

# TSA State Officer Candidate Application

TO SERVE ON THE 2026-2027 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)
- State Officer Code of Ethics (Page 12)
- Grade Report (Page 13)
- Officer Candidate Resume

Applications must be **typed**, include **all required components listed above**, and be **uploaded as a single, multipage PDF** using the link provided on the website **no later than February 1**.

## **Resume Criteria**

All candidates are required to build a resume to accompany their application. Any format can 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 <b>11th grade or below</b> during the campaign year.
	Candidates must be <b>currently holding or have previously held</b> an elected office in a chartered TSA chapter.
	Candidates must have either: <ul style="list-style-type: none"><li>• Served <b>at least one year as a regional officer</b>, or</li><li>• Be <b>at least a freshman in high school</b> during the campaign year.</li></ul>
	Candidates should demonstrate the ability to express opinions, make decisions, maintain a neat appearance, and possess a working knowledge of <b>parliamentary procedure</b> .
	Candidates are expected to read the section in the <b>TSA Bylaws</b> regarding state officer qualifications and duties.
	If elected, the officer must be able to attend <b>all events listed on the 2026–2027 calendar</b> (available at <a href="https://oktsa.org/state-officer-application">oktsa.org/state-officer-application</a> ).
	Candidates must be able to <b>recite the TSA Creed from memory</b> .
	No individual may serve <b>more than one term in the same state office</b> .
	All state Officer candidates are required to obtain the official TSA dress
	All state officer candidates must have attended at least <b>one previous TSA State Conference</b> .
	Candidates for <b>Vice President and President</b> must have attended at least <b>one TSA National Conference</b> .
	The <b>Presidential candidate</b> must have <b>held or previously run for a state office</b> to be eligible.
	Candidates must have the <b>support of their advisor, parents/guardians, and school administrators</b> , and must secure their <b>signatures of endorsement</b> .
	The <b>state officer application, candidate résumé, and evaluations</b> must be received by the <b>published deadline</b> .
	Candidates must attend the Officer Candidate Orientation and Screening Meeting on February 11, 2026.

## Evaluation Report

An evaluation report must be completed by each of the following individuals:

- The superintendent or principal
- The local TSA advisor
- A regional TSA advisor **or** a businessperson from the community (this person **may not** be a teacher at the candidate's school)

The **local TSA advisor** is responsible for collecting the completed officer candidate application and all evaluation reports and submitting them to the **state advisor by the published deadline**.



# Oklahoma Technology Student Association

## 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
Effectively processes 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"/>
Maintains a professional 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"/>
Displays 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator's Signature

Date



# Oklahoma Technology Student Association

## 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
Effectively processes 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"/>
Maintains a professional 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"/>
Displays 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evaluator's Signature

Date



# Oklahoma Technology Student Association

## 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
Effectively processes 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"/>
Maintains a professional 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"/>
Displays 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 OKTSA website as submitted by the candidate before SLC for review by members including voting delegates.

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## 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 for becoming a state officer, the requirements for candidacy, and the officers' code of ethics. I am aware of the responsibilities of the office I am seeking.

If elected, I agree to:

- Be present at and actively participate in all TSA activities during my term of office.
- Attend all scheduled state officer meetings throughout the year.
- Cooperate with others, be a team player, and uphold the officers' code of ethics.
- Respect the decisions of the State TSA Advisor, state staff, and fellow officers.
- Remain actively involved with my local TSA chapter and respect the guidance of my local advisor.
- Maintain the eligibility requirements for participation in extracurricular activities at the local level.

I understand that failure to meet these expectations without just cause may result in my removal from office. If elected, I will fulfill my duties to the best of my ability.

\_\_\_\_\_  
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 under the following circumstances:

**Declaration of "inactive" status and potential removal from office may occur due to:**

1. Failure to attend the state officer installation ceremony without a valid emergency or medical reason.
2. Failure to attend required state officer meetings, conferences, or events.
3. Failure to satisfactorily complete assigned responsibilities.
4. Failure to submit required reports by the designated deadlines.
5. Failure to maintain regular communication with the Oklahoma TSA State Advisor.

**Immediate and automatic removal from office will result from:**

1. Violation of the TSA Code of Ethics.
2. Violation of TSA Policies and Procedures.
3. Failure to attend CareerTech University (CTU).

I fully understand the possible causes for removal from office, as well as the rules, regulations, conditions, and expectations outlined by the Oklahoma TSA Policies and Procedures and 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: \_\_\_\_\_

Please review and check each item to indicate your agreement and commitment.

- ☐ I agree to assist the candidate in completing all required components of the State Officer Candidate Application and to review their candidate speech.
- ☐ I agree to accompany the officer and ensure transportation is available for all required meetings and events.
- ☐ I agree to monitor the officer's responsibilities and commitments to ensure they are completed on time, accurately, and in a manner appropriate for this state office.
- ☐ I agree to serve as a mentor to the officer.
- ☐ I agree to provide workspace, supplies, telephone access, and other necessary support for the officer.
- ☐ I agree to monitor the officer's social media presence and general behavior.
- ☐ I agree to keep my local administration informed of all travel and requirements associated with having a State Officer.
- ☐ 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.
- ☐ I agree to promote and model a positive image of TSA at all times.
- ☐ I understand that State Officer duties take priority over any other organizational activities, and 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: \_\_\_\_\_

## TECHNOLOGY STUDENT ASSOCIATION STATE OFFICER CODE OF ETHICS

**By accepting the positions of my elected office, I agree to abide by the following guidelines:**

- Be fully committed to Career and Technology Education and the Technology Student Association (TSA).
- Dedicate the entire year to state officer duties, prioritizing TSA over conflicting leadership roles.
- Travel as needed for official activities without creating conflicts at home, work, or school.
- Develop strong public speaking skills and always represent TSA professionally.
- Be punctual with thank-you notes, letters, reports, and other correspondence.
- Strive to engage in meaningful conversations with individuals of all backgrounds.
- Accept and apply constructive criticism.
- Stay informed of current events.
- Abstain from alcohol, tobacco and drugs while representing TSA in any capacity.
- Maintain professional grooming and cleanliness:
- Maintain professional grooming and cleanliness:
  - Hair must be neat, professional in appearance, and of a natural color. I
  - Overall appearance should reflect a clean, well-groomed, and professional standard.
- Treat all TSA members equally and avoid favoritism.
- Maintain a positive reputation, including online. Advisors, parents, or guardians may review public content, and inappropriate material must be removed if requested.
- Prioritize officer responsibilities over personal relationships during official activities.
- Always use respectful and professional language.
- Refrain from and discourage negative talk about TSA members, officers, or advisors.
- Work collaboratively with the officer team and uphold a cooperative attitude.
- Follow instructions from those in leadership roles.

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State Officer Signature

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Parent Signature



## TECHNOLOGY STUDENT ASSOCIATION Grade Report

Candidate Name

Technology Center School

Comprehensive High School

TSA Advisor

SUBJECT	DAYS ABSENT	GRADE AVERAGE	TEACHER'S SIGNATURE
OVERALL GRADE AVERAGE			