

# Virginia Association of the Technology Student Association

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Web site: [www.VirginiaTSA.org](http://www.VirginiaTSA.org)

November 28, 2011

TO: Technology Education Teachers - South Central Region

FROM: LaTasha Watson, Interim State Advisor  
Virginia TSA

SUBJECT: South Central Region TSA Spring Fair  
March 3, 2012 - 8:00 a.m. to 5:00 p.m.  
Highland Springs High School, Henrico County

We are pleased to announce that the South Central Region Spring Regional Fair will be held March 3, 2012 at Highland Springs High School, 15 S. Oak Ave. Highland Springs, Virginia 23075. The South Central Spring Regional Fair provides for leadership development activities and competitive events for students who are members of the Technology Student Association. Students will be recognized for outstanding achievement in thirty-four events. Only the top three finishers in these specific contests will advance to statewide competition at Technosphere '12. Several additional contests that are not offered at the regional fair will be open to all student registration at Technosphere '12. Outstanding Virginia TSA members are encouraged to run for a regional TSA officer position. Please encourage your students to participate at this year's regional fair to demonstrate their leadership and technological ability.

Chapter advisors and TSA members are reminded that the **2012-2013 National TSA Curricular Resources Guide for the Middle School**, the **2011-2012 National TSA Curricular Resources Guide for the High School**, and the **2011-2012 Virginia Addendum to the Curricular Resources Guide** contain the official rules for this year's competitive events. The **National TSA Curricular Resources Guides** are available through the TSA National Office. The addendum may be downloaded at the following URL: [www.VirginiaTSA.org](http://www.VirginiaTSA.org). Also, be sure to regularly check the Virginia TSA Web site for changes and updates pertaining to all aspects of the regional fair.

Registration for all attendees (students, advisors, and guests) will be done online. To access the registration form, go to [www.VirginiaTSA.org](http://www.VirginiaTSA.org) and click on the advisor login icon. All advisors who participated last year have a user ID and password to access the online registration forms. If you do not have a user ID and password, please request an ID and password by sending an email to Virginia TSA at [tsa@vatsa.org](mailto:tsa@vatsa.org). After completing the online registration, the following must be mailed to Virginia TSA: a) copy of online chapter registration invoice, b) registration fees, and c) school forms verification affidavit. Final processing of your schools registration will not be processed until all of the above items have been received.

We look forward to seeing you at this year's regional fair. We also wish your students success!

cc: Regional Fair Planning Team

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KLB /LMW/ec

Enclosures



## South Central Region Fair Fact Sheet

- Date and time: Saturday, March 3, 2012  
8:00 a.m. until 5:00 p.m.
- Location: Highland Springs High School  
15 S. Oak Ave.  
Highland Springs, Virginia 23075
- Registration fees: \$20.00 per TSA member must be mailed to Virginia TSA  
(advisors and chaperones receive a complimentary Regional Fair registration).
- Who may participate: TSA members from affiliated chapters.
- Lunch: Boxed lunches will be available for those who pay in advance. The cost is \$6.50 each. The lunch will include a sandwich (choice of ham & cheese, turkey, roast beef, or vegetarian, peanut butter & jelly), chips, cookie, fruit and drink. Payment for lunches and lunch orders should be mailed directly to Highland Springs High School TSA, 15 S. Oak Ave., Virginia 23075. Additionally, snacks will be available for onsite purchase.
- Supervision: TSA members must be chaperoned by advisor, parent, or guardian.
- Rules: 2012-2013 National TSA Middle School Competitive Events Guide  
2011-2012 National TSA High School Competitive Events Guide  
2011-2012 Virginia TSA Competitive Events Addendum
- Entries per contest: Refer to pages 14-18 in the Addendum for the list of Regional Fair contests and maximum entries per event. Only those students and/or teams finishing in the top three places at the Regional Fair may enter the same events at Technosphere.
- Registration deadline: Postmarked by **February 6, 2012**. Telephone or fax registration will not be accepted. On-site registration will not be permitted. Exceptions will not be allowed. **Also, the online component of registration must be completed by February 6, 2012.**
- Mail all registration fees and material to: Virginia TSA  
P.O. Box 9045  
Virginia State University  
Petersburg, VA 23806
- For more information: **For fastest response, send an email request to the Virginia TSA State Office at [tsa@vatsa.org](mailto:tsa@vatsa.org).**

**REGIONAL FAIR  
TENTATIVE AGENDA**

8:00 - 8:30 a.m. ....	Regional Officer’s Meeting
8:00 - 9:00 .....	Advisors Pick-up Registration Packet
8:00 - 9:00 .....	Contest Project Set-up
8:45 - 9:15 .....	Judges' Meeting
9:00 - 9:30 .....	General Session I TSA Updates Candidate Speeches Announcements
9:30 - 12:00 p.m. ....	Contests Judging Officer Campaign Interest Sessions Student Activities
12:00 - 1:00 .....	Lunch
1:00 - 3:30 .....	Contests Judging Officer Campaign Interest Sessions Student Activities
3:30 - 4:15 .....	Delegate Voting Session
4:15 - 5:00 .....	General Session II Awards Program
5:00 – 5:15 .....	New Officer’s Meeting
5:00 – 5:45 .....	Remove Projects

NOTE: Go to the following url/link to obtain a detail copy of the 2012 South Central Regional Fair program: <http://www.virginiatsa.org/home/conferences-and-events/regional/regional-fairs>

## IMPORTANT NOTES

1. February 6, 2012 is the registration deadline for regional fair contests and regional officer candidate application forms. Regional officer candidate application forms must be postmarked and mailed to the Virginia TSA office by February 11.
2. Chapters must be affiliated by January 31, 2012 in order to compete at regional or state TSA competitions.
3. There will be no **on-site registration** of schools at the Regional Fairs or Technosphere.
4. Chapter advisors must maintain (keep) all copies of their students' conduct, liability, and medical release forms. Do not mail those forms to Virginia TSA. Chapter advisors must mail Virginia TSA the School Forms Verification Affidavit contained in this packet.
5. User ID and Password will remain the same as last year. Contact Virginia TSA if you did not receive your user ID and password.
6. Complete the online registration for all participants including students, advisors, and guests. No online individual registrations will be processed without the corresponding school forms and payment.
7. Contact your school principal to obtain your division and school code.
8. **After registering everyone online, mail a copy of the online chapter registration invoice, registration fees, and school forms verification affidavit to Virginia TSA (postmarked) no later than mid-night February 6, 2012.**
9. Refunds must be **requested in writing** prior to February 17, 2012. The request must include: student name, contests, reason for request, W-9 form including the school tax ID number, advisor signature, and a copy of the original payment.
10. Chapter advisors must ensure that their students are chaperoned at all times. No more than 10 students per chaperone.
11. Students are not allowed to leave the Regional Fair site at anytime without an adult representative from their own school.

## **REGIONAL FAIR REGISTRATION PROCEDURES**

### *Suggested Steps for Completing Forms:*

1. Announce dates, location, and purpose of Regional Fair to each class.
2. Obtain appropriate field trip approval for attendance and transportation to the Regional Fair.
3. Affiliate your chapter with National TSA.
4. Duplicate Regional Fair overview information, conduct, liability, and medical release forms for students to complete and return to their advisor.
5. Advisors must complete the online registration form for all (students, advisors, and guests) participants. User IDs and Passwords can be obtained by emailing your request to the State Advisor, LaTasha Watson, at [tsa@vatsa.org](mailto:tsa@vatsa.org). The online Registration form is located at: <http://www.virginiatsa.org/home/resources/advisor-login>
6. Advisors must fill out the online individual contest entry registration form for each of your students in attendance. Double-check and verify all contest entries. Advisors must print and retain a copy of the online chapter registration invoice.
7. Determine TSA Chapter voting delegates and select voting delegate under the status icon on the online registration form. Each affiliated chapter has two voting delegates. The advisor is responsible for choosing the delegates. Chapters receive an additional voting delegate for each regional and/or state officer.
8. TSA members seeking a regional office should read the "Regional Officer Candidate Information Sheet," fill out the regional officer candidate form, obtain the required original signatures, and mail the original application form to the Virginia TSA office by February 11. Regional officer candidate applications will not be accepted without all required original signatures.
9. Secure funds for Regional Fair participation in order to pay for registration, meals, transportation, etc. Obtain check for student registration fees from school financial officer payable to Virginia TSA. Funds for box lunches should be paid directly to Highland Springs High School.
10. Chapter advisors must keep all copies of their students' conduct, liability, and medical release forms. Do not mail these forms to Virginia TSA. However, chapter advisors must mail Virginia TSA the School Forms Verification Affidavit contained in this packet.
11. The following must be mailed (postmarked) to: Virginia TSA, P.O. Box 9045, VSU, Petersburg, Virginia 23806 by no later than mid-night February 6, 2012:
  - a) copy of online chapter registration invoice
  - b) registration fees
  - c) school forms verification affidavit
12. Contests cancelled because of inadequate registration will be announced by February 16. Refunds must be requested in writing prior to February 17, 2012 with proper documentation.



**South Central Spring Regional Fair  
March 3, 2012**

**SCHOOL LUNCH ORDER FORM**

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

**Number of Ham and Cheese lunches** \_\_\_\_\_

**Number of Turkey lunches** \_\_\_\_\_

**Number of Roast Beef lunches** \_\_\_\_\_

**Number of Vegetarian lunches** \_\_\_\_\_

**Number of Peanut Butter and Jelly lunches** \_\_\_\_\_

**Total number of lunches** \_\_\_\_\_ **X \$6.50 =** \_\_\_\_\_  
**Total Amount Due**

**Lunch includes sandwich, chips, cookie, fruit, and a drink (various sodas or bottled water).**

**Mail this form and a check made payable to:** **Highland Springs High School**  
**15 S. Oak Ave.**  
**Highland Springs, Virginia 23075**

**Deadline for mailing check: February 17, 2012**



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

**PERSONAL LIABILITY FORM  
VIRGINIA TSA  
2011-2012**

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

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

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, volunteers, 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 judgements 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."

**Regional Fair - March 3, 2012**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Date

**State Conference – May 4-6, 2012**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Date

NOTE: Chapter advisors may use the same form for 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:

Regional Fair: March 3, 2012 \_\_\_\_\_

State Conference: May 4-6, 2012 \_\_\_\_\_

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 a Regional Fair or Technosphere.

