

# TSA OFFICER CANDIDATE APPLICATION COVER SHEET

Candidate's Name \_\_\_\_\_

Chapter Name \_\_\_\_\_

School Address \_\_\_\_\_

Local Advisor's Name \_\_\_\_\_

TSA OFFICER CANDIDATE APPLICATIONS MUST include the following:

- 1) Application Cover Sheet (page 1)
- 2) State Officer Candidate Application (pages 2 and 3)
- 3) Officer Candidate Evaluation Report (Advisor's Report - page 4)
- 4) Officer Candidate Evaluation Report (Administrator's Report - page 5)
- 5) Officer Candidate Evaluation Report (Business Person's Report - page 6)

**\*\*APPLICATIONS MUST INCLUDE ALL FIVE SHEETS LISTED ABOVE AND BE POSTMARKED BY FEBRUARY 1, IN ORDER TO BE ELIGIBLE.**

STATE OFFICER CANDIDATE APPLICATION

Candidate's Name \_\_\_\_\_

Email Address \_\_\_\_\_

Parent's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Attach Picture Here

Home Phone \_\_\_\_\_

School Name \_\_\_\_\_

(REQUIRED)

School Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

School Phone \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ Grade Classification \_\_\_\_\_

GPA for previous term \_\_\_\_\_ on \_\_\_\_\_ scale

What TSA chapter office(s) have you held? \_\_\_\_\_

Please check the following in which you have experience:

\_\_\_\_\_ Writing news stories                      \_\_\_\_\_ Committee work                      \_\_\_\_\_ Chapter contest

\_\_\_\_\_ Parliamentary procedure                      \_\_\_\_\_ Public speaking

What TSA activities have you been involved in (local office, conferences attended, committees held, etc.)?

Use additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List activities, honors, and/or professional responsibilities (attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# STATE OFFICER CANDIDATE APPLICATION

Name and address of hometown newspaper(s):

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What office are you seeking? Place the number 1 by the first choice and the number 2 by the second choice.

\_\_\_\_\_ President                      \_\_\_\_\_ Vice President                      \_\_\_\_\_ Secretary  
\_\_\_\_\_ Treasurer                      \_\_\_\_\_ Reporter                      \_\_\_\_\_ Sergeant-at-Arms

If elected, how do you feel you could benefit TSA the most?

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## OFFICER CANDIDATE AGREEMENT

NOMINEE: I \_\_\_\_\_, have read and understand the qualifications of state office, the officers' code of ethics, and realize the duties of the office that I am seeking. If elected, I agree to be present and to participate in all TSA activities during my term of office. I will also be willing to attend the scheduled state officer meetings that may be called during the year. I agree to cooperate, be a team player, and honor the officers' code of ethics, respect the decision of the State TSA Advisor, state staff, and other officers. I will continue my association with my local chapter. I will honor and respect the decisions of my local advisor. I will maintain the necessary requirements to be eligible for extra-curricular activities on the local level. I understand that failure to meet the above requirements without just cause could result in removal from office. If elected, I also agree to fulfill my duties to the best of my abilities.

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Signature of Candidate

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Date

ENDORSEES: We recognize the responsibilities of the TSA Office for which we have nominated our candidate and will assist him/her in executing the responsibilities of said office in any capacity that we can, should he/she be elected.

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Chapter Advisor

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Date

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Parent or Legal Guardian

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Date

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School Principal

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Date

## STATE OFFICER CANDIDATE INFORMATION

### **TSA State Officer Qualifications**

- 1. All candidates must be in the 10th grade or below the 10th grade to be eligible to run for state office.**
2. The candidate must be holding or have held an elected chartered chapter office.
- 3. Three National Officer candidates positions will be available.**
4. A candidate must sign up for two offices.
5. All candidates should have the ability to express opinions, make decisions, be neat in appearance, and have a working knowledge of parliamentary procedure.
6. All candidates should carefully read the section in the TSA Constitution and Bylaws on state officers' qualifications and duties.
7. No individual may serve more than one term as a state officer in the same office.
8. All state officer candidates are required to obtain the official TSA dress.
9. All officer candidates must have attended a previous TSA conference.
10. The vice-presidential and presidential candidates must have attended a previous national TSA conference.
11. The presidential candidate must have held or run for a state office to be eligible.
12. The nominee shall have the support of the adviser, parents/guardian, and administrators and secure their signatures of endorsement. (See candidate application.)
13. Three letters of recommendation will need to be submitted with your application. The reference letters must come from 3 different evaluators other than the ones that filled out your evaluation forms.
14. The state officer candidate application and evaluation sheet must be received by the published deadline.
15. Candidates must attend an officer candidate orientation and screening meeting.

### Officer Required Attendance

1. Attend CareerTech University (CTU), current.
2. Attend the National TSA Conference.
3. Attend the state officer training in Stillwater.
4. Attend the Summer CareerTech Teachers' Conference, Tulsa (if scheduled).
5. Attend the Oklahoma TSA Fall Leadership Conference.
6. Attend TSA Day at the Capitol.

7. Attend various TSA Regional Leadership Conferences across the state during the month of February.
8. Attend the TSA State Conference.
9. Attend monthly officer planning meetings.
10. The state president and other officers will be on constant call throughout the year.

### **State Officer Candidate Screening Procedure**

1. The candidate will complete the TSA State Officer Candidate Form and send it to the state advisor by the set deadline date. Individuals failing to meet all deadlines will not be considered for a state office.
2. The state advisor will be responsible for selecting a screening committee to check the candidates' qualifications.
3. Candidates will be allowed to sign up for two state offices initially but will be subject to the screening committee's recommendation for a specific office. (NOTE: Signing up for a state office will not guarantee the student that he/she will be nominated for an office.)
4. Candidates must attend a screening, interview, and orientation day at the Oklahoma Dept. of CareerTech.
5. Candidates will be interviewed by the screening committee, which will include state CTSO advisors, alumni members, and local advisors.
6. After the screening committee has nominated up to three candidates to run for each office, the state advisor will report the results to all the day of the screening unless an unforeseen situation arises.

# STATE OFFICER ELECTION INFORMATION

## **Campaigning Information**

1. Each candidate will be allowed a maximum of three minutes for his/her campaign speech. Total time allowed each candidate will be 5 minutes for speech and question by current state officer team (3 minute campaign speech and 2 minutes to answer question).
2. Candidates may wish to set up a campaign booth. This will be restricted to a free-standing booth consisting of three panels. A sample of the size for the display board will be shown at the screening.
3. Each candidate will be given a 6 ft. table and all campaign material must fit on the table.
4. No posters, banners, etc., may be affixed in any way to the walls, windows, etc., of any building except in specific designated areas. Violations will be dealt with by the TSA Executive Committee.
5. Handout materials will be allowed such as buttons, pins, pencils, pamphlets, etc. Each candidate is limited to a maximum of \$50 worth of campaign materials. This means that any items that are donated must be accounted for. Officer candidates will bring a price sheet of any materials they will be using at the conference to campaign with. The price sheet will need to be left on the campaign table after setup for inspection by the State Officer Coordinator or the State Officer Advisor.
6. Candidates will only be allowed to campaign the main contest day at contest site. No campaign materials will be handed out during the business meeting.

## **General Information**

State Officers of TSA shall be elected by majority vote of the voting delegates at the TSA State Conference and will consist of a president, vice president, secretary, treasurer, sergeant-at-arms, and reporter. Individuals elected as state officers at the annual conference will hold office until the close of the next annual conference. The TSA committee will select two additional officers to serve as representatives (eastern, western, or central).

No more than two active TSA members from each TSA chapter may compete for a state office.

## **Voting Delegate Criteria**

1. Each local TSA chapter shall have two voting delegates selected either by its members or advisor.
2. Each local TSA chapter shall have one voting delegate for every state TSA officer from within its chapter.
3. Each local TSA chapter shall have one voting delegate for every national TSA officer from within its chapter.

## **Evaluation Report**

An evaluation report shall be obtained from each of the following persons: the superintendent or principal, the local TSA advisor, and a business person in the community (not a teacher in the school). The local advisor is responsible for collecting and returning the officer candidate application and evaluation report to the state advisor on or before the deadline.

## **Voting Tabulations**

An independent committee consisting of a state officer, a local advisor, and an auditor from Oklahoma Department of CareerTech Education will be responsible for counting the ballots at the state conference.

# Technology Student Association

## OFFICER CANDIDATE EVALUATION REPORT

This section should be completed by candidate.

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Grade \_\_\_\_\_

### Administrator's Report

Evaluator's Name \_\_\_\_\_ Evaluator's Position \_\_\_\_\_

**The evaluator should check the appropriate box in all categories and make additional comments in the space provided.**

Appearance	Bearing	Expression	Motivation	Personality
<input type="checkbox"/> Careless in attire; poor grooming.	<input type="checkbox"/> Often appears uncertain; poor posture.	<input type="checkbox"/> Poor speaker; hazy thoughts, ideas.	<input type="checkbox"/> Doubtful interest in office.	<input type="checkbox"/> Slightly objectionable.
<input type="checkbox"/> Functional attire; neatly groomed.	<input type="checkbox"/> Good posture; seems confident.	<input type="checkbox"/> Speaks well; expresses ideas adequately.	<input type="checkbox"/> Sincere desire to work.	<input type="checkbox"/> Likeable.
<input type="checkbox"/> Well-groomed.	<input type="checkbox"/> Sure of self; reflects confidence.	<input type="checkbox"/> Speaks and thinks clearly with confidence.	<input type="checkbox"/> Strong interest in office.	<input type="checkbox"/> Pleasing.
<input type="checkbox"/> Immaculate attire and grooming.	<input type="checkbox"/> Highly confident; inspires others.	<input type="checkbox"/> Exceptional; speaks clearly and concisely with confidence.	<input type="checkbox"/> Highly motivated; eager to work.	<input type="checkbox"/> Extremely pleasing; charming individual and leader.

Overall:  Satisfactory  Very Good  Excellent

Additional Comments \_\_\_\_\_

I will assist the TSA Advisor/Sponsor in providing supervision and transportation for the state officer to attend all required meetings.  Yes  No

Would you recommend this individual for a state office?  Yes  No

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

# Technology Student Association

## OFFICER CANDIDATE EVALUATION REPORT

This section should be completed by candidate.

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Grade \_\_\_\_\_

### Business Person's Report

Evaluator's Name \_\_\_\_\_ Evaluator's Position \_\_\_\_\_

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

Appearance	Bearing	Expression	Motivation	Personality
<input type="checkbox"/> Careless in attire; poor grooming.	<input type="checkbox"/> Often appears uncertain; poor posture.	<input type="checkbox"/> Poor speaker; hazy thoughts, ideas.	<input type="checkbox"/> Doubtful interest in office.	<input type="checkbox"/> Slightly objectionable.
<input type="checkbox"/> Functional attire; neatly groomed.	<input type="checkbox"/> Good posture; seems confident.	<input type="checkbox"/> Speaks well; expresses ideas adequately.	<input type="checkbox"/> Sincere desire to work.	<input type="checkbox"/> Likeable.
<input type="checkbox"/> Well-groomed.	<input type="checkbox"/> Sure of self; reflects confidence.	<input type="checkbox"/> Speaks and thinks clearly with confidence.	<input type="checkbox"/> Strong interest in office.	<input type="checkbox"/> Pleasing.
<input type="checkbox"/> Immaculate attire and grooming.	<input type="checkbox"/> Highly confident; inspires others.	<input type="checkbox"/> Exceptional; speaks clearly and concisely with confidence.	<input type="checkbox"/> Highly motivated; eager to work.	<input type="checkbox"/> Extremely pleasing; charming individual and leader.

Overall:  Satisfactory  Very Good  Excellent

Additional Comments \_\_\_\_\_

Would you recommend this individual for a state office?  Yes  No

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date



# Technology Student Association

## OFFICER CANDIDATE EVALUATION REPORT

This section should be completed by candidate.

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Grade \_\_\_\_\_

### Advisor's Report

Evaluator's Name \_\_\_\_\_ Evaluator's Position \_\_\_\_\_

**The evaluator should check the appropriate box in all categories and make additional comments in the space provided.**

Appearance	Bearing	Expression	Office Knowledge	Motivation	Personality
<input type="checkbox"/> Careless in attire; poor grooming.	<input type="checkbox"/> Often appears uncertain; poor posture.	<input type="checkbox"/> Poor speaker; hazy thoughts, ideas.	<input type="checkbox"/> Will need considerable training.	<input type="checkbox"/> Doubtful interest in office.	<input type="checkbox"/> Slightly objectionable.
<input type="checkbox"/> Functional attire; neatly groomed.	<input type="checkbox"/> Good posture; seems confident.	<input type="checkbox"/> Speaks well; expresses ideas adequately.	<input type="checkbox"/> Basic, but will learn on the job.	<input type="checkbox"/> Sincere desire to work.	<input type="checkbox"/> Likeable.
<input type="checkbox"/> Well-groomed.	<input type="checkbox"/> Sure of self; reflects confidence.	<input type="checkbox"/> Speaks and thinks clearly with confidence.	<input type="checkbox"/> Skilled in position; little training needed.	<input type="checkbox"/> Strong interest in office.	<input type="checkbox"/> Pleasing.
<input type="checkbox"/> Immaculate attire and grooming.	<input type="checkbox"/> Highly confident; inspires others.	<input type="checkbox"/> Exceptional; speaks clearly and concisely with confidence.	<input type="checkbox"/> Extremely skilled; able to work without additional training.	<input type="checkbox"/> Highly motivated; eager to work.	<input type="checkbox"/> Extremely pleasing; charming individual and leader.

Overall:  Satisfactory  Very Good  Excellent

Additional Comments \_\_\_\_\_

I will provide supervision and transportation for the state officer to attend all required meetings.  Yes  No

Would you recommend this individual for a state office?  Yes  No

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date