Indiana TSA
Advisor Handbook

2020-2021

Table of Contents

Preface

Dear Chapter Advisor, Officers, and Members,

It is with great enthusiasm that we begin another year of Indiana TSA! We've been going strong since 2017, we celebrate continued growth as CTE and STEM continue to have growing importance as a society which makes us even more relevant and timely as an organization. We have much to accomplish to increase our capacity to serve students and schools, and we are renewing our focus on creating more exciting and interactive activities and programs.

As a non-profit, we have a Board of Directors that is the controlling entity for our organization. The primary goal of the State Advisor and the Board of Directors is to provide the means for chapters to thrive and grow. Our strength lies in our chapters. The Indiana TSA Board of Directors is available to answer any questions and we encourage you to contact us with suggestions and concerns. Please contact myself, William Richman, the Indiana TSA State Advisor, for more information or to ask any questions.

I hope that the information provided in this packet will promote the success of your chapter and of Indiana TSA. Included in this packet are sample agendas, constitution, activity plans, promotional materials, and other informational documents that aim to provide your chapter, new or established, with the means to be an active part of Indiana TSA.

I wish you all success with your TSA endeavors this year and hope that this packet will provide you with assistance and guidance to your chapter's activities. For regular updates and information about state activities, please visit the Indiana TSA website at www.indianatsa.org. I hope to hear about your success this year and look forward to seeing you at the State Conference.

Sincerely,

William Richman

William Richman
Indiana TSA State Advisor
stateadvisor@indianatsa.org
260-415-3053

Membership

The first step to starting a chapter is to find interested students. TSA members are students that are taking or have taken an engineering or technology class during their middle school or high school career. Once you have **ten** interested students, you can affiliate your chapter with National TSA. Membership is done through an online process, and you pay your dues to National and Indiana TSA at the same time. You cannot be an official chapter until dues are paid in full.

Membership for this school year opens **September 1, 2021**.

[Directions for Online Chapter Affiliation through National TSA](#)

The directions below will guide you through the affiliation process.

Each registered chapter advisor will receive online access to TOTAL TSA, which contains competitive event criteria, leadership lessons and membership materials, once a purchase order or payment is received. Hard copies of invoices will not be mailed unless your purchase order specifies a separate billing address. The e-mail confirmation you receive is your invoice. Please give a copy to your accounts payable department.

1. Go to tsaweb.org and click on Join/Login in the top right of the page.

2. For returning advisors, input username and password to login. New schools and advisors without logins please select Click Here to request a login.

3. Input or review your school and membership information. You will be required to **create** a TOTAL TSA password for each affiliated advisor. Click on submit once all information has been entered.

4. Please verify your advisor information and then hit submit.

5. A TEAMS informational screen will be displayed. You may sign up for TEAMS and it will be added to your affiliation invoice or you may select the third button and to continue with affiliation. More info on teams can be found [here](#).

6. The Chapter Information Review will be displayed. You may edit you chapter information, input your roster and add advisors.

Note: Once you submit a student's name, they are a member of TSA and MAY NOT BE REMOVED OR REPLACED BY ANOTHER STUDENT during the membership year. Do not enter a student's name on your roster unless you are certain they will be an active TSA member. Please complete your rosters before your first regional competition. Spelling corrections may be sent to Leanne Guido at lguido@tsaweb.org.

- Blue 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.
- Red CAP or White CAP: click on Input Roster and type in the student names. Hit Save after each student is entered.

7. Once you have completed the Chapter Information Review screen please select View Invoice and Payment Screen.

8. After reviewing your invoice, if you need to make changes click on the Return to Chapter Information button directly under the "Bill To" information.

9. Once you have verified that your invoice is correct, select payment by purchase order or credit card. Once you hit submit your existing chapter information cannot be changed. Please fax your purchase order within three business days to the number on your invoice.

10. A confirmation/invoice will be sent to your e-mail address. Please submit this e-mailed invoice to your financial department for payment. Thank you.

After affiliation, you will receive a log in and password to a link which contains competitive events information, leadership activities, and membership materials.

MEMBERSHIP FAQ

Link to Register: **https://www.registermychapter.com/tsa/nat/AffLogin.aspx**

The Champion Fund: An Opportunity for Free TSA Membership - https://tsaweb.org/membership/champion-fund

Running a Chapter

ROLE OF THE ADVISOR

While the success of a TSA chapter rests on many factors, the crucial factor is the chapter advisor. If the responsibilities of the advisor are well understood, worked at, and enjoyed, the success of the chapter is almost guaranteed, and the advisor enjoys a great return on their personal investment.

Organizations move forward with the guidance of a dynamic and dedicated leader, and a TSA chapter is no exception. An effective advisor develops the skill of good planning, organizations, and leadership. Students respond in kind to the advisors display of integrity, perseverance, and initiative in professional and daily activities.

Recognizing the importance of the teacher's role, TSA provides the opportunity for integrating the TSA program of activities into classroom teaching. By supplementing the instructional curriculum with these activities, the teacher/advisor promotes a learning experience for students that is enriched and broadened.

Advisor Responsibilities

The TSA chapter advisor's responsibilities include:
- ❖ Being knowledgeable about and orienting all engineering and technology education students and chapter members in the purposes, expectations, program, and organization of TSA, including:
  - motto
  - competitive events and awards
  - creed
  - leadership conferences
  - emblem symbolism
  - benefits of membership
  - colors
  - instruction correlating course content and TSA
  - official dress
  - chapter activities
- ❖ Acquainting parents with TSA activities, purposes, and opportunities offered through the instructional program.
  - Keeping school, faculty, and administrators informed of all activities.
  - Monitoring the collection and processing of membership dues.
  - Supervising the election and installation of officers
  - Training officers and members in effective leadership techniques

- Supervising the chapter officers to ensure that meetings are scheduled and held on a regular basis.
- Monitoring the organization and the use of the secretary's and treasurer's books
- Supervising all Committees.
- Coordinating the implementation of a well-balanced program of activities.
- Keeping abreast of technology news and TSA state and national activities.
- Preparing students for entry into state and national competitive events.
- Accompanying and supervising students who attend state and national TSA leadership conferences and competitive events.
- Maintaining chapter records.

ROLE OF THE OFFICERS

One of the first orders of business that you will have to conduct will be to choose your chapter officers. At the state level, potential officer candidates apply to be on the officer team and are screened by the executive committee. The officers are then elected onto the state officer team and not necessarily into a particular office. The executive committee then slates then into an office based on their skills and leadership abilities. How you choose to run your chapter will depend on what works for your school and chapter. Consider your students and community when writing your chapter bylaws.

President

The president is the presiding officer of all meetings conducted by the chapter. It is the duty of the president to conduct all meeting according to Robert's Rules of Order, newly revised, limit debate when necessary and assure it remains on topic, represent the chapter in a proper manor at all functions, organize meetings to be held by the chapter, communicate with all officers and members of the chapter and association, make sure the chapter is moving forward in accordance with the Program of Activities set within the chapter, and to promote the growth and welfare of the chapter and association.

1. Preside at and conduct meetings according to parliamentary procedure.
2. Appoint committees and serve as ex officio member of each.
3. Keep the meetings moving at an interesting pace.
4. Call upon other officers to take the chair when necessary or desirable.
5. Keep association activities progressing in a satisfactory manner.
6. Represent the association in outside activities.
7. Serve as a member of the association advisory committee or appoint a member from the Executive Board to fulfill that duty.

Vice President

The Vice President is to assist the president in all duties and to preside over all meetings and functions, in which the president of the chapter is absent. The Vice President should work closely with all committees and stay up to date on all activities and work of the chapter and association.

1. Assist the president
2. Serve and record member votes.
3. Succeed the president in case of vacancy.
4. Serve as chairperson of the membership and program committee.
5. Meet with and be responsible for all committees.

Secretary

The Secretary is to keep all records of the chapter. It is the duty of the Secretary to record and read all minutes of the chapter, send out meeting notices, prepare the agenda for all meetings held by the chapter, take and record all votes, and assist the president in anyway necessary.

1. Prepare and read the minutes of each meeting.
2. Count and record member votes.
3. Read correspondence and communications at meetings.
4. Keep association permanent records.
5. Post notices to members pertaining to association activities and send invitations to guests.
6. Be responsible for association correspondence.
7. Call the meeting to order in the absence of the presiding officer.

Treasurer

The Treasurer is responsible for all funds of the association. The treasurer must keep an up to date record of all funds, organize fundraisers and sponsorships, and assist in preparing the annual budget of the association.

1. Report all financial standing at each meeting via a written report to each officer.
2. Keep an accurate record of receipts and payments.
3. Obtain and present ideas and suggestions for increasing the treasury and financing activities.
4. Keep the state advisor apprised of the financial changes of the chapter's association of TSA.

Reporter

The Reporter must keep an up to date record book of the association's activities. It is the duty of the Historian to work with the secretary and reporter to keep records of the association, take photographs at every chapter function, promote the association, and assist the chapter in all ways found necessary by the chapter.

1. Prepare articles for publication.
2. Contact members to obtain news regarding the association.

3. Contact personnel in charge of other publications and provide copy conforming to their requests.
4. Act as historian of the association by keeping an association publications archive.
5. Assist with planning and arranging association exhibits.
6. Act as editor of association publications with the responsibility of developing and publishing.

Sergeant-At-Arms

The Sergeant-at-Arms oversees all set up of meetings and other gatherings of the association. It is his/her duty to ensure the room is set up properly, the area is secure, all guests are comfortable, and to take charge of all candidates prior to speeches and induction ceremonies.

1. Serve as parliamentarian for the association.
2. Arrange meeting rooms and care for association paraphernalia.
3. Be responsible for the comfort of those present at all meetings.
4. Assist officer candidates prior to and during elections.
5. Arrange entertainment, refreshments, and other details related to meeting programs.
6. Serve as chairperson of the welfare committee.

Indiana TSA

Indiana TSA's main purpose is to foster the growth of the chapters of TSA in Indiana.

INDIANA TSA STATE COMPETITION – LOCATION AND LOGISTICS

There will be an Indiana State TSA competition on February 25th & 26th, 2022 at Indiana State University. Registration for students is TBA. This will be a two-day event this year!

More details about the Indiana TSA State Competition will be emailed to chapter advisors as they are finalized, as well as posted on our website. Please contact stateadvisor@indianatsa.org for more information.

CONSTITUTION AND BYLAWS OF INDIANA TSA

Indiana TSA Constitution on Indiana TSA Website

Indiana TSA Bylaws on Indiana TSA Website

Each chapter should write their own bylaws in accordance with the Indiana TSA Bylaws. A resource for getting started is listed in the resource guide and on our website.

ADVISOR CHECK LIST

This is a sample list with some deadlines to get you started in planning. You should add these deadlines to your calendar or planning book.

Did you complete?	Item	Deadline
	Register to Attend Fall Leadership Conference	TBA
	Fall Leadership Conference	September 30th, 2021
	Affiliate your Chapter *You receive the rules for competitive events when you register*	November 1, 2021 for Priority Registration
	Finalize Who will Be Competing at State Conference	November 15
	Register for Indiana State TSA Conference	December 1
	State Officer Applications Due	January 19th
	Students Submit Static Entries	TBA
	Elect Chapter Officers for Next Year	April

COMPETITIVE EVENTS DESCRIPTIONS

You can find the competitive events offered last year or the upcoming years competitive events depending on when you are looking at this on our [website](). The full details of each event will be available in the chapter advisor portal after you affiliate your chapter.

RESOURCES
SAMPLE OUTLINE OF CHAPTER MEETING PROGRAMS

At the chapter level, meetings are the corner stone of effective communication among chapter members, advisors, and other faculty members. In order to provide chapters with a sense of meeting essentials. Some included here are: what takes place during a meeting; who is in charge of the meeting; and when meetings should take place. Therefore, this document outlines some sample meeting programs that can be changed to fit your chapter's yearly goals. As you are planning your meetings, another useful document in this packet to consult would be the Sample Agenda Document. Agendas are used to communicate a meetings goal to advisors and members before the meeting and are essential in ensuring that a group stays on task during the meeting to make sure that their goals are accomplished.

Month	Topic of Meeting	Major Events
August	Call-out for Membership	✓ Recruit 10+ Members
September	What is TSA?	✓ Write Bylaws and Constitution – See sample ✓ Register Chapter ✓ Kickoff Event ✓ Fall Leadership Conference
October	Competitive Events	✓ Students Choose Competitive Events ✓ Plan Fundraising and any service projects (incorporate into homecoming and any school events)
November	Competitive Events	✓ Students work on Competitive Events ✓ Continue to plan/implement fundraising
December	Competitive Events	✓ Students continue to work on Competitive Events ✓ Chapter plans a service project
January	Competitive Events Service Project	✓ Implement service project ✓ Finish working on competitive events and decide who will compete in which events ✓ Finish fundraising and finalize travel arrangements for State Conference
February	State Conference	✓ Compete against other teams ✓ Have fun!
March	Regroup from State	✓ Assess State Conference ✓ Prepare for Nationals ✓ Fundraisers/service projects
April/May/ June	Regroup from State	✓ Prepare for Nationals ✓ Elect Chapter Officers

SAMPLE CHAPTER BYLAWS

Chapters are responsible for writing their own chapter bylaws in agreement with Indiana TSA Bylaws. See a sample template on our [website](#). *--> Click on Sample Chapter Bylaws.*

Chapter bylaws must be submitted to the TSA State Advisor, at stateadvisor@indianatsa.org once approved by the TSA Local Chapter and the chapter has affiliated with National TSA. A digital PDF copy is fine for documentation.

SAMPLE MEETING AGENDA

<Insert School Name>
Technology Student Association
Meeting Agenda
DATE

- ☐ **<u>Opening</u>**
  Call to Order

- ☐ **<u>Reports</u>**

  Minutes of the Previous Meeting
  Treasurer's Report
  Outreach Report

- ☐ **<u>Old Business</u>**
  Officer Elections
  Fundraising

- ☐ **<u>New Business</u>**
  New Officer Results

- ☐ **<u>Closing</u>**
  Adjourn

MEETING PAPERWORK

Writing the Agenda

An agenda is a specific list of items to be addressed at a meeting. A draft of the agenda should be prepared by the president and the executive committee a few days in advance of the meeting. It's helpful to deliver copies of the agenda in advance to everyone expected to attend the meeting. The membership, in turn, should then have an opportunity to add to the agenda prior to the meeting or at the beginning of the meeting.

Writing the Minutes

The minutes of the meeting are an essential, required part of your chapter's records. The duty of minute recording always falls to the Secretary (hence the reason a meeting may not take place without a chair or secretary present).

According to §48 of Roberts Rules of Order, 10th edition:

- The first paragraph of the minutes must include:
    - the kind of meeting (regular of special);
    - the name of the organization or assembly;
    - date, time, and (unless always the same) place;
    - presence of the President and Secretary or the names of their substitutes;
    - whether the minutes were read and approved, or 'approved as corrected'
- The body should:
    - not include exact phrases of what was said, except if motions arise from them
    - include the text of main motions, whether they were amended, approved, or lost
    - the text of main motions should include the wording of any approved amendments and if the motion is adopted state 'as amended'
- The last paragraph should:
    - state the time of adjournment (but not list that any motion was made to adjourn)
    - read simply that, "The meeting adjourned at _:__A.M./P.M."
- The signature of the secretary should be included. There is no need to include "Respectfully Submitted."

Please refer to Roberts Rules of Order, Newly Revised for a complete instruction and sample set.

Parts of a Meeting

It is customary for every group to adopt a standard order business for the meeting. When the organization's by-laws do not provide for or require a specific order, the following is in order. The Outline below contains both the section of the meeting that is being addressed together with the proper phraseology according to *Robert's Rules of Order Newly Revised.*

1. Call to Order
   a. "Will the meeting please come to order?"
2. Roll Call
   a. "Will the secretary please call the roll?"
3. Reading and Approval of Minutes
   a. "Will the secretary please read the minutes of the last meeting?" The minutes are read and the chairman asks:
   b. "Are there any corrections to the minutes?" The chair pauses to hear any corrections offered. If there are none, the chair says, "There being no corrections, the minutes will stand approved as read."
   c. If there are corrections, the chair recognizes the correction(s) and asks, "Are there further corrections to the minutes?" If there are none, the chair states, "They're being no further corrections; the minutes will stand approved/as corrected."
4. Adoption of Agenda
   a. This step is provided to insure that (1) all persons are aware of what has been proposed for discussion at the meeting (2) that all persons are given the opportunity to have whatever matter(s) they fee is (are) important to the organization placed on the agenda for discussion; and (3) to provide a limit to and order for the matters to be discussed at the meeting.
   b. To achieve this, the president officer states, "The following items are proposed for discussion at this meeting." After reading the list of proposed agenda items, the presiding officer asks, "Are there other matters that should be discussed at this meeting?" If there are additional matters requiring discussion, the chair places them in their proper positions on the agenda.
   c. The chair, after insuring that all pertinent matters will come before the meeting, reads the entire agenda and states, "There being no other matters that should come before the meeting, the agenda for this meeting will stand as read."
5. Report of Officers and Standing Committees
   a. Officers, boards, or standing committee should be called upon to report in the order in which they are mentioned in the constitution or bylaws.
6. Report of Special Committees
7. Unfinished Business
   a. "We have now come to unfinished business. Our agenda lists the following matters as unfinished business." The chair reads from the agenda and states, "We will hear these matters in the order in which they have been mentioned."

8. New Business
    a. "We have now come to new business. Our agenda lists the following items as new business…" (Chair reads from the agenda). He states, "We will hear them in the order in which they were mentioned."
9. Program
    a. Program such as exhibitions, demonstrations, etc., which are incidental to the business meeting, will be scheduled for presentation at this time.
10. Adjournment
    a. Unqualified form:
    Proposer moves for adjournment; motion is seconded; chairperson calls for a vote, action depends upon majority vote. The motion cannot be discussed.
    b. Qualified Form:
    Proposer moves for adjournment within a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote; can allow for legal continuation of the meeting.

SAMPLE MEETING ACTIVITIES
The ADDIE Game (Analysis, Design, Development, Implement, Evaluate)

Type: Team Building
Materials: paper, pencils, some materials may vary depending on the problem
Time: 60 minutes

Description: Make up a reasonable problem scenario for your chapter, *e.g. "Our chapter wants to attend Nationals in Orlando, Florida this year, but we don't have enough money to afford it. Create two fundraising possibilities and then chose the best from the two. Be creative and come up with ways to advertise and make the fundraiser effective."* Break your chapter into small teams. Have them discuss the problem and come up with a solution:

- ☐ Analyze the problem - How can we raise enough money to get our chapter to the National TSA Conference this year?
- ☐ Perform a short task analysis - What are effective fundraisers?
- ☐ Design the fundraiser- What are you going to do? How will you raise money?
- ☐ Develop the fundraiser- Outline how the fundraiser will work, what are the goals, what materials you need, what sponsors are available
- ☐ Implement - Have each small team in turn, introduce themselves in front of the group and present their fundraiser.
- ☐ Evaluate - Give prizes to the most original and effective group.

All in All

Type: Team building
Materials: 20 ft. rope, 15 ft. rope, 10 ft. rope, 5 ft. rope (lengths may be larger or smaller depending on the size of the group)

Time: Avg. 30 min. (depends on how well the team cooperates)
Description: Place the largest rope in a circle on the floor in front of the group. The challenge is for the group to get everyone into the circle. You do this for each length of rope. Each time it gets harder and the group has to be more creative and work more as a team to get everyone in the circle.

FUNDRAISING

The following will introduce ideas that will aid chapters in raising money to support their endeavors within TSA. There are several ways to raise money for your chapter. Ultimately, fundraising activities are not only effective in raising money for your chapter but also essential in promoting the TSA. Alternatively, contacting businesses and individuals for sponsorship is also an extremely effective means of raising funds to fuel your chapter's goals. In this section you will find information on both and ways to make fundraising and sponsorship successful in your chapter.

Fundraising Event Ideas

In the following section you will find a variety of fundraising event and activity ideas submitted by TSA members and chapters who have found them successful in the past. These ideas can be adapted countless ways to fit your chapter's goals and needs. They not only serve as a means of funding your chapter's goals, but also of promoting our organization.

Laser Cuter

Do you have a laser cutter or engraver and/or 3D printer in your lab? Have you considered using it to fundraise? I have used the laser cuter in my lab to create key chains to sell at homecoming, etc for $2-3 each made of acrylic. This is a great way to teach students how to use a piece of equipment and earn some fundraising dollars!

Applebee's Dining to Donate

Dining to Donate: Your chapter signs up with your local Applebee's for a night to host your event. You are given invitations to give to guests in your community. When these guests present the invitation your chapter receives 15% of the profit from that guest. The more people who show their invitation the more money your chapter makes. Many Restaurant Chains offer this opportunity.

Candy, Cookie Dough, and Pie Sales

Selling sweets is always a huge hit! Purchase value packs of large bars of candy, of lollipops or register with a fundraising organization and have members of your chapter sell them to students and faculty at your school. A percentage of what each member sells will go toward paying for attending state and national events.

Video Game Tournament

In the spirit of the Electronic Game Design Competition, host an event in which students at your school can compete against each other in a selected video game. Advertise the event with flyers and through your technology education classes. Set up 4-6 video game stations on the day of the event and Charge a flat price to participate in the tournament and select a prize to award the top three finishers.

Business Partnership
Contact local businesses about the Technology Student Association to see if they would be interested in sponsoring your chapter to attend state and national events. Advocate TSA using a professional letter to communicate your experiences in the organization, and the purposes of our organization. Be sure to include what you intend to gain by going to the conferences and mention your research and competitive activities.

STATE COMMUNITY SERVICE PROJECT

Relay for Life

The American Cancer Society Relay for Life is a life-changing event that gives everyone in communities across the globe a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease. At Relay, teams of people camp out at a local high school, park, or fairground and take turns walking or running around a track or path. Each team is asked to have a representative on the track at all times during the event. Because cancer never sleeps, Relays are overnight events up to 24 hours in length.

Relay began in 1985 when Dr. Gordy Klatt, a colorectal surgeon in Tacoma, Washington, ran and walked around a track for 24 hours to raise money for the American Cancer Society. Since then, Relay has grown from a single man's passion to fight cancer into the world's largest movement to end the disease. Each year, more than 3.5 million people in 5,000 communities in the United States, along with additional communities in 20 other countries, gather to take part in this global phenomenon and raise much-needed funds and awareness to save lives from cancer. Thanks to Relay participants, the American Cancer Society continues to save lives.

How to Plan/Participate in a Relay for Life Event
Relay for Life is the signature fundraising event of the American Cancer Society. There are many components that make up a Relay for Life event, and there are many ways in which you can volunteer and participate in this special event.

To be involved with Relay for Life, you can be a Team Captain or Team Member, a Committee Member, you might be a Survivor or a Caregiver, or you might be an event sponsor, an "Event Day Volunteer" or a donor.
Regardless of your participation, the best way to learn more about how to become involved in your local community is to speak to someone in your local Relay for Life. This page provides you with some background information on Relay for Life, how to get involved and where to turn for resources."

-www.relayforlife.org

Visit http://www.relayforlife.org/relay/ for more information. TSA Chapters should register as affiliate teams of the *Technology Student Association* (listed with the American Cancer Society as an affiliate company) in order to be counted toward state and national goals and to be recognized for state and national