

March 5th, 2018

KYTSA Advisors and Members,

As we gear up for the annual KYTSA State Conference (April 23-25, 2018) at the Crown Plaza in Louisville, KY we wanted to have a one stop shop to make the process as painless as possible. We have streamlined several steps along the way to help make it easier to attend than ever before!

The information below will help make this process easier for both new and veteran chapters. **Please read it carefully.** For those of you who are new to TSA, the State Conference and competitions are opened to any chapter who has affiliated with National TSA. It is not mandatory that your students compete at regionals to qualify for state. It is only a suggestion that your students attend regionals to help them prepare.

On line registration will **open on March 9th and close on April 13th** with late registration fees starting on April 9th. **Please don't procrastinate. There will be no extensions. There will be no changes after this date. No changes or substitutions are allowed at the conference.**

Registration Link

<https://www.registermychapter.com/tsa/ky>

App Tiles Competition: Students are asked to design three tiles (State Officer Candidates, State Conference Resources, & 2018 KYTSA State Awards) to be used in the KYTSA App. Download the app to see examples of the existing tiles ([iOS](#) & [Android](#)). Each button on the homepage of the app is referred to as a "tile". Students must submit three tiles to be used within the app and incorporate this year's theme "A Celebration of Success."

- Required Dimensions for each tile: 640 x 370 px
- Required file types: jpeg, or png, or pdf
- Each Tile cannot exceed 1MB
- Please observe all copyright laws during the App Tiles design process.
- Entries must be submitted by March 26th, 2018. All artwork should be submitted to Mark Harrell at Mark.Harrell@education.ky.gov.

Pop Tabs: This year and hopefully every year in the future, we will be collecting pop tabs to donate to the Ronald McDonald House Charities. The Pop Tab program is important because it provides extra revenue that can help make up for the donations that families cannot make. Every school is asked to collect pop tabs from now until state conference the donations will be weighed and the middle school and high school with the most weight will each win a 3D Printer!

KYTSA State Officer Candidates: As we look toward our 2018 KYTSA State Conference we are seeking KYTSA State Officers to serve at state officers for the 18-19 school year. Please see pages 2-3 of the [KYTSA Bylaws](#) for State Officer qualifications. 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 23rd, 2018. Details Here: <http://www.kentuckytsa.org/state.html>.

LEAP: We will REQUIRE LEAP Responses (MS) & LEAP Resumes (HS) at state conference this year. Templates and more information: <http://www.tsaweb.org/LEAP-competition-engagement>. **Students who check into an event without this documentation will be disqualified.**

Competitive Events: As many of you are aware, TSA competitive events have very detailed instructions, rules and regulations. Most of these details are contained within the Competitive Events Guide for MS & HS, but the national website also includes details in various places and are sometimes difficult to find. To avoid unnecessary disqualifications, we have provided all this information here: <http://www.kentuckytsa.org/competition-info.html>. This webpage also includes state specific clarifications for events.

Advisor Checklist per Student Member:

- Potential Local Requirements – different in each district
 - School Permission Slip
 - Request a Sub
 - Request Professional Leave
 - Extended Field Trip Request
 - Transportation Request
 - Chaperones
 - Purchases Orders
 - Misc.
 - After Trip: Request Reimbursements from District
- [Register for Conference and Events](#) – March 9th – April 13th, 2018
 - The registration price includes, transportation to/from the Louisville Zoo on Monday evening, the meal at the awards breakfast on Wednesday, medals/plaques for top three in each event, and a conference T-shirt.
 - T-shirt Sizes
 - Order goodies through KYTSA shop
 - Assign Voting Delegates - [Information](#)
 - Voting Delegates are required to attend TWO sessions
 - Monday April 23rd, 2018 Townhall in Crowne A from 10:30-11:30pm
 - Will receive voting delegate ribbon during townhall
 - Tuesday April 24th, 2018 Voting Session in Taylor/Whitley from 8:30-10:00pm
 - Must have voting delegate ribbon to vote for officers and bylaw amendments
- High School & Middle Tentative School Agendas - <http://www.kentuckytsa.org/state.html>
 - try not to double book students if possible
- Competitive Event Limits
 - [High School](#)
 - [Middle School](#)
- Book Hotel Room – **must be booked by March 22nd, 2018**
 - details here: <http://www.kentuckytsa.org/state.htm>
 - Up to 4 students per room
 - Advisor & Chaperone Rooms
- [Medical Release Form](#) – per student
- [Code of Conduct](#) – per student
- [Ribbons Request](#) – submit 1 form per chapter
- [Minimum Dress Code Policy](#)
- [State Officer Application](#) – if applicable
- [Register for VEX Competition](#) – if applicable
- [KYTSA Student Scholarship Application](#) – if applicable (2 awarded \$500 each)
- [KYTSA EKU Engineering Technology Scholarship](#) - if applicable (1 awarded \$1,000)
- [Check Competition Info Webpage Frequently](#)
- [Submit Website Design \(MS\) & Webmaster \(HS\) Early Entry](#) – Due April 11th, 2018

More information is located here: <http://www.kentuckytsa.org/state.html>

We hope that you find all the information you need but if we have left something out, please let us know and we will gladly answer any questions you may have.

Sincerely,



Mark Harrell - Director of KYTSA