



2019 Colorado TSA State Officer Application

Thank you for your interest in serving the members of Colorado TSA by running for state office! Please read the following information carefully. All forms and questions in this packet must be signed and returned electronically (scanned as a multipage pdf, emailed to cte@cccs.edu, with the subject line "2019 State Officer Application") by 11:59pm on February 1, 2019. Please keep a copy of all pages of this packet for your records. Please be sure all parts of this application are signed. Failure to complete any part of the application will disqualify your application.

Candidate Name _____

Office Sought (mark one):

- President (please note the additional requirements under "eligibility")
- Vice President
- Secretary
- Treasurer
- Reporter
- Sergeant-At-Arms
- Officer-At-Large*
- Special Projects Committee (SPC)*

*Officers-At-Large and members of the SPC do not appear on the ballot, mount a campaign or deliver a speech. They are appointed following the state conference after an interview process (in person for OAL, phone for SPC) at the first meeting of the newly-elected officer team).

Candidate High School: _____

Advisor Name: _____

Candidate phone number: _____

- This number is a cell phone with texting ability
- This number is a land line and does not have texting ability

Candidate home address: _____

Graduation Year: _____

What offices (chapter or state) have you held, and what years did you hold them? For each, give your most memorable accomplishment during your term of office.

The following questions should be answered in a *minimum of 250 words each*.
Why do you want to be a state officer?

Describe a significant leadership experience you have had. What do you feel like you did well? What do you think you could have done differently?

Describe a time when you were working on a team but either the process or the outcome was not what you had hoped. What did you do to make it successful anyway?

If one of your friends or family was asked about you and how well you work in a group, what would they say is your greatest strength? What would they say is your greatest weakness?

Eligibility

In order to be an eligible candidate, ALL of the following must apply:

- a. You must meet all of the following qualifications
 - i. Remain in good academic standing and maintain academic eligibility throughout your term
 - ii. You must have attended at least one state conference prior to the year you apply to run for office.
 - iii. Starting in 2020, you must have attended at least one Fall Leadership Conference prior to running for office.
 - iv. Starting in 2020, you must have achieved at least the red level of the Colorado Statesman Award prior to running for office.
 - v. To run for president:
 - 1. You must have attended at least one state AND one national conference prior to the year you run.
 - 2. You must have held a chapter office for a minimum of one year prior to the year you run.
 - 3. You must be a rising junior or senior (current sophomore or junior).
 - vi. You must be able to attend all of the required functions:
 - 1. State officer meeting (to interview OAL candidates), Feb. 25, 2019, 5-8 pm
 - 2. CTSO State Officer Training (March 1-3)
 - 3. National TSA conference (June 28-July 2, 2019, Washington, DC)
 - 4. CACTE (July 14-18, 2019, Loveland, CO)
 - 5. Fall Leadership Conferences (2-3, Denver, Pueblo and possibly mid-state/western slope, Sept. 2019)
 - 6. Colorado TSA State Conference (Feb. 20-22, 2020).

Please note: If you are unable to attend **all** of these functions (except for very rare exceptions such as documented family emergencies beyond the officer's control), you will be removed from office, and are advised not to run.

- b. You must arrange for two letters of recommendation received by the deadline of 11:59pm on February 1, 2019. One from your chapter advisor and one from another teacher or individual who is not a member of your family or live in the same household. These letters of recommendation should come directly from the recommender's professional (school district or similar) email address. It does NOT need to be a formal letter or an attachment. These letters of recommendation should speak to your leadership ability, and in the case of your advisor's recommendation, should discuss a time when you demonstrated leadership in your chapter.
- c. You must attend, with one parent/guardian, a candidate meeting to be held in early February on the Colorado Community College System Lowry campus. Exact date, time, and address/building number will be sent via email after your application is received and shown to be complete. At this meeting, you are required to be in official uniform (blazer, official blue TSA shirt, gray pants/skirt, and black dress shoes), as your candidate picture will be taken.

By signing below, I signify that I understand the eligibility requirements.

Student Signature _____ Date

Parent Signature _____ Date

Advisor Signature _____ Date

**Advisor: You may be asked throughout the year to provide verification of academic eligibility for your state officer. Please initial to signify your understanding and willingness to provide this verification. ** _____ (advisor initials)

Campaign rules

- a. No candidate may campaign in any way until they are announced at the opening general session of the COTSA state conference. This includes unsolicited interaction on social media. Any candidate found to be in violation of this rule will be removed from the ballot.
- b. Candidates will have a campaign table during a meet and greets between the middle school and high school opening sessions. A campaign display is customary, but may not extend beyond the confines of a standard 6'x3' hotel table. You may (but are not required to) give out materials during the meet and greet at your campaign booth, but a candidate may not spend more than \$50 on materials for distribution. The officer candidate is responsible for any clean up from their distributed materials.
- c. Candidates for President, Vice-President, Secretary, Treasurer, Reporter, and Sergeant-At-Arms are required to give a campaign speech at both the middle school and high school opening sessions. This speech may last no more than 1 ½ minutes.

By signing below, I signify that I understand the campaign rules.

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date
_____	_____
Advisor Signature	Date

Duties and Responsibilities of Colorado TSA Officers

By electing you to a Colorado TSA office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities. Duty is defined as “the conduct, obedience, loyalty, and submission required of an officer.” Responsibility is the “reliability and moral accountability for duties expected of an officer.” Together, duty and responsibility convey the conduct and performance appropriate to all Colorado TSA officers.

Regardless of which office you hold, your duties and responsibilities as a COTSA officer obligate you to do the following:

- Act in a manner befitting your office, both in person and in all of your online activities
- Behave in a professional manner at all times when wearing COTSA or TSA-related clothing
- Understand the mission and the goals COTSA
- Understand the COTSA bylaws
- Understand the TSA motto and creed
- Be familiar with the organizational structure and policies of COTSA
- Understand and correctly use parliamentary procedure
- Memorize appropriate ceremonies and rituals
- Attend all meetings
- Be prepared to conduct COTSA meetings
- Be prepared to serve as a speaker
- Be loyal to COTSA
- Assist other officers to accomplish their tasks
- Practice good speaking and writing skills as you represent COTSA
- Be helpful, respectful, and responsible at all times

By signing below, I signify that I understand the duties and responsibilities of the COTSA State Officers.

Student Signature	Date
Parent Signature	Date
Advisor Signature	Date