

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



Arkansas Technology Student Association State Officer Election Policies, Procedures, and Application

ELIGIBILITY.....	3
From the Arkansas TSA Bylaws.....	3
REQUIRED MEETINGS AND EVENTS.....	3
Before the Election.....	3
If Elected.....	4
School-Excused Absences.....	4
ARKANSAS TSA STATE OFFICES.....	5
General Responsibilities.....	5
President.....	5
Vice President.....	5
Secretary.....	5
Treasurer.....	5
Reporter.....	6
Sergeant-at-Arms.....	6
Vice President of Middle School Affairs.....	6
Alumni Representative.....	6
PROCEDURES.....	8
Step 1 - Application- All Materials Due by 11:19pm on January 14, 2026.....	8
Step 2 - Pre-Conference/Website Materials.....	8
Letter.....	8
Flier.....	8
Speech.....	8
Photo.....	8
General.....	9
Step 3 - Poster And Meet And Greet.....	9
Step 4- Questions.....	9
Step 5 - Voting Procedures.....	10
Next Steps.....	10
SIGNATURE PAGES.....	11
Code Of Conduct.....	11
Social Media Agreement.....	12
Travel And Cost Expectations.....	13
State Officer Leadership Academy.....	13

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



National TSA Conference..... 14

Board Meetings..... 14

ARTSA-COLA..... 14

CTE Day at the Capitol..... 15

2027 ARTSA State Conference..... 15

State Officer Candidate Statement..... 16

Parent/Guardian Statement..... 16

Chapter Advisor Statement..... 16

School District Administrator Statement..... 16

DCTE CTSO Release Form..... 17

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



ELIGIBILITY

From the Arkansas [TSA Bylaws](#)

ARTICLE VIII: ELECTION OF STATE OFFICERS

Section 1: To serve as officers, students must meet all of the following requirements.

- §a: Be familiar with the bylaws of Arkansas TSA
- §b: Secure the written permission of their school to complete the duties and responsibilities associated with the office.
- §c: Have properly completed and submitted the officer nomination form upon the endorsement of their local chapter advisor to the state office prior to the published deadline.
- §d: President, Vice President, Secretary, Reporter, and Treasurer candidates must be in high school
- §e: Sergeant-at-Arms candidates can be either high school or middle school members
- §f: Vice President of Middle School Affairs candidates must be middle school members during their potential year of service
- §g: All State TSA officer candidates must have attended at least one Chapter Officer Leadership Academy (COLA).

REQUIRED MEETINGS AND EVENTS

As a State Officer, you are required to attend the below meetings and events. If you have an unexcused absence from a required meeting, you will be subject to probation or dismissal from office. Officers and Officer Advisors are responsible for transportation and any costs not explicitly covered by ARTSA as denoted on page 15 of this document. An advisor must accompany Officers for the duration of their duties. Dates/times are subject to change, but will be communicated in advance. Additional non-required/optional opportunities may arise throughout the year.

Before the Election

Event	Format	Date(s)
Candidate Meeting (Advisor and parent/guardian must attend)	Google Meet Meeting ID: jjw-jywa-iqd	December 9, 2025 5:00pm - 5:30pm
Application Packet Due, Including Adult Evaluations	PDF sent to Allison Carter	January 14, 2026 by 11:59pm
Campaign Flier, Letter, Photo and Speech Due	PDFs, photo, and unlisted YouTube link sent to Allison Carter	February 3, 2026 by 11:59pm
Campaign Period	Online	February 10 - March 4, 2026
Meet & Greet	Expo-style	March 4, 2026, all day

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



If Elected

Note: None of the required events listed below are optional/flexible. Members should only apply for candidacy if both they and their advisor are willing and able to attend all events listed.

Event	Location	Date(s)
First Meeting	Hot Springs Convention Center Stage	March 4, 2026 immediately after the election
State Officer Meeting	Virtual	2nd Tuesday of every month @ 4:00pm
2026 Board Meeting	Alma HS	April 16, 2026
State Officer Training	ATU	June 2nd - June 5th, 2026
National TSA Conference 2026	Washington, D.C.	June 22 - June 26, 2026
ARTSA-COLA	ARVA	October 8, 2026
CTE Day at the Capitol	Little Rock, AR	February 2026, date TBD
State Conference	Hot Springs, AR	March 3-4, 2026
2027 Board Meeting	TBD	April 2027, date TBD

School-Excused Absences

If you are elected as a State Officer, you will miss some school. In addition to the dates above, you should expect to be available for chapter visits about once a month, but you will be alerted at least two weeks in advance. All of your absences for Arkansas TSA State Officer duties should be considered school-excused absences as this is an intra-curricular organization activity. Please follow individual school attendance procedures when absent due to a TSA required event.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



ARKANSAS TSA STATE OFFICES

General Responsibilities

- Lead Arkansas TSA to the best of his/her ability, keeping in mind the highest standards and ideals of the association.
- Obtain official TSA dress before representing the state association in an official capacity.
- Attend and represent Arkansas TSA at the following functions whether or not their school will be represented: Arkansas's State Officer Leadership Academy (SOLA), the TSA National Conference that happens in the same calendar year as their election, Arkansas Chapter Officer Leadership Academy (COLA), Arkansas State Conference, and all executive committee meetings conducted throughout the year.
- **Note:** Due to officers' responsibilities at the State Conference and their position as leaders, they will not be able to compete at the State Conference during their year of service.

President

- Preside at and conduct meetings according to parliamentary procedure.
- Call upon other officers to take the chair when necessary or desirable.
- Keep association activities progressing in a satisfactory manner.
- Represent the association in outside activities.
- Writes and performs speeches for opening and closing sessions
- **Note:** Candidates for this position must be a member of a high school chapter during their potential year of service.

Vice President

- Assist the President.
- Serve as President in the absence of the President.
- Appoint committees and serve as chairperson of each.
- Reach out to state and regional businesses and secondary education institutions to secure financial and volunteer support for ARTSA activities.
- **Note:** Candidates for this position must be a member of a high school chapter during their potential year of service.

Secretary

- Prepare and read the minutes of each meeting.
- Be responsible for advisor correspondence
- Send out updates and reminders to Chapter Advisors upon the request of the State Advisor
- **Note:** Candidates for this position must be a member of a high school chapter during their potential year of service.

Treasurer

- Maintains financial records for the organization
- Report all financial standings at each meeting.
- Obtain and present ideas and suggestions for increasing the treasury and financing activities.
- **Note:** Candidates for this position must be a member of a high school chapter during their potential year of service.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



Reporter

- Be responsible for student correspondence
- Send out updates and reminders to Chapter Officers/Members at the request of the State Advisor
- Maintain and update the Arkansas TSA website as needed
- Maintain the Arkansas TSA social media accounts as requested by the State Advisor
- Take quality photos at all events
- **Note:** Candidates for this position must be a member of a high school chapter during their potential year of service.

Sergeant-at-Arms

- Conduct all voting procedures for the association using the voting method of their choice.
- Plans and conducts senior recognition at the State Conference each year.
- Determine the physical layout of each meeting and propose meal and snack ideas to the Executive Council for in-person meetings including the Chapter Officer Leadership Academy (COLA) and the State Conference
- **Note:** Candidates for this position may be a member of either a high school chapter or a middle school chapter during their potential year of service.

Vice President of Middle School Affairs

- Acts as the voice of middle school members on the Executive Board, working closely with the President and Vice President to communicate their needs and ideas to the state association.
- Partners with the Treasurer to encourage middle school participation in state conferences, competitions, and activities, ensuring financial accessibility and support.
- Leads or assists with projects and initiatives specifically designed for middle school members, promoting leadership and skill-building opportunities.
- Collaborates with the Reporter and Secretary to ensure middle school members receive important updates, event details, and news.
- **Notes:** The Vice President of Middle School Affairs must be a member of a middle school chapter during their potential year of service. Though they are required to attend the National Conference, they will not be a state voting delegate; however, they may still serve as their chapter's voting delegate.

Alumni Representative

- Serves as a liaison between Arkansas TSA and its alumni members, ensuring ongoing communication and engagement.
- Maintains an up-to-date record of alumni members, tracking their post-graduation pathways, including higher education institutions attended, degrees pursued, and employment status.
- Responsible for collecting and organizing alumni updates, achievements, and career progress, ensuring this information is readily accessible to Arkansas TSA for networking and promotional purposes.
- A newsletter shall be created and distributed by the Alumni Representative to all alumni members, highlighting recent Arkansas TSA events, alumni achievements, career opportunities, and any upcoming TSA events that alumni may participate in.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



- Collaborates with the state advisor and the executive council to ensure alumni remain engaged and informed about ongoing ARTSA activities
- **Notes:** The Alumni Representative **MUST** be a senior at the time of their campaign. They are not required to attend the National Conference. If they choose to attend, they will not be a state voting delegate, but they may still serve as their chapter's voting delegate.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



PROCEDURES

Step 1 - Application- All Materials Due by 11:19pm on January 14, 2026.

- You must have your TSA Advisor, one teacher, and one other adult (unaffiliated with TSA) fill out a recommendation form. The form can be accessed [here](https://forms.gle/bBoqvUSZhy4xYoga6) (<https://forms.gle/bBoqvUSZhy4xYoga6>).
- Fill out the [online application](#).
- Print and fill out pages 13-17 of this packet. After they are filled out, scan all pages into a single PDF file and send as an attachment to [Allison Carter \(stateadvisor@arkansastsa.org\)](mailto:stateadvisor@arkansastsa.org).
- Applications will be reviewed by the Application Committee consisting of the ARTSA State Advisor, a DCTE Regional Specialist, and the State Advisor from another Arkansas CTSO.
- You will be notified by email by January 21, 2026 if your application for candidacy has been accepted and whether or not you will proceed as a State Officer candidate.

Step 2 - Pre-Conference/Website Materials

Letter

- The candidate's letter should be written to the current and future ARTSA members and should persuade members to vote for them. Some example questions to answer in the letter are, "If somebody has never met me, how would they know I'm an active TSA member with the qualifications to be a state officer? What have I gotten out of TSA and what legacy do I want to leave?" Answering these questions in the letter is not a requirement; they are provided as guidelines only.
- To be submitted as a PDF that will be directly uploaded to the website. No edits or formatting can be made after the submission.

Flier

- Required Format: 8.5"x11" PDF
- Suggested items to include:
 - Name
 - Professional photo
 - Campaign slogan
 - Highlights of what you want to accomplish as an officer
 - Links/QR codes to social media campaigns
- The flier and letter will be posted on the ARTSA website together, so there is no need to include large amounts of text on the flier.

Speech

- Speeches cannot run beyond 2 minutes.
- No one other than the candidate may participate in the creation or delivery of the campaign speech in any way.
- Any edits made to the video must be done by the candidate.
- Speech will be submitted as an unlisted YouTube link (with comments turned off)

Photo

- You are required to provide a color digital photo of yourself in professional attire.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



- The photo should be a PNG or JPG, at least 1200 pixels by 1800 pixels in size, from the chest up with a solid-color background.
- This photo will be used in the State Conference program and on the ARTSA website.
- Unprofessional photos may be cause for disqualification.

General

- Inappropriate language, bullying, or negative comments of others will result in immediate disqualification.
- During the course of campaigning, candidates will likely make statements or promises as part of their campaign platform. Please understand that if elected, there are no guarantees that these campaign pledges will be approved as part of the state plan of work for the state officer team.
- **Email all four parts (letter, flier, speech, and photo) in the same email message to [Allison Carter](mailto:stateadvisor@arkansastsa.org) (stateadvisor@arkansastsa.org) by 11:59pm on February 3, 2026.**

Step 3 - Poster And Meet And Greet

- Each candidate will be given one 3' x 3' space at a skirted table and one chair at the State Conference. This tabletop area will serve as your campaign booth.
- The candidate may place a tabletop display (no larger than 15 inches deep, 3 feet wide, and 4 feet high) on the table top. No signs or banners may be hung from the front of the table.
- Candidates may incorporate a laptop as part of their campaign booth; however, no sound will be allowed and the laptop must be battery-powered. There will be no provided electricity.
- Only one person (the candidate or a representative) will be allowed to “staff” the campaign booth at any time.
- Representatives of candidates may not circulate to campaign on the candidate’s behalf.
- Candidates are encouraged to bring bottled water to their booth and wear appropriate and comfortable shoes.
- The State Officer Candidate Meet and Greet is scheduled to take place all day (7:30am-4:00pm) at the State Conference. Candidates are encouraged to be at their booths or networking with members any time they are not actively competing in an event.
- No handouts or giveaways may be distributed at any time, including candy, gum, buttons, stickers, etc..

Step 4- Questions

- During the opening ceremony, candidates will be called up to state their name, school, the position they are running for (President, Vice President, Secretary, Treasurer, Reporter, Sergeant-at-Arms, Alumni Representative, or Vice President of Middle School Affairs), and their slogan to the State Delegation.
- During the voting session, each candidate will be given the opportunity to come to the podium on stage to state their name and office they are seeking. At that point, each candidate will be asked a TSA-based question by a moderator. Each candidate will be asked a different question. Examples of possible questions to be asked are:
 - What has been your greatest TSA accomplishment?
 - What does being a TSA member mean to you?

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



- In what ways has your TSA chapter helped your school or community?
- What is the value of TSA competitions?
- How do you think your TSA experiences will impact your future?
- Each candidate will be allowed 30 seconds to respond to the question.

Step 5 - Voting Procedures

- State officers shall be elected by voting delegates who have been selected by local chapters. Each chartered local chapter is entitled to two voting delegates, plus one additional voting delegate for each state officer and/or national officer that is an active member from that chapter.
- State Officers shall be elected by a vote facilitated by the current Sergeant-at-Arms during the annual state conference.
- If not elected, the office will be considered vacant. If a higher office had multiple candidates, the runner-up may be considered for appointment by vote.
- Each student may run for only one office.
- Previous state officers may not seek re-election to any position they have already held.

Next Steps

- Elected officers will meet backstage to receive details regarding how they'll be introduced in the closing ceremony as well as their new assignments and expectations.
- The newly elected President will read the conference adjournment portion of the script to the State Delegation and tap the gavel to officially adjourn the 2026 Arkansas TSA State Conference!

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



Code Of Conduct

It is the responsibility of all Arkansas TSA State Officers to conduct themselves in a proper, businesslike manner at all times. All officers are expected to:

1. Attend, be on time, and be engaged in all meetings and events throughout the year
2. Arrange their own transportation to required meetings and events throughout the year
3. Meet deadlines, communicate effectively, and work independently
4. Give advanced notice of any absences or tardies to the State Advisor
5. *Check your email daily, and respond to communications within **24 hours***
6. Make the State Officer Team a priority while balancing school and extracurricular activities
7. Follow the appropriate dress code set by the State Advisor
8. Keep the State Advisor informed of your activities and whereabouts at events **AT ALL TIMES**
(Accidents, injuries or illnesses must be reported to the State Advisor when they occur)
9. Be in your own rooms by the designated curfew and do not leave the room after curfew
10. Represent yourselves, the State Officer Team, the State Advisor, and the entire State Delegation well by behaving in a courteous, respectful manner and refraining from language and actions that might reflect poorly (*This is expected in all situations, whether it is in person or online*)

Arkansas TSA State Officers may be placed on probation, be suspended, or be removed from office for one or more of the following reasons:

1. Failure to adhere to the Code of Conduct
2. Failure to represent Arkansas TSA in a professional manner
3. Failure to perform the duties of their office
4. Failure to meet all reasonable requests and deadlines
5. Failure to respond to communications
6. Failure to attend and be punctual to required meetings
7. Failure to follow rules, regulations, and responsibilities to act in a professional manner
8. Failure to adhere to the Social Media Agreement

Immediate removal from office will result from the following:

1. Possession of alcohol, tobacco, or narcotics of any form
2. Violation of venue safety codes or criminal laws
3. Suspension or expulsion from school
4. Bullying of others

Any state officer at any time can be removed from office immediately at the discretion of the State Advisor.

The purpose of the Code of Conduct is to hold our State Officer Team to high standards as they represent our State Delegation. Although State Officers are held to high standards, we also understand that not everyone is perfect. The goal is for each student to learn from poor decisions and equip themselves with the skills to make better decisions in the future.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



Social Media Agreement

Explanation

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the association, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, TikTok, YouTube, LinkedIn, Discord, blogs, vlogs, and other online threads.

Social media can be a useful tool to communicate with members, peers, and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, post, or “like” that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I am aware that I represent Arkansas TSA, my school, my family, and my community at all times, even when posting to personal accounts, and will do so in a positive, powerful, and professional manner.
- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will consider *Is this the me I want you to see?* before I post anything online.
- I will publish, post, share, or release content containing or involving commentary, content, or images that are appropriate and void of defamation, harassment, libel, volatility, or vulgar/inappropriate language.
- If I need to voice disagreement, I will do so in a respectful way.

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



Travel And Cost Expectations

Advisors or another school employee **must** attend all events with their state officer and remain on-site for the duration of the event. DCTE, ARTSA, and employees thereof cannot assume responsibility for students. ARTSA does not cover the cost of advisor expenses. Candidates elected to the position of President, Vice President, Secretary, Reporter, Treasurer, Sergeant-at-Arms, or Vice President of Middle School Affairs will receive a stipend of \$500 (to be paid to their chapter) to help cover the cost of their official attire and their attendance at the required National Conference.

The following is a list of expected event expenses associated with becoming an ARTSA State Officer for the upcoming term. As with any organization, there will be unexpected costs that are not listed below. ARTSA will attempt to minimize any other out-of-pocket expenses. In the tables below, please mark who will be covering each expense. The party responsible for the payment should initial the last column to denote the assumption of responsibility. **Note: None of the required events listed below are optional/flexible. Members should only apply for candidacy if both they and their advisor are willing and able to attend all events listed.**

State Officer Leadership Academy

Purpose: To prepare state officers from across Arkansas to successfully assume their positions and duties. Through participation in various activities, the officers develop leadership skills and practice how to carry out their new responsibilities.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Lodging	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>DCTE/ARTSA</u>		ABC
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>DCTE/ARTSA</u>		ABC

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



National TSA Conference

Purpose: Competitive event winners from the US and affiliated countries gather to compete for national recognition within their competitive event categories. There are also multiple structured opportunities for State Officers from Arkansas to network with Officers from other states.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Lodging	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____	ARTSA will pay for one dinner	

Board Meetings

Purpose: The executive council meets in person twice a year to discuss the state of the Association and to vote on amendments and approve operational budgets and procedures. A small portion of each meeting is also dedicated to planning and preparing for the upcoming conference.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>	Lunch only	ABC

ARTSA-COLA

Purpose: ARTSA-COLA is the Fall Leadership Conference where the State Officers conduct workshops designed to teach chapter officers to lead their local chapters.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>	Lunch the day of	ABC

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



CTE Day at the Capitol

Purpose: To bring awareness to Arkansas's government officials and citizens about the importance and impact of Career and Technical Education across Arkansas. State officers will take part as needed by the DCTE staff.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		

2027 ARTSA State Conference

Purpose: To provide the opportunity for students from across Arkansas to gather to compete for statewide recognition within their respective competitive event categories. ARTSA State Conference will also offer leadership workshops, scholarship information sessions, and other breakout sessions related to career readiness.

Expense	Who Pays	Notes	Initials
Transport	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Incidentals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input type="checkbox"/> Other: _____		
Lodging	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>		ABC
Meals	<input type="checkbox"/> Officer <input type="checkbox"/> Chapter <input type="checkbox"/> School <input type="checkbox"/> District <input checked="" type="checkbox"/> Other: <u>ARTSA</u>	Breakfast and lunch on day of conference	ABC

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



State Officer Candidate Statement

I understand the Arkansas TSA State Officer Social Media Agreement, Code of Conduct, and Travel and Cost Expectations. If elected to office, I agree to adhere to all expectations outlined in this packet.

State Officer Candidate Signature

Date

Parent/Guardian Statement

We are supportive of our student running to be a State Officer for the Arkansas Technology Student Association. We realize not only that additional time and effort will be required of our student in this position, but also that travel in and out of state during the year may be required, as will missing a certain number of days of school. We will cooperate with our student, their chapter advisor, and Arkansas TSA in fulfilling their responsibilities. We understand that our student may be required to miss other events relating to school including, sports, performing arts events, and family time to meet Arkansas TSA requirements. We have read and understand the [Arkansas TSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#). We understand that our student must be able to work independently and meet deadlines throughout the year. We understand that this position is not only about presenting at events, but also about planning, organizing, execution, and handling all the details of those events, including setup and cleanup.

Parent/Guardian Name

Parent/Guardian Signature

Date

Chapter Advisor Statement

I agree to assist the student in any way required by their office. I agree to oversee the student's responsibilities and make sure the student is meeting deadlines and other requirements. I will communicate regularly with the State Advisor as to how best to support the student as well as assist the student with regular officer reports. I also agree to support this student in growing their leadership skills as a representative of Arkansas TSA and our local chapter. I have read and understand the [Arkansas TSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#), including the statement that I will travel with my officer and remain on-site with them at all events.

Chapter Advisor Name

Chapter Advisor Signature

Date

School District Administrator Statement

I understand this student is applying to run for a position as a State Officer for the Arkansas Technology Student Association. I verify that this student is in academic good standing with no failing grades, no disciplinary issues, and good attendance. I believe they are capable of maintaining their academic work while fulfilling the responsibilities of this position. I understand that the State Officer position requires missing a certain number of days of school and will work to ensure these dates are excused per school procedures and policies. I have read and understand the [Arkansas TSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#), including the statement that the Chapter Advisor will travel with the officer and remain on-site with them at all events.

Administrator Name

Administrator Signature

Date

Arkansas TSA

Arkansas Department of Education
Division of Career and Technical Education
Three Capitol Mall
Little Rock, AR 72201



DCTE CTSO Release Form

I, _____, hereby agree and consent to allow the Arkansas Division of Career and Technical Education (DCTE), Arkansas Career and Technical Student Organizations (CTSOs), and anyone authorized by DCTE, to use the name, school district, and hometown and to reproduce, edit, alter, or publish photographs, audio, and video recordings of my child, children, or myself and their/my work products ("my/child's information") without payment or any other consideration.

I understand that the DCTE and the respective CTSO owns a copyright and all other media distribution rights for any publication in which my/child's information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my/child's information will become property of DCTE and the respective CTSO and will not be returned.

Furthermore, I, on behalf of myself, my child or children, and any person acting on our behalf, hereby consent and agree to release any and all claims or causes of action against DCTE or their respective CTSO and any of its associates, employees, or agents associated with the release of my/child's information that is in the possession or control of DCTE or their respective CTSO and is used or released as part of the normal course of business of the DCTE and the respective CTSO.

Child's Name or Children's Names (Please Print)

Parents Name or Adult (Please Print)

Signature of Parent or Adult (Please Sign in Cursive)

Date