

FORMS APPENDIX

TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK

Date	Task	Time involved	Team member responsible (student initials)	Comments
1.				
2.				
3.				
4.				
5.				
6.				

Advisor signature _____



STUDENT COPYRIGHT CHECKLIST

(for students to complete and advisors to verify)

- 1) Does your solution to the competitive event integrate any music? YES NO

If NO, go to question 2.

If YES, is the music copyrighted? YES NO

If YES, move to question 1A. If NO, move to question 1B.

1A) Have you asked for author permission to use the music in your solution and included that permission (letter/form) in your documentation? If YES, move to question 2. If NO, ask for permission (OR use royalty free/your own original music) and if permission is granted, include the permission in your documentation.

1B) Is the music royalty free, or did you create the music yourself? If YES, cite the royalty free music OR your original music properly in your documentation.

CHAPTER ADVISOR: Sign below if your student has integrated any music into his/her competitive event solution.

I, _____ (chapter advisor), have checked my student's solution and confirm that the use of music is done so with proper permission and is cited correctly in the student's documentation.

- 2) Does your solution to the competitive event integrate any graphics? YES NO

If NO, go to question 3.

If YES, is the graphic copyrighted, registered and/or trademarked? YES NO

If YES, move to question 2A. If NO, move to question 2B.

2A) Have you asked for author permission to use the graphic in your solution and included that permission (letter/form) in your documentation? If YES, move to question 3. If NO, ask for permission (OR use royalty free/your own original graphic) and if permission is granted, include the permission in your documentation.

2B) Is the graphic royalty free, or did you create your own graphic? If YES, cite the royalty free graphic OR your own original graphic properly in your documentation.

CHAPTER ADVISOR: Sign below if your student has integrated any graphics into his/her competitive event solution.

I, _____ (chapter advisor), have checked my student's solution and confirm that the use of graphics is done so with proper permission and is cited correctly in the student's documentation.

- 3) Does your solution to the competitive event use another's thoughts or research? YES NO

If NO, this is the end of the checklist.

If YES, have you properly cited other's thoughts or research in your documentation? If YES, this is the end of the checklist.

If NO, properly cite the thoughts/research of others in your documentation.

CHAPTER ADVISOR: Sign below if your student has integrated any thoughts/research of others into his/her competitive event solution.

I, _____ (chapter advisor), have checked my student's solution and confirm that the use of the thoughts/research of others is done so with proper permission and is cited correctly in the student's documentation.

PHOTO/FILM/VIDEO CONSENT AND RELEASE

I hereby give permission for images of my child or myself (as applicable), captured during Technology Student Association (TSA) activities through video/film, photo or digital camera, to be used solely for the purposes of TSA promotional materials and publications, and I waive any rights of compensation or ownership thereto.

Name of minor in images (please print)

Name of minor's parent/guardian (please print)

Name of adult in images (please print)

Parent/guardian or adult's signature (as applicable)

Date

EVENT REVISION SUGGESTION

As TSA expands in membership and participation in competitive events increases, parts of some competitive events may need revision. Also, whenever guidelines are misinterpreted, they are revised for better clarity. TSA encourages revision input so that competitive events continue to improve. Please use this form for comments. (Use one form for each suggestion.)

Event title _____

Note a reference to the exact section and page number in *2019 & 2020 Technology Student Association High School Competitive Events Guide*.

State your suggestion. Be very specific. List exactly what should be deleted, replaced, and/or added to the event rule or procedure.

Provide a rationale. List the pros and cons from a personal viewpoint.

Are any STEM areas addressed by this change? Explain.

Signature Date State advisor's signature Date

Address

City State Zip

Include signatures of two people from different TSA chapters who support the suggestion.

Signature Date Signature Date

Mail to: CRC, c/o National TSA, 1904 Association Drive, Reston, VA 20191-1540

Email to: general@tsaweb.org



RULES INTERPRETATION PANEL GRIEVANCE

Site of National TSA Conference _____

Advisor's name _____

Chapter name _____

School name _____

Competitive event (including level) _____

Student or team identification number _____

STATEMENT OF CONCERN (Please print or type.)

Signature Date

Signature of state advisor Date

The decisions of the Rules Interpretation Panel (RIP) at the national conference are final.

RULES INTERPRETATION PANEL RESPONSE TO GRIEVANCE

PANEL MEMBERS

Signature Date

Signature Date

Signaturer Date

Site of National TSA Conference _____

Date _____

Competitive event (including level) _____

Student or team identification number _____

Advisor's name _____

STATEMENT OF RESPONSE

The decisions of the Rules Interpretation Panel (RIP) at the national conference are final.



LEAP Report – Competition Engagement (HS) Competitive Event Leadership Experiences

 Competitive Event

 Participant/Team ID#

The Student Leadership Challenge*		Leadership Experiences
Practices	Behaviors	
Model the Way	Follow through on promises and commitments	
	Set a personal example through actions	
	Align others with principles and standards	
	Seek feedback about impact of actions	
	Make sure teammates support common values	
	Talk about values and principles	
Inspire a Shared Vision	Look ahead and communicate future ideas	
	Describe ideal capabilities	
	Talk about how future could be improved	
	Be upbeat and positive	
	Communicate purpose and meaning	
	Show others how their interests can be realized	
Challenge the Process	Challenge current skills and abilities	
	Break projects into smaller do-able portions	
	Search for innovative ways to improve	
	Ask “What can we learn?”	
	Take initiative in experimenting	
	Help others try out new ideas	
Enable Others to Act	Foster cooperative relationships with others	
	Actively listen to diverse viewpoints	
	Treat others with respect	
	Support the decisions other people make	
	Give people freedom and choice	
	Provide leadership opportunities for others	
Encourage the Heart	Praise people	
	Encourage others	
	Express appreciation for people’s contributions	
	Publicly recognize alignment with values	
	Celebrate accomplishments	
	Creatively recognize people’s contributions	

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LEAP Report – Competition Engagement (HS) General Leadership Experiences

Competitive Event _____

Participant/Team ID# _____

Leadership Categories	Leadership Experiences
Leadership Roles	
Community Service/ Volunteer Experiences	
Leadership Development	
College Career Planning	

The Student Leadership Challenge* Practices and Behaviors	
Model the Way	Follow through on promises and commitments
	Set a personal example through actions
	Align others with principles and standards
	Seek feedback about impact of actions
	Make sure teammates support common values
Inspire a Shared Vision	Talk about values and principles
	Look ahead and communicate future ideas
	Describe ideal capabilities
	Talk about how future could be improved
	Be upbeat and positive
Challenge the Process	Communicate purpose and meaning
	Show others how their interests can be realized
	Challenge current skills and abilities
	Break projects into smaller do-able portions
	Search for innovative ways to improve
Enable Others to Act	Ask “What can we learn?”
	Take initiative in experimenting
	Help others try out new ideas
	Foster cooperative relationships with others
	Actively listen to diverse viewpoints
Encourage the Heart	Treat others with respect
	Support the decisions other people make
	Give people freedom and choice
	Provide leadership opportunities for others
	Praise people
Encourage the Heart	Encourage others
	Express appreciation for people’s contributions
	Publicly recognize alignment with values
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LEAP LEGACY CHAPTER RECOGNITION PROGRAM GUIDELINES



OVERVIEW

LEAP Legacy Chapter is a comprehensive leadership recognition program offered to middle and high school chapters as an optional national TSA activity that includes a competition component. Chapters (in a team of three to ten members) demonstrate – and are evaluated on – their involvement in LEAP activities related to *The Student Leadership Challenge-Five Practices for Becoming an Exemplary Leader (SLC-five practices)** modules. Chapter semifinalists compete as participants in the TSA Meet and Greet event at the annual National TSA Conference.

TSA members are encouraged to use the free [Student Leadership Challenge \(SLC\) sample resources](#) found on the TSA website when participating in the LEAP Legacy Chapter recognition program. These free resources are applicable to all LEAP activities. *Complete Student Leadership Challenge* publications are available for purchase, but not required for participation in any aspect of LEAP.

CHAPTER PARTICIPATION

- A. Chapters submit a LEAP Legacy Chapter portfolio (see Portfolio section) to national TSA by March 31st.
- B. Portfolios will be evaluated by judges secured by national TSA. Judges will not evaluate portfolios submitted from their home state. Based on minimum qualifying scores, one middle school and one high school per state will be selected as semifinalists. Ten middle school chapters and ten high school chapters will be selected to advance as national semifinalists and will be notified of their standing by May 1st. Portfolios that do not meet the minimum qualifying score will not advance to the semifinalist round, even if there are no other portfolios from an individual state.

- C. National semifinalists are expected to attend the National TSA Conference at their own expense to participate in the TSA Meet and Greet event, where they will have the opportunity to showcase their leadership activities and achievements to conference attendees. LEAP Legacy Chapter semifinalists will be judged anonymously at the Meet and Greet and ten finalists and their rank will be determined. First through third place middle school and high school chapters will receive \$1,000, \$500, and \$250, respectively. They also will receive trophies on stage at the awards ceremony.

PORTFOLIO

Chapters document their leadership activities in a portfolio consisting of a Cover Page, Activity Summary and Evidence, and supporting documents. The portfolio provides information about the leadership activities in which chapters have participated.

- A. Portfolios that are incomplete or submitted incorrectly will not be evaluated.
- B. All content/activities provided must have been completed during the past twelve months. For example, if a chapter has not yet competed in their state conference as of March 31st, they may cite activities related to the most recent state conference (within the last 12 months.)
- C. Portfolios will be submitted electronically by the TSA chapter advisor via submittable.com no later than March 31st each year. Portfolios should not be mailed to the national TSA office. Portfolio submissions received via US mail or express mail will not be evaluated.
- D. General portfolio formatting requirements (Cover Page, Activity Summary and Evidence)
 1. Participants must use the official [Cover Page and Activity Summary and Evidence templates](#).
 2. All portfolio content must be typed.

E. Portfolio content

1. Cover Page

The Cover Page of the portfolio should include the following:

- a. Chapter name and level (middle school or high school)
- b. Number of participating students
- c. School name and address
- d. Chapter advisor name and email address
- e. Other general information

2. Activity Summary and Evidence

Referencing the LEAP Legacy Chapter [Activities Summary and Evidence Sample](#) and the [Evaluation Rubric](#), chapters will list their actions/roles/responsibilities on the Activity Summary and Evidence template using the five *Student Leadership Challenge* practices:

- Model the Way
- Inspire a Shared Vision
- Challenge the Process
- Enable Others to Act
- Encourage the Heart

3. Supporting Documents

Supporting documents must accompany the completed Activity Summary and Evidence template and serve as evidence of the chapter's LEAP Legacy Chapter activities. A minimum of two (2) activities with two (2) corresponding evidence-supporting documents for each *Student Leadership Challenge* practice must be provided.

Supporting document file names must reference the *Student Leadership Challenge* practice they support. For example, documents provided as evidence for activities that support the Model The Way practice, could be named MTW1, MTW2 and so forth. Please ensure that the file names of documents clearly indicate which *Student Leadership Challenge* practice are supported.

TSA MEET AND GREET (NATIONAL SEMIFINALIST ROUND)

- A. National TSA will secure judges to evaluate the portfolios of LEAP Legacy Chapter submissions to TSA and determine the ten (10) middle school and the ten (10) high school national finalists. LEAP Legacy Chapter national semifinalists will be notified by national TSA by May 1st.
- B. A maximum of two (2) student members may represent their LEAP Legacy Chapter during the Meet and Greet event. Chapters may rotate members throughout the duration of the Meet and Greet.
- C. Guidelines for table top displays and/or presentation materials for the Meet and Greet will be provided to LEAP Legacy Chapter national semifinalists.
- D. LEAP Legacy Chapter national semifinalists are judged anonymously at the Meet and Greet and the ten (10) finalists and their rank will be determined.
- E. Chapters may participate in LEAP Legacy Chapter annually if they choose, even if they have won in a prior year.

LEAP LEGACY CHAPTER NATIONAL PARTICIPANTS AND FINALISTS WILL ALSO RECEIVE THE FOLLOWING:

- A. First through third (1st–3rd) place national finalist LEAP Legacy Chapter middle schools and high schools (chapters) will receive cash awards of \$1,000, \$500, and 250, respectively. They also will receive finalist pins and trophies on stage at the National TSA Conference Awards Ceremony.
- B. School names of semifinalists will be posted on the TSA website and listed in the National TSA Conference program.
- C. A letter of congratulations and a LEAP Legacy Chapter certificate will be sent to each finalist chapter's school.

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LEAP LEGACY CHAPTER PORTFOLIO COVER PAGE

Chapter/school: _____

Chapter level (middle school or high school): _____

Number of student participants: _____

School address: _____

City/state/zip: _____

Chapter advisor: _____

Chapter advisor's email address: _____

Summarize – in 100 words or less – the chapter's activities for the LEAP Legacy Chapter program:

Required Signatures

Chapter President _____ Date _____

Chapter Advisor _____ Date _____

Principal _____ Date _____





The Student Leadership Challenge: Five Practices For Becoming an Exemplary Leader*		Student Leadership Challenge Behaviors*	LEAP Legacy Chapter Activities	Supporting Documents
PRACTICE	MODEL THE WAY	Follow through on promises and commitments		
		Set a personal example through actions		
		Align others with principles and standards		
		Seek feedback about impact of actions		
		Make sure teammates support common values		
		Talk about values and principles		
	INSPIRE A SHARED VISION	Look ahead and communicate future ideas		
		Describe ideal capabilities		
		Talk about how future could be improved		
		Be upbeat and positive		
		Communicate purpose and meaning		
		Show others how their interests can be realized		
	CHALLENGE THE PROCESS	Challenge current skills and abilities		
		Break projects into smaller do-able portions		
		Search for innovative ways to improve		
		Ask "What can we learn?"		
		Take initiative in experimenting		
		Help others try out new ideas		
	ENABLE OTHERS TO ACT	Foster cooperative relationships with others		
		Actively listen to diverse viewpoints		
Treat others with respect				
Support the decisions other people make				
Give people freedom and choice				
Provide leadership opportunities for others				
ENCOURAGE THE HEART	Praise people			
	Encourage others			
	Express appreciation for people's contributions			
	Publicly recognize alignment with values			
	Celebrate accomplishments			
	Creatively recognize people's contributions			

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LEAP LEGACY CHAPTER EVALUATION RUBRIC

The Student Leadership Challenge: Five Practices For Becoming an Exemplary Leader*		LEAP Criteria	Minimal Performance 1-4 Points	Adequate Performance 5-8 Points	Exemplary Performance 9-10 Points	Score
PRACTICE	MODEL THE WAY	GOALS	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to set goals and follow through with actions.	Provided adequate evidence (e.g. state advisor and TSA peer accounts) of efforts to set goals and follow through with actions.	Provided exemplary evidence (e.g. external accounts of expert feedback and support) of efforts to set goals and follow through with actions.	
		ALIGNMENT	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to align with others and seek feedback.	Provided adequate evidence (e.g. state advisor and TSA peer accounts, written evidence) of efforts to align with others and seek feedback.	Provided exemplary evidence (e.g. external accounts of expert feedback and support; written/video evidence) of efforts to align with others and seek feedback.	
		VALUES AND PRINCIPLES	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to establish common values and principles.	Provided adequate evidence (e.g. state advisor accounts and TSA peer accounts written evidence) of efforts to establish common values and principles.	Provided exemplary evidence (e.g. external accounts of expert feedback and support, published evidence) of efforts to establish common values and principles.	
SUBTOTALS (30 pts)						

The Student Leadership Challenge: Five Practices For Becoming an Exemplary Leader*		LEAP Criteria	Minimal Performance 1-4 Points	Adequate Performance 5-8 Points	Exemplary Performance 9-10 Points	Score
PRACTICE	INSPIRE A SHARED VISION	ENVISION	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to prepare for future activities and identify ideal capabilities.	Provided adequate evidence (e.g. state advisor and TSA peer accounts) of efforts to prepare for future activities and identify ideal capabilities.	Provided exemplary evidence (e.g. external accounts of expert feedback and support) of efforts to prepare for future activities and identify ideal capabilities.	
		AQUIRE	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts/actions taken to learn new things in order to accomplish the activity.	Provided adequate evidence (e.g. state advisor and TSA peer accounts, written evidence) of efforts/actions taken to learn new things in order to accomplish the activity.	Provided exemplary evidence (e.g. external accounts of expert feedback and support; written/video evidence) of efforts/actions taken to learn new things in order to accomplish the activity.	
		COMMUNICATE	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to communicate with others.	Provided adequate evidence (e.g. state advisor and TSA peer accounts, written evidence) of efforts to communicate with others.	Provided exemplary evidence (e.g. external accounts of expert feedback and support; published evidence) of efforts to communicate with others.	
SUBTOTALS (30 pts)						



The Student Leadership Challenge: Five Practices For Becoming an Exemplary Leader*		LEAP Criteria	Minimal Performance 1-4 Points	Adequate Performance 5-8 Points	Exemplary Performance 9-10 Points	Score
PRACTICE	CHALLENGE THE PROCESS	INNOVATION	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to engage in an activity that has not been done before by the participating chapter or other TSA chapters.	Provided adequate evidence (e.g. state advisor and TSA peer accounts) of efforts to engage in an activity that has not been done before by the participating chapter or other TSA chapters.	Provided exemplary evidence (e.g. external accounts of expert feedback and support) of efforts to engage in an activity that has not been done before by the participating chapter or other TSA chapters.	
		INQUIRY	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to seek projects that require experimentation.	Provided adequate evidence (e.g. state advisor and TSA peer accounts, written evidence) of efforts to seek projects that require experimentation.	Provided exemplary evidence (e.g. external accounts of expert feedback and support; written/video evidence) of efforts to seek projects that require experimentation.	
SUBTOTALS (20 pts)						

The Student Leadership Challenge: Five Practices For Becoming an Exemplary Leader*		LEAP Criteria	Minimal Performance 1-4 Points	Adequate Performance 5-8 Points	Exemplary Performance 9-10 Points	Score
PRACTICE	ENABLE OTHERS TO ACT	EMPATHY	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to actively listen to diverse viewpoints and support diverse ideas.	Provided adequate evidence (e.g. state advisor and TSA peer accounts) of efforts to actively listen to diverse viewpoints and support diverse ideas.	Provided exemplary evidence (e.g. external accounts of expert feedback and support) of efforts to actively listen to diverse viewpoints and support diverse ideas.	
		COLLABORATION	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to support the decisions other people make, give people freedom and choice, and provide leadership opportunities for others.	Provided adequate evidence (e.g. state advisor and TSA peer accounts, written evidence) of efforts to support the decisions other people make, give people freedom and choice and provide leadership opportunities for others.	Provided exemplary evidence (e.g. external accounts of expert feedback and support; written/video evidence) of efforts to support the decisions other people make, give people freedom and choice and provide leadership opportunities for others.	
SUBTOTALS (20 pts)						

The Student Leadership Challenge: Five Practices For Becoming an Exemplary Leader*		LEAP Criteria	Minimal Performance 1-4 Points	Adequate Performance 5-8 Points	Exemplary Performance 9-10 Points	Score
PRACTICE	ENCOURAGE THE HEART	ADVOCACY	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to publicly support a cause of need within a community.	Provided adequate evidence (e.g. state advisor and TSA peer accounts) of efforts to publicly support a cause of need within a community.	Provided exemplary evidence (e.g. external accounts of expert feedback and support) of efforts to publicly support a cause of need within a community.	
		RECOGNITION	Provided minimal evidence (e.g. personal accounts, written confirmation) of efforts to express appreciation and creatively recognize the contributions of others, as well as celebrate their accomplishments.	Provided adequate evidence (e.g. state advisor and TSA peer accounts, written evidence) of efforts to express appreciation and creatively recognize the contributions of others, as well as celebrate their accomplishments.	Provided exemplary evidence (e.g. external accounts of expert feedback and support; written/video evidence) of efforts to express appreciation and creatively recognize the contributions of others, as well as celebrate their accomplishments.	
SUBTOTALS (20 pts)						

TOTAL (120 pts)	
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Comments:

I certify these results to be true and accurate to the best of my knowledge.

JUDGE

Printed name: _____ Signature: _____

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