

**COVER SHEET
TSA OFFICER CANDIDATE APPLICATION
TO SERVE ON 2017-2018 STATE OFFICER TEAM**

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 (Regional Advisor's or Business Person Report - page 6)
- 6) 3 Reference Letters (these are from 3 different people than the evaluation reports)

****APPLICATIONS MUST INCLUDE ALL SIX SHEETS LISTED ABOVE AND BE IN OUR OFFICE BY FEBRUARY 1ST (physically in our office, NOT postmarked) IN ORDER TO BE ELIGIBLE.**

Candidate's Name _____

Email Address _____

Parent's Name _____

Home Address _____

Attach Picture Here

City, State Zip _____

Home Phone _____

(Required)

School Name _____

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? _____

What TSA regional 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).

Name and address of hometown newspaper(s): _____

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

Would you be willing to move to other offices if needed? _____ Yes _____ No

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

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.

Signature of Candidate

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.

Chapter Advisor

Date

Parent or Legal Guardian

Date

School Principal

Date

TSA State Officer Qualifications

1. All candidates must be in the 11th grade or below the 11th grade to be eligible to run for state office.
2. The candidate must be holding or have held an elected chartered chapter office.
3. All candidates must have served as regional officer for at least one year or are at least a freshman in high school.
4. All candidates should have the ability to express opinions, make decisions, be neat in appearance, and have a working knowledge of parliamentary procedure.
5. All candidates should read the section in the TSA Bylaws on state officers' qualifications and duties.
6. No individual may serve more than one term as a state officer in the same office.
7. All state officer candidates are required to obtain the official TSA dress.
8. All officer candidates must have attended a previous TSA State Conference.
9. The vice-presidential and presidential candidates must have attended a previous national TSA conference.
10. The presidential candidate must have held or run for a state office to be eligible.
11. The nominee shall have the support of the adviser, parents/guardian, and administrators and secure their signatures of endorsement.
12. 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.
13. The state officer candidate application and evaluation sheet must be received by the published deadline.
14. Candidates must attend an officer candidate orientation and screening meeting on February 21, 2017.

Officer Required Attendance

- 1 Attend the state officer training in Stillwater (May 4-5, 2017).
- 2 Attend CareerTech University (CTU), current (May 31-June 2, 2017).
- 3 Attend the National TSA Conference (June 21-25, 2017) (optional but highly recommended).
- 4 Attend the Summer CareerTech Teachers' Conference (August 2, 2017).
- 5 Attend the Oklahoma TSA Fall Leadership Conference (October 2017, 3 days).
- 6 Attend TSA/STEM/CTSO Day at the Capitol (dates TBD).
- 7 Attend various TSA Regional Leadership Conferences across the state.
- 8 Attend the TSA State Conference (April 11-13, 2018).
- 9 Attend the National TSA Conference (6 days, June 2018)
- 10 Attend monthly officer planning meetings.
- 11 The state president and other officers will be on 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 February 1, 2017. Individuals failing to meet all deadlines may 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 mark their selection for office and will be screened accordingly. (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 on February 21, 2017.
- 5 Candidates will be interviewed by the screening committee, which could include state CTSO advisors, alumni members, and local advisors.
- 6 After the screening committee has selected the candidates for the ballot, the state advisor will report the results to all the day of the screening unless an unforeseen situation arises.
- 7 If there are weather related issues and the screening is cancelled the state advisor may interview candidates via electronic device.

Campaigning Information

1. Each candidate will prepare their campaign speech. Total time allowed for 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. A sample of the size for the display board will be shown at the screening. Candidates display boards must not exceed the designated size or they will be asked to adjust onsite.
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 Advisory Committee.
5. Handout materials will be allowed such as pens, pencils, pamphlets, etc. Each candidate is limited to a maximum of \$100 worth of campaign materials (excluding campaign board, business cards, and one 8 X 10 handout). This means that any donated items 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 Advisor or designated individual.
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 election process is listed in the TSA bylaws. Individuals elected as state officers at the annual state conference will hold office until the close of the next national conference.

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 regional advisor or 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 _____

Advisor 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 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

Technology Student Association OFFICER CANDIDATE EVALUATION REPORT

This section should be completed by candidate.

Name _____ School _____ Date _____

Advisor _____ Grade _____

Administrator 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.
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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 _____

Regional Advisor or Business Person 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.
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Overall: Satisfactory Very Good Excellent

Additional Comments _____

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

 Evaluator's Signature

 Date