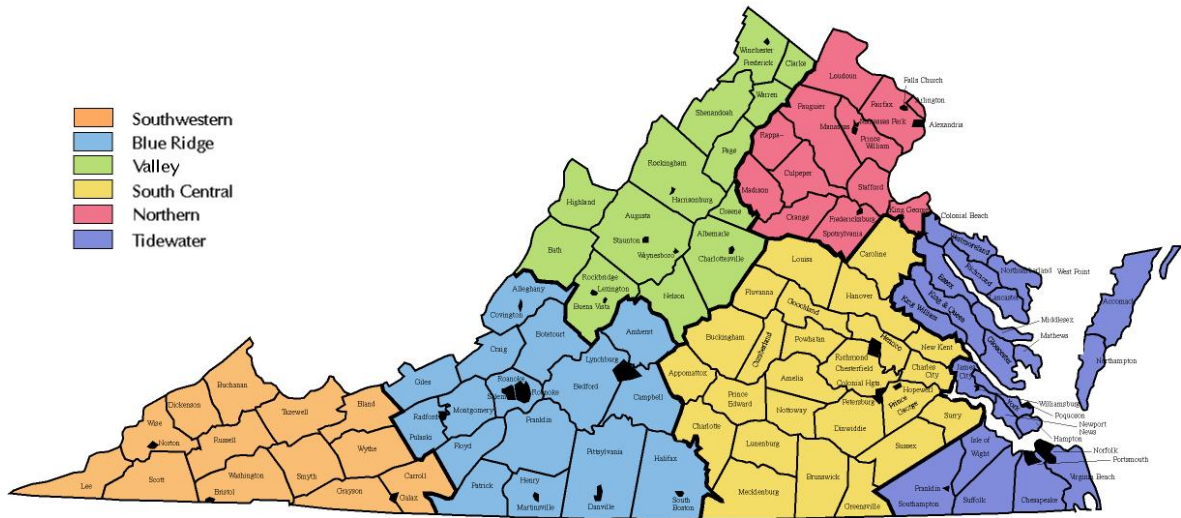
Last updated on 06/27/11

Virginia TSA Calendar of Events 2011-2012

Date	Event	Location
February 19-25	National Engineers' Week	www.eweek.org
February 24 - 25	Children's Engineering Convention	Holiday Inn Kroger
March 3	Blue Ridge Regional Spring Fair	Pulaski Middle School
March 10	Northern Regional Spring Fair	W.T. Woodson High School
March 3	South Central Regional Spring Fair	Highland Springs High School
March 3	Southwestern Regional Spring Fair	E.B. Stanley Middle School
March 3	Tidewater Regional Spring Fair	Ocean Lakes High School
March 10	Valley Regional Spring Fair	Wilson Middle School
March 5-9	TSA Advisor Appreciation Week	Statewide
March 15-17	ITEEA Conference	Long Beach, CA
March 20	Virginia Scene Mailing	Statewide
March 30	Deadline for Technosphere Registration	Statewide
March 30	State Officer Candidate Application Due	Statewide
March 30	Achievement Program (Bronze, Silver, & Gold) Applications Due	Statewide
March 30	Technology Honor Society Applications Due	Statewide
March 30	Virginia TSA State Conference Award Applications Due	Statewide
April 11	Virginia Scene Articles Due	tsa@vatsa.org
May 4-6	Technosphere 2012	Richmond Convention Center
May 23	Virginia Scene Posting	www.VirginiaTSA.org
June 8-10	New Officers Leadership Workshop	Richmond
June 21-June 25	National TSA Conference	Nashville, Tennessee

Visit www.VirginiaTSA.org to keep informed of the most up-to-date happenings.

Last updated on 06/27/11



Effective 8/25/2004

**The Virginia Association
of the Technology Student Association
is proud to announce the ...**

2011 Regional Fall Leadership Rallies

<u>Region</u>	<u>Date</u>	<u>Location</u>
Blue Ridge	October 29, 2011	Virginia Western Community College
Northern	TBA	TBA
South Central	October 8, 2011	VCU School of Engineering
Southwestern	TBA	TBA
Tidewater	TBA	TBA
Valley	October 8, 2011	James Madison University

Registration packets will not be mailed.

For more information, visit www.VirginiaTSA.org for a registration packet.

**The Virginia Association of the
Technology Student Association
is proud to announce the ...**

2011 Regional Spring Fairs

The spring fairs provide a chance for students to showcase their knowledge of technological activities for the year. The six regional events feature competitions, regional officer elections, and technology learning experiences. Students will be recognized for outstanding achievement in over thirty regional events. Only the top three finishers in these specific regional contests will advance to statewide competition at Technosphere. We invite you and your students to participate at this year's regional fair to demonstrate each student's technological capability. Outstanding Virginia TSA members are encouraged to run for a regional or state TSA officer position. Download the ***Virginia TSA Addendum*** to find out which events are held at regionals and other Virginia specific information for competition.

<u>Region</u>	<u>Date</u>	<u>Location</u>
Blue Ridge	March 3	Pulaski Middle School Pulaski County
Northern	March 10	W. T. Woodson High School Fairfax County
Tidewater	March 3	Ocean Lakes High School Virginia Beach
South Central	March 3	Highland Springs High School Henrico County
Southwestern	March 3	E. B. Stanley Middle School Washington County
Valley	March 10	Wilson Middle School Augusta County

The regional fair packet will be available online.
Visit www.VirginiaTSA.org for more information.

Technology Student Association

**The Virginia Association of the Technology Student Association
Welcomes you to...**



2011-2012 Virginia TSA Executive Council

Technosphere

2012

- WHAT:** Virginia TSA State Leadership Conference
WHERE: Richmond Convention Center, Richmond, VA
WHEN: Friday, May 4, 2012 - Sunday, May 6, 2012
WHO: Technology students, advisors, chaperones, and parents
WHY: Compete, meet new friends, and elect the new student leaders for TSA in Virginia



Frequently Asked Questions

When do I need to affiliate?

Affiliate as soon as possible so your students can receive the full benefit of membership at the Regional, State, and National level. If you affiliate prior to November 28, you will receive uninterrupted service. This means, you will receive recognition of continuous annual chapter affiliation, a gold seal affiliation certificate, and a complimentary copy of the 2011-12 TSA Information Directory from National TSA. You will also receive 10 copies of each issue of the Virginia Scene for your chapter once you affiliate.

What is the cost to affiliate?

Membership costs are dependent upon which membership program is chosen.

Red Chapter Affiliation Program (Red CAP)

A chapter affiliates up to ten members by paying a flat fee (additional members may be added during the year for a fee). The membership fee for Red CAP is \$90 at the national level plus state dues. State dues are \$2.00.

White Chapter Affiliation Program (White CAP)

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What are the benefits of the Chapter Affiliation Program (CAP)?

It provides a means for all the technology education students in your school to affiliate at a much lower cost. If you join as a CAP member, your chapter roster may be updated at any time without an additional charge. This is especially helpful when you have technology classes that are 6, 9, or 18 weeks long.

When affiliating as a CAP member, do I need to send the chapter roster?

As a CAP member, your entire school is affiliated. Send National TSA your technology education roster from all your classes. If you have more than one technology teacher in your school, provide their rolls also. This will allow any student enrolled in technology education to become an active member during the school year.

What does TSA offer my students?

Access to the national TSA programs, 6 regional fall leadership rallies, 6 regional spring fairs, Technosphere, the Virginia Scene, recognition, leadership opportunities, scholarships, and a way to explore the technology activities in a competitive environment.

How are the regional and state event fees used?

The regional and state registration fees provide for event materials, plaques and trophies, mailing fees, copy costs, facility rental costs, custodial fees, and much more. The fees also provide Virginia TSA funds to provide services such as to print and distribute the newsletter, hold Executive Council meetings, and maintain an independent website.

How do I receive more information about regional events?

Visit www.vatsa.org or call the Virginia TSA office at (804) 524-5549. Regional Fair information packets are posted on-line for affiliated chapters at least 30 days prior to the event and can be found at the Virginia TSA website.

How do my students get involved in the leadership aspects of Virginia TSA?

Take them to the Leadership Academy. Ask them to join a state or regional committee. Read the committee reports online to learn more about the opportunities available. To nominate a student, send their name, chapter, email, advisor, and committee name to tsa@vatsa.org. Nominate your local student leaders for regional or state office. Download the regional or state officer application at www.VirginiaTSA.org.

How do I know which events are offered at the regional fairs?

The addendum provides information for the regional and state competitive events. The addendum will be available online after national guidelines are released in September.

Do the event requirements change at regional and state competitions?

Adjustments must be made to some competitive events in order to comply with Virginia requirements. Some events are developed and only offered in Virginia. The addendum contains updates on the regional and state competitive events.