

# TSA Officer Candidate Application

TO SERVE ON THE 2024-2025 STATE OFFICER TEAM

## **TSA OFFICER CANDIDATE APPLICATIONS MUST INCLUDE THE FOLLOWING**

- TSA State Officer Qualifications Form (Page 3)
- Officer Candidate Evaluation Report (Advisor's Report – page 4)
- Officer Candidate Evaluation Report (Administrator's Report- page 5)
- Officer Candidate Evaluation Report (Regional Advisor's or Businesspersons Report –page 6)
- TSA Candidate Application Form (Page 7)
- Officer Candidate Agreement Form (Page 8)
- State Officer Removal from Office Form (Page 9)
- TSA Advisor Agreement for Local Advisors (Page 10)
- Video Release (Page 11)
- Grade Report (Page 12)
- Officer Candidate Resume

Applications must include all of the listed pages above, they must be typed, and applications must be in our office by February 1<sup>st</sup>. (Physically in our office, NOT postmarked) in order to be eligible. Applications must be emailed to [tami.redus@careertech.ok.gov](mailto:tami.redus@careertech.ok.gov).

## **Resume Criteria**

All candidates are required to build a resume to accompany their application. Any format may be used but must include the following content:

1. Chapter/Regional/State Offices held
2. TSA Conference & Events Attended
3. TSA Awards & Recognitions
4. Community Service & Leadership Experience
5. School Activities/Achievements

## TSA State Officer Qualifications/Responsibilities

Please initial by each qualification indicating that you meet the requirements to be an Oklahoma TSA State Officer

	Candidates must be in the 11 <sup>th</sup> grade or below to run for state office
	Candidate must be holding or have held an elected chartered chapter office
	Candidates must have served as a regional officer for at least one year or must be at least a freshman in high school during campaign year
	Candidates should have the ability to express opinions, make decisions, be neat in appearance, and have a working knowledge of parliamentary procedure
	Candidates should read the section in the TSA Bylaws on state officers' qualifications and duties
	If elected, officer must be able to attend all events listed on the 2024-2025 calendar. Calendar can be found at <a href="http://oktsa.org/state-officer-application">oktsa.org/state-officer-application</a>
	Candidates should be able to recite the TSA Creed from memory.
	No individual may serve more than one term as a state officer in the same office
	All state Officer candidates are required to obtain the official TSA dress
	All state officer candidates must have attended a previous TSA state conference
	The vice-presidential and presidential candidates must have attended a previous TSA national conference
	The presidential candidate must have held or run for a state office to be eligible
	Nominee must have the support of the advisor, parents/guardians, and administrators and secure their signatures of endorsements
	The state officer candidate resume, application, and evaluations must be received by the published deadline
	Candidates must attend an officer candidate orientation and screening meeting on February 14, 2024.

## 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 businessperson 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.



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## Officer Candidate Evaluation Report- Advisor Report

### Review Information

Candidate's Name:  
 School:  
 Evaluator's Name:

Advisor:  
 Evaluator's Position:

### Guidelines

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

### Evaluation

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Processes received information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to others		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess a motivated personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you recommend this individual for state officer?

- YES
- NO

Additional Comments:

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Evaluator's Signature

Date



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## Officer Candidate Evaluation Report- Administrator Report

### Review Information

Candidate's Name:  
 School:  
 Evaluator's Name:

Advisor:  
 Evaluator's Position:

### Guidelines

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

### Evaluation

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Processes received information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess a motivated personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you recommend this individual for state officer?

- YES
- NO

Additional Comments:

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Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Officer Candidate Evaluation Report- Regional Advisor or Businessperson Report

### Review Information

Candidate's Name:  
 School:  
 Evaluator's Name:

Advisor:  
 Evaluator's Position:

### Guidelines

The evaluator should check the appropriate box in all categories and make additional comments in the space provided.

### Evaluation

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Gets By	(1) = Needs Work
Processes received information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess a motivated personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you recommend this individual for state officer?

- YES
- NO

Additional Comments:

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Evaluator's Signature

Date

# TSA Candidate Application



## Candidate Information

Candidate Name	
Phonetic Pronunciation of Candidate's Name For example, Tami Redus would be Tam-ee Ree-dus	
Current Grade Classification	
Street Address	
City, State, ZIP	
Cell Phone	
E-Mail Address	
Chapter	
Local Advisor	
Advisor E-mail	
School Name	
School Address	
City, State, ZIP	

## Candidate Statement

Candidate's statement of 200 words or less stating their name and why they wish to be a candidate for state office (candidates other than President cannot mention a specific office.) These statements will be posted on the OK TSA website as submitted by the candidate before SLC for review by members including voting delegates.

## What office are you seeking?

Place the number 1 by the first choice and a number 2 by the second choice.

	President
	Vice President
	Secretary
	Treasurer
	Reporter
	Sergeant-at-Arms

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a state officer candidate, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

### Officer Candidate Agreement

I ( ) have read and understand the qualifications of a state officer, the requirements of officer candidacy, 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



## State Officer Reasons for Removal from Office

A state officer may be declared “inactive” and/or removed from office in the following situation.

### Declaration of “inactive” status and possible removal from office for:

1. Failure to attend the state officer installation ceremony for other than an emergency or medical reason.
2. Failure to attend required state officer meetings, conferences, and events.
3. Failure to satisfactorily carry out assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the Oklahoma State Advisor.

### Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures
3. Failure to attend CareerTech University (CTU)

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Oklahoma TSA as well as the State Advisor.

I understand if removed, I will immediately return all materials purchased by Oklahoma TSA.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Local Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **TSA Advisor Agreement for Local Advisors with State Officer Candidates**

Advisor's Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

State Officer Candidate Name: \_\_\_\_\_

**(Advisors, please initial each line to show your agreement and support of these duties as advisor.)**

- \_\_\_ 1. I agree to assist the candidate with completing all required aspects of the State Officer Candidate Application and review their candidate speech.
- \_\_\_ 2. I agree to accompany the officer and ensure transportation is available to all required meetings and events.
- \_\_\_ 3. I agree to monitor officer responsibilities and commitments to ensure completion on time, accurately, and in a manner appropriate for this state office.
- \_\_\_ 4. I agree to serve as a mentor to the officer.
- \_\_\_ 5. I agree to provide workspace, supplies, telephone access, and support needed for the officer.
- \_\_\_ 6. I agree to monitor social media and behaviors of the officer.
- \_\_\_ 7. I agree to keep my local administration informed of all travel and requirements associated with having a State Officer.
- \_\_\_ 8. I agree to work closely with the State Advisor to ensure all State Officer responsibilities are fulfilled according to the Code of Conduct and rules established by the State Advisor.
- \_\_\_ 9. I agree to promote and demonstrate a positive image of TSA at all times.
- \_\_\_ 10. I understand that for my candidate, State Officer duties take priority over any other organizational activities and that those activities shall not be used as an excuse to miss deadlines, meetings, or conferences.

\_\_\_\_\_  
Local Advisor's Signature

\_\_\_\_\_  
Date



# Oklahoma Technology Student Association

## VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE

I hereby give and grant to the Oklahoma Department of Career and Technology Education and/or TSA Oklahoma the absolute and unconditional right to use, publish, display, electronically distribute, and/or reproduce in any manner, video/recorded voice/photographs, in which I appear, including the right to edit or use a portion of such video/recorded voice/photographs **that positively promotes the image and benefits of career and technology education through educational, trade materials, and/or the Oklahoma Department of Career and Technology Education web site or social media sites.**

I hereby waive any right, to inspect or approve the finished video/recorded voice/photographs, or any finished materials, copy or other matter which may be used in conjunction with, or the manner in which any of the same are used, reproduced, published, or displayed.

I further release the Oklahoma Department of Career and Technology Education and/or TSA Oklahoma from any liability whatsoever that may occur or be produced in the talking, reproducing, publishing, showing, or displaying of said video/recorded voice/photographs, and agree that the Oklahoma Department of Career and Technology Education and/or TSA Oklahoma shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

Student's Name (Please Type):

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (Please Type):

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

