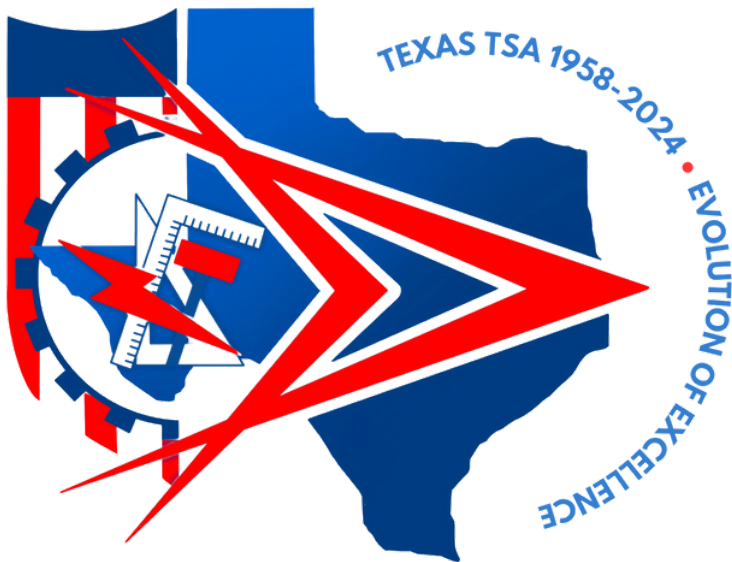


REGISTRATION GUIDE

APRIL
4-6, 2024





2024 State Conference Registration Information Fort Worth Convention Center | Fort Worth, Texas | April 4-6, 2024

Registration and Lodging

Registration will **open** on February 20th, 2024

Registration will **close** March 6 at 6:00 pm CST. **NO CHANGES OR REFUNDS WILL BE MADE AFTER THIS DATE.** Please do not wait until the last minute to book your housing or complete your registration. **Late Registration** will be from March 7 - March 8 at 6:00 pm CST with a **\$45 late fee per participant**

Conference Registration Fee:

Students - \$80.00

- Additional Contest Entry Fees - \$15/per project entry
- Non attendee project competitor: \$15 per entry in the HP/MP classification only

Advisors - \$50.00

Chaperone - \$50.00

Guests (Purchased through Eventbrite ONLY):

- Single Day Guest Pass - \$20
- Multi-Day Guest Pass - \$50

REGISTRATION LINK <https://www.registtermychapter.com/tsa/tx/Main.asp>

Bus/Truck Parking:

Parking pass is \$75.00 per vehicle

Hotel Accommodations:

All hotel rooms will be booked through the Texas TSA hotel block. Any school booking outside of conference block will incur a **penalty of \$200/attendee** registered for that chapter. Additionally, all schools participating in on-site events, will be **required to stay on-site in the hotel block for a MINIMUM OF 2 NIGHTS.** The only exception to this policy, are schools who are within a **20 mile radius** of the Fort Worth Convention Center.

The last day to **release rooms** from your block without penalty is **March 4, 2024.**

Beginning March 5th, all cancellations will incur a **\$200 cancellation fee per room canceled.**

Housing Lists need to be uploaded or emailed to the Housing Bureau by **March 22, 2024.**

Hotel policies require a credit card to secure rooms at the time of booking. Hotel rooms will be held on a courtesy hold for 5 days. If a credit card is not on file within 5 days, the rooms will be released. If paying by check, PAYMENT IN FULL must be received at Key Bookings by Friday, **March 15, 2024.**
CHECKS WILL NOT BE ACCEPTED ON-SITE!

+(972) 528-9518

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Hotel Properties (all properties are in downtown Fort Worth)

- Aloft - \$184 /night
- Courtyard Marriott - \$194/night
- Embassy Suites - \$213/night
- Fairfield Inn - \$200/night
- Hampton - \$209/night
- Hilton - \$205/night
- Holiday Inn - \$155/night
- Omni - \$205/night
- Renaissance - \$209/night
- Sheraton - \$189/night

ROOM REQUEST FORM

Conference Checklist:

Please confer with your administrators for any school district or school-specific procedures.

1. Follow essential dates and deadlines outlined in the Registration Packet.
2. Submit school district "field trip" paperwork.
3. Determine the cost of attending. Talk to your principal, PTA, and CTE director to determine how they will support your chapter's attendance at the conference.
4. Set up a money collection with your school's bookkeeper.
5. Set chapter deadlines for registration and payment.
6. Distribute permission slips with conference information, including cost and code of conduct.
7. Secure at least one other chaperone to assist your chapter at the state conference.
8. Secure at least one judge to assist at the state conference.
9. Collect member payment before the registration deadline.
10. Select voting delegates to participate in the state officer election. Each chapters is required to have 2.
11. Register all members, advisors, and support staff by the registration deadline.
12. Print the emailed invoice and check, double-check, and triple-check for accuracy.
13. Submit an invoice to your school's bookkeeper for payment.
14. Mail check payment to Texas TSA by the payment deadline.
15. Review the tentative agenda with attending members.
16. Host a chapter meeting with parents to discuss expectations and responsibilities.
17. Ensure each attendee has signed a multiple release form, which is kept with the chapter advisor.
18. Have all members follow and like Texas TSA on social media sites so they can get them most current information regarding the conference.
19. Discuss National TSA Conference with members so they are prepared if they qualify.

Best Practices from Experienced Advisors

Please confer with your administrators before putting any of these into practice to ensure compliance with the school district and school policies:

- Create a behavior contract for members and parents to sign.
- Collect parent phone numbers and emergency contacts just in case.
- Collect a deposit from those who commit to attending, primarily if members are still fundraising.
- Think quality over quantity - 3 competitive events per student is an excellent sweet spot.
- Make sure students have team/individual and early/on-site events.
- Check the competition guidelines, themes, and/or updates to ensure that your teams prepare correctly for their competitions.
- Help students determine their schedules so they feel prepared.
- Determine your schedule as an advisor and communicate the schedule to attendees.
- Have a group chat (e.g., GroupMe or Remind) set up with all attendees to communicate quickly.
- Hold a daily chapter meeting to check in with students and provide updates.
- Make sure students have plenty to do - require general sessions and workshop attendance.
- Set clear behavioral expectations ahead of time.
- Make sure the students can access an advisor at all times.
- Inspect hotel rooms at check-in and again at check-out. Make sure there are no adjoining doors between male-female rooms.
- Perform periodic room checks.

PAYMENT INFORMATION

Make all checks payable to Texas TSA and mail to Texas TSA payment remit address:

Texas TSA
3605 Tierra Calida Dr
El Paso, TX 79938

Payment Deadline:

All Payments must be **RECEIVED** by **March 25th, 2024**

Late Payments:

Any invoice that is more than 90 days past due will incur a \$100 late fee on a monthly basis until payment is received. This deadline is based on the posted payment deadline of the event. A PO is not considered payment. A check or credit card payment is required. Reminders will be sent to the email of the person that created the invoice.

Overpayments:

If your chapter makes an overpayment, you will be sent a Refund Request Form AFTER State Conference where you will indicate where the funds should be sent. Overpayments in the amounts less than \$25.00 may not be refunded.

Credit Card Payments:

Credit Card payments will be accepted; however, a 3% convenience fee will be added to the total amount due. To pay via credit card, you will need to select "Pay By Credit Card" during registration. This selection will activate the "Pay Now" button on the digital invoice that is emailed to the primary advisor and will add the 3% charge to the invoice. Credit Card payments are processed via PayPal. If a Chapter bypasses the payment method and send payment via PayPal without the 3% service charge addition, the chapter will be billed the difference.

ACH Payments:

Note: Texas TSA does **NOT** accept ACH payments currently. If you send via ACH payment, you may be subject to late fees from Texas TSA and the chapter will reflect a balance due.



Important Dates for State Conference 2024

Registration Opens **February 20th, 2024.**

The following applications Must be submitted electronically by **March 1, 2024.**

- State Officer Applications
- Board of Directors Nominations
- Chapter Excellence Application
- Advisor of the Year Application
- Texas TSA Scholarship Applications (for both student and advisor scholarships)
- Texas TSA Pin Design Contest Submissions

Last day to release hotel rooms with no penalty - **March 4, 2024**

March 4, 2024 - Rooming Lists are due into Housing

Registration Closes **March 6th** at 6:00 pm CST - **NO REFUNDS OR CHANGES WILL BE MADE AFTER THIS DATE**

Late Registration closes **March 8th** at 6:00 pm CST with a \$45/participant late fee.

March 10, 2024 - Window opens for Competitive Event Pre-submits at 8:00 am CST

If paying housing by CHECK, payment must be received by Key Bookings by **March 15, 2024.**

March 21, 2024 - Last day to turn in Competitive Event Pre-submits by 6:00 pm CST


March 25, 2024 - ALL Payments are Due to Texas TSA

March 25, 2024 - Keybookings Housing Closes (No more requests will be accepted and all payments must be finalized)


April 3, 2024 - Registration Opens 4:00 - 6:00 pm CST, VEX Robotics Inspections and NQE Preliminary Testing 5:00 - 8:00 pm CST

April 4, 2024 - Conference Opens

April 6, 2024 - Awards Session and Conference Closes

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Carthage, TX 75633



General Information - State Conference 2024

All competitive events will take place at the Fort Worth Convention Center between Wednesday, April 3 - Saturday, April 6, 2024.

Registration Materials will be picked up on-site either Wednesday, April 3rd or Thursday, April 4th at the FWCC Exhibit Hall F. Pick-up time is from 4:00 pm to 6:00 pm on Wednesday or 9:00 am - Noon on Thursday. **Only the chapter advisor can pick up the registration packet!**

Event Changes and Substitutions

You can change your registration as many times as you would like until registration closes. Simply log back on, edit, and resubmit. To make substitutions, Chapter Advisors must contact their Regional Data Person to complete any substitution. **NO** substitutions will be made at the State level they must go through the region and be approved at the regional level. **NO** Changes will be made on-site at State Conference. **NO EXCEPTIONS!**

Parking

Parking for cars and vans will be in your respective hotel parking garages or at the FWCC Parking Garage. This is at your expense and will be paid directly to the hotel or to FWCC.

Parking for buses and box trucks/trailers will be at Farrington Field with the purchase of a bus pass during on-line registration. **Bus passes WILL NOT be sold on-site.** Cost - \$75/pass. Bus shuttle will run throughout the conference from the Convention Center to the parking lot and back for the bus driver **ONLY**, no students are permitted on the shuttle.

Registration & Dress Code: Everyone who attends the Texas TSA State Conference, including parents, guests, and administrators must be registered for the conference. All must comply with the Texas TSA Dress Code policy. **All registrants must wear official conference identification name badges at all times.**

ALL Students accepting awards on the stage, MUST be in official attire or conference attire. Texas TSA reserves the right to not allow students out of dress code onto the stage. Any student not compliant with policy will forfeit award placing.

All participants must have a picture ID with them during the conference. Military IDs, Texas Driver's Licenses, Texas Resident IDs and school-issued IDs will be accepted.

Conference Badges: All attendees (students and adults) will be issued a conference ID. **ID's MUST be worn at ALL times during the conference (No Exceptions).**

If ID is lost, a replacement ID may be acquired at a cost of \$5.00/ID at the Registration Counter located in Exhibit Hall D.

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Carthage, TX 75633




General Information - State Conference 2024 *continued*

Chapter Judging Requirement - Each school must provide one adult to judge onsite in Fort Worth. Schools must sign up the judge on the Sign Up that will be available after March 1st and in the Chapter Registration Portal. Failure to do so will result in a hold being put on your registration.


Curfews & Conference Rules: The curfew is 11:00 pm every night. Uniformed and plain-clothed security personnel, chapter advisors, and the state conference staff will strictly enforce these curfews. Curfew means, "in your hotel room with the door shut and reasonably quiet".

NO TOBACCO PRODUCTS, VAPES, DRUGS, ALCOHOL or WEAPONS are allowed at the Texas TSA State Conference. Any violation of these rules and any other conference rule will be grounds for disqualification, removal from the conference and reported to appropriate authorities.

Conference Code of Conduct: ALL ATTENDEES MUST follow the conference Code of Conduct included with this packet. Chapter Advisors must collect all signed Code of Conducts from their Chapter and produce them at time of Registration. All Teams are expected to conduct themselves in a respectful and professional manner while competing and in attendance at the Texas TSA State Conference. If a Team or any of its members (Students or any Adults associated with the Team) are disrespectful or uncivil to event staff, volunteers, or fellow competitors, they may be Disqualified.

 [+\(972\) 528-9518](tel:+19725289518)

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Carthage, TX 75633

GENERAL SESSIONS



Opening Session

Thursday 6:00 PM



Recognition Session

Friday 9:00 AM



UTE Onsite Awards Ceremony

Friday 5:00 PM



Awards Ceremony

Saturday 9:30 AM

Opening Session

- Opening Ceremony
- Introduction of State Officer Candidates
- ACS Miracle Minute Donation
- Keynote Speaker - Meagan Denny

Recognition Session

- State Officer Candidate Speeches
- Business Meeting
- Chapter Excellence Award
- Advisor of the Year

UTE Onsite Awards Ceremony

- VEX Awards
- UTE Onsite Awards
 - UTE Drones
 - RC Car
 - Hot Rod
 - Research Racer
 - Graphic Solutions
 - Onsite Computer Skills
 - Catapult
 - Promotional Video
 - Social Media Marketing

Awards Ceremony

- Scholarships
- Hall of Honor
- NQE Awards
- Best of Texas Awards
- State Championships
- Introduction of 24/25 State Officers



PAYMENT INFORMATION



Make All Checks Payable To:
Texas TSA
3605 Tierra Calida Drive
El Paso, TX. 79938

All Payments/POs must be RECEIVED by March 27, 2024

POs may be emailed to Texas TSA at
executive.director@texastsa.org

Registration will open February 20, 2024
and closes March 6, 2024 at 5:59 pm
CST.



**NO CHANGES OR REFUNDS WILL BE
MADE AFTER THIS DATE**

**Late Registration March 7-8, 2024 with a \$45/late fee
added to the registration fee.**

Registration will close on March 8, 2024 at 5:59 pm CST

SENIOR SUPERLATIVE PASS



Recognize your Seniors with the Senior Superlative Pass. Each Senior Superlative Pass is \$25 and includes:

- TSA Graduation Cords
- Texas TSA Alumni T-shirt
- Future Alumni Ribbon for Conference Badge
- Laptop Sticker

For schools who are not authorized awarding of graduation cords, there is an option for \$20, this pass includes everything listed above, except for the TSA Graduation Cord.



To add the Senior Superlative Pass for each of your seniors, select "Items" after each student's name on the registration and then pick the Pass Option your prefer.

Students may elect to purchase the Senior Recognition Pass themselves on site, but they will not receive the graduation cord. We will accept cash, money order or credit card payment for on-site Senior Recognition Passes.

Description	Price	Quantity
# of entries over 5	\$15.00	0
Additional Projects	\$15.00	0
Bus Pass	\$75.00	0
Senior Recognition NO CORD	\$20.00	0
Senior Recognition with Cord	\$25.00	0
Texas TSA Blue Polo – 2X	\$25.00	0
Texas TSA Blue Polo – 3X	\$25.00	0
Texas TSA Blue Polo – 4X	\$25.00	0
Texas TSA Blue Polo – Large	\$20.00	0
Texas TSA Blue Polo – Medium	\$20.00	0
Texas TSA Blue Polo – Small	\$20.00	0
Texas TSA Blue Polo – XL	\$20.00	0
Save		

Registration Guidelines

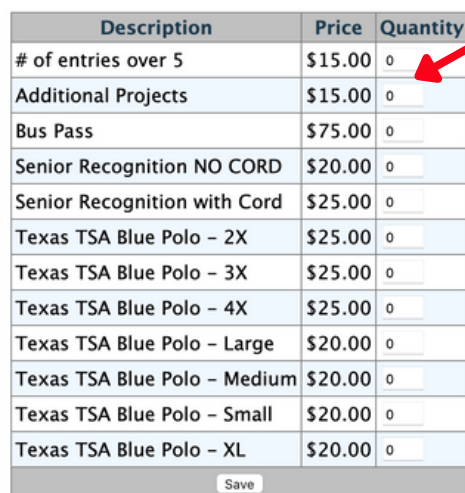
- Registration will open from February 20 - March 6, 2024 - Late Registration begins on March 7 and ends on March 8 with a **late fee of \$45/person**.
- All registrations will be completed on-line.
- **A Chapter CAN NOT register until their Regional Association has exported their data up to Texas TSA.**
- Directions to complete on-line registration:
 1. Go to [Conference Registration Site](#)
 2. Log in using your National TSA user name and password. This is the same user name and password used for membership affiliation.
 3. When you first log-in, you will be required to confirm school and contact information. **You will be required to select form of payment it is imperative that if your school is paying by credit card, you need to select credit card.** There is a 3% credit card fee that is assessed for credit card payments. Verify with your school district PRIOR to submitting registration that they will approve that charge.
 4. The students who advanced from the Regional Competition will be pre-populated in your account along with their events. **EDIT EACH STUDENT**. Mark students as attending/not attending, select voting delegates (EACH CHAPTER IS REQUIRED TO HAVE 2) and **answer ALL questions for each student**.
 5. Register all Advisors and Chaperones who will be traveling with your Chapter.
 6. Each student registered is authorized to compete in up to 5 **events/projects**. For each event/project that a student enters in after 5, there will be a **\$15/event fee assessed**. This needs to be added for each student under the "Items" section for that student's registration. ***see below**.

NOTE: Registration will NOT be completed until you click on the View Registration button and Submit.

ID	Name	Attending	Status	Events	Item Selection				
2147001	Rodriguez, Alyssa	Y	A	0	Items	\$0.00	Questions	Edit	Delete
2147002	Gudipati, Samanyu	Y	VD	0	Items	\$0.00	Questions	Edit	Select Events
Add Advisor Add Students Add Guest/Other									

7. If you have students who will NOT be attending the State Conference but will be submitting projects (HP/MP classifications ONLY) to be judged, you will register that student as "Project Only - Not Attending". \$15 will be charged for that student's project. If that student has **ADDITIONAL projects**, you will pay for them under

the "Items" section. Enter the additional number of projects **AFTER** the first one.



Description	Price	Quantity
# of entries over 5	\$15.00	0
Additional Projects	\$15.00	0
Bus Pass	\$75.00	0
Senior Recognition NO CORD	\$20.00	0
Senior Recognition with Cord	\$25.00	0
Texas TSA Blue Polo – 2X	\$25.00	0
Texas TSA Blue Polo – 3X	\$25.00	0
Texas TSA Blue Polo – 4X	\$25.00	0
Texas TSA Blue Polo – Large	\$20.00	0
Texas TSA Blue Polo – Medium	\$20.00	0
Texas TSA Blue Polo – Small	\$20.00	0
Texas TSA Blue Polo – XL	\$20.00	0

Save

8. If you need a Bus/Truck Pass you will also add this item under the Primary Advisor's Registration. Bus Passes and Maps will be sent to the Chapters after registration closes.
9. Your school may pre-order student polos for competition and/or senior recognition items. ***see above**. All add-on items will be invoiced on a separate invoice from the Chapter Registration.
10. If you have any students eligible (****see eligibility requirements below***) to take the **TEXAN EXAM**, you will designate this for each student by responding to the questions shown below. You will then select "Items" and then select "Texan Exam" for EACH student who will be setting for the exam. **Please DO NOT add these items to the Advisor Name. There is a \$6.00 registration fee for each student taking the exam.**

Eligibility: *Student must have passed the Lone Star Exam at a Leadership Conference (Regional or State). Regional Coordinator must submit names of students who passed Lone Star to Texas TSA no later than March 8, 2024. The Lone Star Exam is NOT given at the Texas TSA State Conference.*

Participant's Answers

Please enter in the answers for the questions below.

*Is this student eligible for the Texan Exam and plans to take the Exam at the State Conference?

☐

Save Answers

11. At the end of your registration process, please make sure you hit the submit button. Print out a copy of your registration invoice (an invoice will also be emailed automatically to the primary advisor's email) and **MAIL THE INVOICE WITH YOUR CHECK OR PO.**
12. You will be **emailed** a receipt once payment has been received.

NO changes or refunds will be made after registration closes on March 6, 2024.

All payments – registration, entry fees, bus parking – will be paid to Texas TSA.

Make Checks/POs payable to Texas TSA and mail to:

**Texas TSA
3605 Tierra Calida Drive
El Paso, TX. 79938**

Payments must be received by Monday, March 25, 2024.

POs may be emailed to Texas TSA
using the following email address:

executive.director@texastsa.org

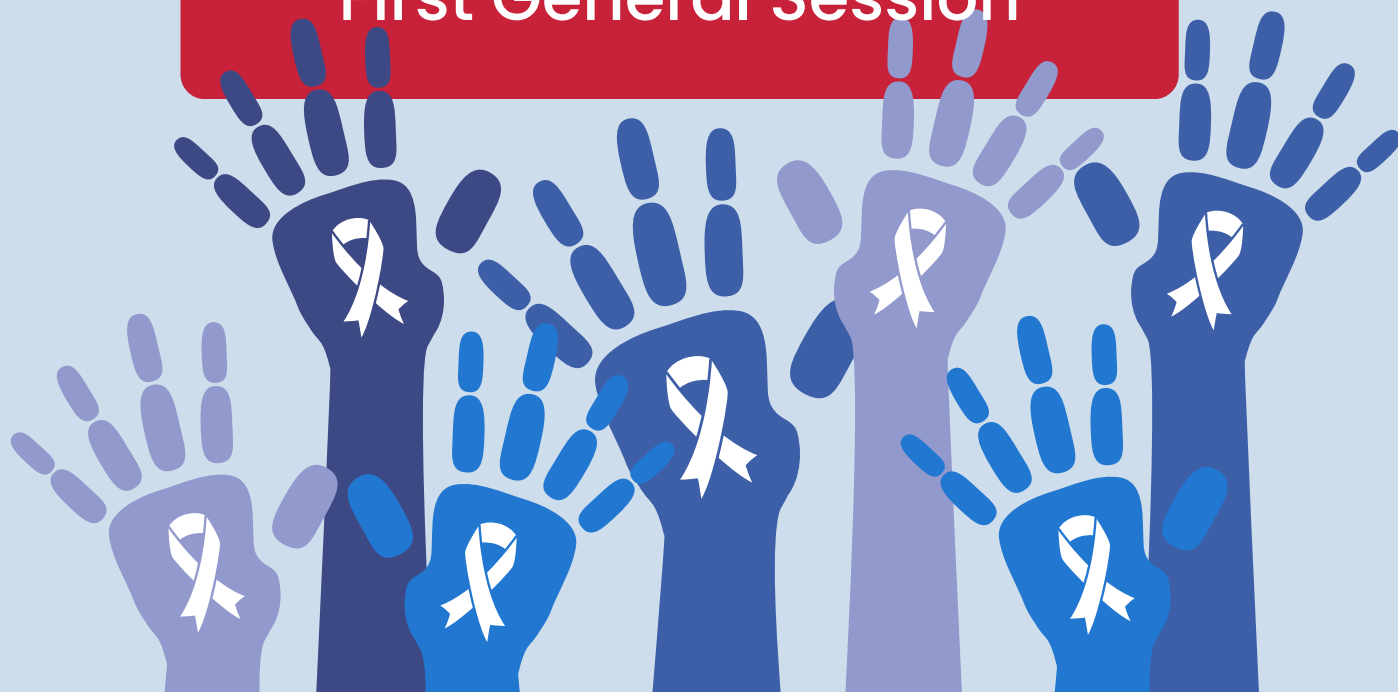


**American
Cancer
Society®**

Chapter
with the
largest donation
will receive an
award!

Together
we're stronger

Miracle Minute
ACS Donation
First General Session



Prior to State Conference, Chapters are challenged to collect loose change around their community/campus for the American Cancer Society. Place donations in an envelope with the amount, name of school and chapter advisor. Place donations in the collection box during the first general session.



TEXAS TSA CONFERENCE DRESS CODE

NATIONAL QUALIFYING EVENTS (NQE)

Required Competition Attire:

- Shirt: official royal blue, long sleeve button up TSA shirt
- Pants or skirt: gray
- Shoes: black dress shoes worn with black or dark blue socks, hosiery (optional); open-toed shoes or sandals are acceptable (unacceptable: athletic shoes; flip-flops; military boots; or work boots)

Also required for the middle school or high school level Chapter Team event only (but may be worn for other competitions if preferred by participants):

- *Blazer: navy blue with official TSA patch
 - *Tie: official TSA tie (males)
 - *Females are not penalized for wearing the official TSA tie to Chapter Team or any other competitive event
-

Men's & Boy's Shirts



Women's & Girl's Shirts



OFFICIAL SHIRT CAN BE
PURCHASED FROM
THE OFFICIAL TSA STORE

[HTTPS://TSASTORE.MYBRIGHTSITES.COM/](https://tsastore.mybrightsites.com/)

UNIQUE TO TEXAS EVENTS (UTE) & VEX

Required Competition Attire FOR ALL UTE (**Unique to Texas Events both projects and on-sites and VEX Robotics**):

- **Shirt:** official TSA polo (royal blue) or a shirt with a collar, ***NO LOGOS other than a National or Texas TSA logo***
 - **Pants or skirt:** At a minimum, dark blue jeans with NO holes or frays, ***slacks recommended***.
 - **NO SHORTS** are allowed for male or female at ANYTIME during the conference
-



OFFICIAL POLO CAN BE
ORDERED DURING
THE CONFERENCE REGISTRATION

CONFERENCE ATTIRE

Required Conference Attire:

- **Shirt:** Shirt must have a collar (button down or polo). The only logos allowed are: National TSA logo, State logo, or Chapter logo. ***Please note that students MAY NOT enter a contest wearing their school name/logo.***
- **Pants:** Pants must be without holes or fraying. Jeans are allowed providing they are free of holes and tears. ***Slacks are recommended.***
- **NO SHORTS** are allowed for male or female at ANYTIME during the conference.
- ***Note:** ALL Students accepting awards on the stage, need to be in official attire or conference attire. Texas TSA reserves the right to not allow students out of dress code onto the stage.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Texas Technology Student Association	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► Educational Organization	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 189 Candelara	Requester's name and address (optional)
	6 City, state, and ZIP code Carthage, TX 75633	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-			-			
or									
Employer identification number									
7	4	-	2	0	7	2	9	3	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Pamela K Cook</i>	Date ► January 5, 2024
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**STUDENT ATTENDANCE PERMISSION FORM****ATTENDANCE**

This is to certify that _____ has my permission to attend the above named Texas TSA activity. I also do hereby on behalf of my student absolve and release the school officials, the Texas TSA chapter advisors and the assigned chartered association Texas TSA staff from any claims for personal injuries or illness which might be sustained while the student is en route to and from or during the Texas TSA sponsored activity.

PHOTO RELEASE

I hereby grant permission to Texas TSA to use photographs and/or video taken in publications, news releases, online, and in any other communications related to the mission of Texas TSA.

EMERGENCY

Any medical exceptions to this code must be documented in the conference headquarters prior to the beginning of the conference. This is the responsibility of the local advisor.

I authorize the advisor to secure the services of a physician or hospital, and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs. Some nearby facilities include:

Walk-In Clinics

Metroplex Medical Centre

201 Commerce St
Fort Worth, TX 76102
(682) 610-7900

Drug Store

CVS

515 Houston St
Fort Worth, TX 76102
(817) 820-0488

Hospital

Texas Health Harris Methodist
Hospital
1301 Pennsylvania Avenue
Forth Worth, TX 76104
(817) 250-2000

We have read and agree to abide by the Code of Conduct, and Dress Code. We also agree that the school officials, the Texas TSA chapter advisors, State Contest Director and/or State Advisor, have the right to send the student home from the activity at our expense, provided that the student has violated the Code of Conduct and/or their conduct has become a detriment.

Student Signature

Parent/Guardian Signature

Phone

Chapter Advisor Signature

School Official Signature

Insurance Company

Policy Number

2024 Texas TSA State Conference

CODE OF CONDUCT



*NOTE: It is the responsibility of the chapter advisor to make sure there is a completed code of conduct form for each participant and to give a copy to the state advisor prior to the conference if requested by the state advisor. **Texas** TSA reserves the right to request a completed copy of this form at any time from the chapter advisor or state advisor. Do not send this form to **Texas TSA**.*

CODE OF CONDUCT

This Code of Conduct applies to **all persons** attending the national TSA conference, including, but not limited to, all student members, advisors, alumni/ae, parents, volunteers, and guests. All attendees are expected to conduct themselves in a polite, civil, and respectful manner towards others, and must comply with all applicable laws.

1. Unacceptable behavior will not be tolerated, such as the following:
 - abusive or aggressive language
 - bullying
 - discrimination
 - threatening behavior
 - sexual harassment
 - causing physical harm
2. No alcoholic beverages, narcotics, firearms, or weapons, in any form, shall be possessed by attendees at any time, under any circumstances.
3. All student attendees must keep their advisor informed of their activities and/or whereabouts at all times.
4. Attendees should be prompt and prepared for all activities.
5. **No cigarettes, vapes, e-cigarettes in any form, shall be possessed by attendees at any time, under any circumstances.**
6. Attendees shall vacate the conference area by curfew or immediately following the last scheduled event.
7. No student attendee shall leave the conference hotels unless permission has been received from the student's chapter advisor.
8. Attendees are required to attend all general sessions and activities assigned, including competitive events, meetings, etc.
9. Identification (conference name badges) must be worn on a TSA lanyard and be visible by all conference attendees during conference events.
10. **Texas TSA Dress Code** must be followed by all attendees.
11. All conference attendees must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or buildings must be paid for by the individual(s) or chapter(s) responsible.
12. No helium or water balloons are permitted at the conference.
13. Attendees violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive event participants being disqualified. Individual attendees may be sent home immediately at their own expense.
14. Curfews will be enforced. All student attendees will be in their assigned hotel rooms by the announced curfew times.
15. The **Texas TSA Board of Directors** reserves the right to dismiss any person from the conference for inappropriate actions.

2024 Texas TSA State Conference

CODE OF CONDUCT



Advisors

1. Advisors shall conduct periodic meetings with their student attendees for the purpose of reviewing conference activities, obtaining progress reports, emphasizing time schedules, sharing successes, and overall, to ensure that the students are taking full advantage of the conference and its activities.
2. Advisors shall keep an agenda of their own schedule (with contact information) and give it to their student attendees so that the advisor may be reached during the conference at any time.
3. Each advisor shall be responsible for ensuring that all student attendees adhere to all conduct practices and procedures, as published in this document.
4. Chapter advisors will be responsible for their student attendees' conduct.
5. The rules, as stated in this Code of Conduct and in the **Texas** TSA Dress Code, apply to advisors and parents as well as students.

Safety and Security

The safety and security of all persons who attend the conference is of the utmost concern to the governing body of **Texas** TSA. There are numerous security guards, provided by the convention hotels and **Texas** TSA, who work closely with local law enforcement.

Texas TSA enforces the following procedures:

- All participants must register for the conference.
- Identification (name badge) must be worn and be visible on a TSA lanyard by all conference attendees
- The mandatory student attendee curfew is **11:00 PM**.
- The conference is not "open to the public."
- The **Texas** TSA Code of Conduct must be followed by all attendees.

Personal items brought to the conference for use at the conference are the sole responsibility of the attendee who chooses to bring the items. If a participant chooses to bring items of value, the participant is responsible for their safekeeping at all times, including any item of monetary or personal value and items used in competitive events. **Texas** TSA accepts no responsibility for replacement of lost, misplaced, or stolen items and will not replace such items. This policy applies to all attendees and includes the conference management team and event coordinators.

Attendee Name: _____

Attendee Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature*: _____

Date: _____

**Student attendees and minors require a parent/guardian signature.*



Texas TSA Advisors' Code of Conduct

Professional staff (teachers, admins, etc...) are always considered to be on the clock and serving in their official capacity as educators while in attendance at Texas TSA events. This includes the entire trip from when they leave their home campus until they return to the campus at the end of the event. As such they are bound by the professional standards and policies as set by their school district or campus administrators for the entire duration of the event. Please do not place your professional license status in jeopardy by making bad choices while at our events. Texas TSA will report directly to a district's superintendent any actions that call into question the professional conduct of any adult attendee.

Texas TSA Advisors and Official Chaperones shall:

1. Ensure all attendees have access to the official schedule for the EVENT. This includes the official event app if such is used by Texas TSA.
2. Ensure adequate adult supervision for their chapter members at all times. It is advised that if your district does not have a chaperone to student ratio that a minimum of 1 to 10 be adhered to if at all possible.
3. Ensure that students are always under direct supervision. For example: If all the advisors and chaperones are onsite in the convention center, then no students should be in the hotel unattended.
4. Make sure their chapter arrives on time to not interfere with the timely running of the EVENT and not schedule their departure from EVENT until the conclusion of all activities or required meetings. Please notify event coordinator or Texas TSA executive director ahead of time if there are issues.
5. Conduct periodic meetings with their students and chaperones for the purpose of reviewing the EVENT activities, obtaining progress reports, emphasizing time schedules, sharing successes, and to ensure that the safety and well-being of students in attendance.
6. Keep an agenda of their own schedule and give it to their students along with contact information, so that the advisor may be reached during the EVENT at any time. Contact information for all chaperones should also be provided.
7. Ensure that all attendees, including advisors & chaperones, adhere to the Attendees Code of Ethics/Conduct for the EVENT as well as published safety & security policies.
8. Make sure their chapter attends required activities, to include judging of events, while at the EVENT.
9. Follow the dress code designated by Texas TSA.
10. Attend any mandatory Advisor/Chaperone meetings while at EVENT.



11. Provide Texas TSA contact information for all Advisors and Chaperones present at Texas TSA events if requested.
12. Advisors are expected to notify Texas TSA officials if students are involved in illegal activities while present at Texas TSA events. Texas TSA reserves the right to take steps it deems necessary in such situations. To include notifying law enforcement and/or School District administration.
13. Unacceptable behavior will not be tolerated by adults or students to include:
 - abusive or aggressive language
 - bullying
 - discrimination
 - threatening behavior
 - sexual harassment
 - causing physical harm
14. No alcoholic beverages, narcotics, , firearms, or weapons, in any form, shall be possessed by attendees at any time, under any circumstances.
15. All conference attendees must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or buildings must be paid for by the individual(s) or chapter(s) responsible.

Advisor Name: _____ Chapter Name: _____

Signature: _____ Date: _____

The purpose of these policies is not to create an unreasonable burden on schools but to ensure the safety of attendees and create a positive environment that allows Texas TSA to run a successful EVENT. Failure to adhere to these policies could jeopardize your chapter's status with Texas TSA and any awards/recognitions earned at Texas TSA events.

This policy has been approved by the Texas TSA Board of Directors.

Jan. 18, 2020
