

KYTSA Chapter Advisors,

As we look toward our 2018 KYTSA State Conference we are seeking KYTSA State Officers to serve for the 18-19 school year. This year we will use an electronic form for candidate submissions and files must be submitted to a Google Drive folder. **The form must be completed in full by March 23<sup>rd</sup>, 2018. Incomplete forms or submissions after the deadline will not be accepted.** Please go over this document with your officer candidates so that everyone is aware of their responsibilities if elected to a state officer position. **The affidavit page located below must be scanned and submitted as part of the form.**

As in the past, we will offer candidates a more involved role in their campaign. The candidates are asked to become actively involved in these events to promote their individual campaigns and to make the process of running for an office an impactful experience for everyone. We also strongly recommend candidates become active on social media tagging our KYTSA Social Media accounts (located on [KYTSA website](#)) as part of their campaign. We will also use **#KYTSA** before and during the state conference. This is an easy way for candidates to reach their intended audience leading up to the election.

### [FORM LINK](#)

#### Campaign events to attend during State Conference

NOTE: YOU MUST WEAR OFFICAL DRESS.

1. Officer candidates will be given up to four minutes during the general session to address the entire KYTSA delegation. During this time the officer candidate should have a prepared speech to highlight their unique qualities as they relate to the office they are running for. They should also “set the stage” with their vision for their office if elected.
2. On Monday night after the general session each candidate will be given three minutes to answer general questions about TSA and their leadership qualities. Note cards will be in a large bowl and the candidates will pull a card and answer the question. They may answer as many questions as they wish during the three-minute time limit.
3. Also on Monday evening each candidate will be assigned an 8-foot table to decorate as they choose. Your campaign can have a theme, or you can decorate for school spirit. The candidates should bring flyers, brochures, resumes, etc. to pass out to the chapter members as they come by their booth. They can also bring **candy, pencils, notepads, etc.** to give out while the booths are open.

In addition, please refer to the [KYTSA bylaws](#) referring to officer positions, duties and responsibilities and election process. Please review this with your candidates so they will fully understand the duties of their potential office.

Thanks,



Mark Harrell  
Director of KYTSA

## Student Information

Please use this to prepare for the [online form](#) submission

Student Name:

Student Address:

Student Phone:

Student Email Address:

Current Grade:

Sex:

Grade Point Average:

Extra-Curricular Activities:

School Name:

School Address:

School Phone:

TSA Advisor's Name:

Advisor's Email Address:

KYTSA office you are seeking:

What local, regional, state and/or national TSA offices have you held or currently holding?

## Files Required

Upload all files listed below to this [Google Drive Folder](#) – please create and name a folder with your last name before uploading files

- A resume
- A letter of recommendation from an administrator
- Digital picture of nominee
- Affidavit – signed by all parties

## Qualifications for a State Officer

To be qualified for a state office in KYTSA, a candidate shall:

1. Be an active high school member of KYTSA;
  - a. Current eighth (8th) grade students qualify if their attending high school has an active KYTSA Chapter.
2. Be holding or have held an elected local chapter office;
3. Not be eligible during their senior year;
4. File an official application along with a state officer candidate and advisor affidavit form by the designated date with the KYTSA State Advisor; and
5. Have credentials reviewed by the KYTSA State Advisor and will be notified of eligibility at least two weeks before the spring conference.
6. Candidates for the office of the presidency must have completed at least one year as a state officer in KYTSA prior to running for President.
  - a. If no previous or current eligible state officers run for president the office will be opened to the entire eligible delegation.

# KYTSA State Officer Candidate and Advisor Affidavit

I give my permission for \_\_\_\_\_ to run for the office  
(Officer Candidates Name)

of \_\_\_\_\_ for the 2018-2019 academic year.  
(Officer Candidate Position)

By signing this affidavit, I fully understand the duties and responsibilities of running a State officer and will support said candidate during their term as state officer including, but not limited to:

Transporting the candidate to and from:

- Executive Committee Meetings (approx. 3 in July, Sept/Oct, and January)
- President must attend Board of Directors Meetings (app. 2 in Oct and Feb)
- Officer Planning Day (November)
- Officer Retreat (February)
- CTSO Leadership Day in Frankfort (February)
- State Conference (March/April)
- Any other specially called meetings as directed by state coordinator or state advisor.

If I cannot transport my officer candidate for any reason, I will find transportation with either the parent or another school representative. I will also provide technical support and supervision of all activities involving the officer to include proofreading all articles for submission to the executive committee or to the website, provide follow-up or reminders of activities to be performed by the state officer, and attend all executive committee meetings as an active member of the Kentucky TSA Executive Committee.

I also understand that if elected, the officer may not miss more than two functions required by the state officer team (unless pre-approved by the State Advisor and State Coordinator or has an approved medical excuse) during their term in office. If the officer fails to comply, he/she will be asked to resign.

I realize that by signing this form and the affidavit, I will abide, upon my election, with all rules and regulations set forth by the KY Technology Student Association Bylaws and attend all required meetings. I shall uphold my responsibilities to the best of my abilities.

Signed:

\_\_\_\_\_  
(Advisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Officer Candidate)

\_\_\_\_\_  
(Date)

Parent Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_