



# Region and State Conference Code of Behavior/Responsibility

All students must sign and obtain the signature of their parent/guardian on the PA-TSA Dress Code and Code of Behavior form. The completed form must be handed in to the chapter advisor prior to the conference, and the chapter advisor will maintain a copy of this form for the duration of the conference. This completed form must be available for the State Conference Director and/or the State Advisor upon request.

All members attending any TSA function are expected to comply with the regulations listed below:

1. All members attending any TSA activity must conduct themselves as ladies and gentlemen at all times.
2. Students must dress neatly and in good taste at all times, following the Dress Code throughout the duration of the conference.
3. Students must wear identification badges at all times.
4. Students must keep their advisor/chaperone informed of their activities and whereabouts at all times.
5. Students should be prompt and prepared for all activities.
6. The possession and/or use of any controlled substance (i.e. alcohol, drugs, tobacco, etc.) is prohibited.
7. Gambling, of any kind, is prohibited.
8. Students must not leave the conference site or lodging area without the permission and/or accompaniment of their advisor/chaperone.
9. Students must attend all general sessions and activities for which they are assigned/registered. This includes workshops, competitive events, committee meetings, etc.
10. Students attending overnight conferences must observe the established curfew for that conference.
11. Students not staying at the hotel must leave the hotel grounds by curfew or immediately following the last scheduled event. A surcharge is added for commuting to most overnight conferences.
12. All phone bills or room charges for hotel rooms will be shown on the individual room bills and must be paid by the student or chapter.
13. Male and female students are not permitted to visit in each other's room unless an advisor/chaperone is present.
14. Defacing of public property is prohibited. Any damages to property, furnishings of the hotel rooms, or conference complex must be paid by the student or chapter responsible. Damages to the hotel rooms will be the responsibility of the assigned student(s).
15. Students are reminded that the state and school weapon policies are in effect while attending the conference. Any student found in violation of these policies may face legal charges and/or expulsion upon return. (X-acto knives, utility knives, and other potentially dangerous tools should be kept by advisors and used only under adult supervision.)
16. Tobacco and tobacco-related paraphernalia are prohibited.
17. All students are required to follow the instructions of any properly identified advisor, teacher, chaperone, or conference staff member.
18. Guests are permitted in open/authorized activities and should obtain a guest identification badge upon arrival to the conference. Guests are not permitted in hotel rooms.
19. Accident insurance is the responsibility of the student (parent/guardian).
20. A TSA Conference is an extension of the school day, thus all school rules/policies are in effect and anyone found in violation of these rules/policies will be dealt with accordingly.

Failure to comply with these rules may result in the student and/or chapter being sent home at their own expense. Depending on the violation, further dealings with the advisor, principal, State Conference Planning Team and/or the PA-TSA Board of Directors may be necessary.



# Region and State Conference Dress Code

Students shall adhere to the following dress code requirements throughout the entire conference, including their travel to and from the conference. It is the responsibility of the Chapter Advisor to see that his/her delegation complies with the rules established for proper dress code.

**The following guidelines are for ALL students and Advisors.  
 Required dress will be listed with each event in the conference program.  
 ID Tags must be worn at all times, regardless of dress code category.**

<b>Category A – Official Dress</b>	<ul style="list-style-type: none"> <li>• <i>Blazer:</i> navy blue with official TSA patch</li> <li>• <i>Ties:</i> scarlet red imprinted with official TSA logo (for males and females)</li> <li>• <i>Shirt or blouse:</i> white, button-up with turn-down collar OR official blue TSA dress shirt/blouse</li> <li>• <i>Pants or skirt:</i> light gray</li> <li>• <i>Socks:</i> black or dark blue (males)</li> <li>• <i>Shoes:</i> black dress shoes (unacceptable: athletic shoes, army boots, combat boots, or work boots)</li> <li>• <i>Sandals:</i> females only may wear black open-toe shoes or sandals</li> </ul>
<b>Category B – Professional TSA Attire</b>	<ul style="list-style-type: none"> <li>• <i>Shirt:</i> button-up with turn-down collar (unacceptable: t-shirt, polo, or golf shirt)</li> <li>• <i>Ties:</i> required for males and optional for females</li> <li>• <i>Pants or skirt:</i> dress pants (unacceptable: jeans, baggy pants, exterior pockets pants); skirts must be even with or longer than the tips of one’s fingers (females only)</li> <li>• <i>Socks:</i> black or dark blue</li> <li>• <i>Shoes:</i> dress shoes or dress boots (unacceptable: athletic shoes, combat, or work boots)</li> <li>• <i>Sandals:</i> females only may wear open-toe shoes or sandals</li> </ul>
<b>Category C – Business Casual TSA Attire</b>	<ul style="list-style-type: none"> <li>• <i>Shirt:</i> TSA t-shirt or collared shirt</li> <li>• <i>Pants:</i> dress slacks, skirt, or dress jeans (unacceptable: shorts)</li> <li>• <i>Shoes:</i> best possible</li> </ul>
<b>Category D – Casual Personal Time</b>	<ul style="list-style-type: none"> <li>• Casual dress permitted</li> <li>• Sneakers or some type of shoe</li> <li>• Unacceptable: tank tops, poor taste t-shirts</li> </ul>
<b>Items Never Permitted</b> *this is an extension of the school day, school code in effect	<ul style="list-style-type: none"> <li>• Hats (any type)</li> <li>• Weapons of any type (utility knives and x-acto knives must be used under adult supervision)</li> <li>• Any tobacco products, matches, lighters</li> <li>• Any controlled substances (alcohol or drugs)</li> </ul>

**“I HAVE READ AND FULLY UNDERSTAND THE REGION AND STATE CONFERENCE CODE OF BEHAVIOR/RESPONSIBILITY AND THE REGION AND STATE CONFERENCE DRESS CODE AND AGREE TO COMPLY WITH THESE GUIDELINES.”**

\_\_\_\_\_  
*TSA Student Signature* \_\_\_\_\_  
*Date*

“I APPROVE OF THE STUDENT NAMED ABOVE ATTENDING THE REGION AND/OR STATE LEADERSHIP CONFERENCE OF THE TECHNOLOGY STUDENT ASSOCIATION.”

\_\_\_\_\_  
*Parent/Guardian Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chapter Advisor Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School Principal Signature* \_\_\_\_\_  
*Date*



# Personal Liability and Medical Release

This form is required of all children, students, and adults who attend a Pennsylvania TSA Conference. Chapter advisors: You must maintain two copies of this form for each of your students throughout the entire conference, as well as travel to and from conferences. In case of emergency, the Conference Director and/or Emergency Personnel may request a copy.

## STUDENT INFORMATION

Name of Student		Home Telephone	
Home Street Address		City/State/Zip	
Date of Birth			
School		School Telephone	
School Street Address		City/State/Zip	
Advisor			

## MEDICAL INFORMATION

Allergies (drug, food, otherwise)			
Current Medication			
Describe any history of any major medical concerns (heart condition, diabetes, epilepsy, rheumatice fever, etc)			
Physician's Name		Physician's Telephone	

## PARENT/GUARDIAN CONTACTS

Parent #1 Name		Parent #2 Name	
Home Phone #		Home Phone #	
Work Phone #		Work Phone #	
Cell Phone #		Cell Phone #	

"I hereby agree to release the PA Technology Student Association, its' representatives, agents, servants, and employees from liability for any injury to above named person at any time while attending the PA Technology Student Association's conferences including travel to and from the conference, excepting only injury or damage resulting from willful acts of such representatives, agents, servants, and employees.

I do voluntarily authorize the PA Technology Student Association's conference director, assistants, or designees to administer or obtain routine or emergency diagnostic procedures or routine or emergency medical treatment for the above named person as deemed necessary in medical judgment.

I agree to indemnify and hold harmless the PA Technology Student Association, and said conference director, assistants, and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedure or treatment rendered in good faith and according to accepted medical standards.

I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person while attending Pennsylvania TSA Conferences, including time traveling to and from the conferences."

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# Event Consent Form

### TRAVEL CONSENT

I hereby give my son/daughter, \_\_\_\_\_, permission to  
*name of student*

travel and participate in the TSA event \_\_\_\_\_  
*name of TSA event/conference*

on \_\_\_\_\_ at \_\_\_\_\_.  
*date of event/conference* *place/location*

I understand that neither the above named student organization nor the Pennsylvania Department of Education assumes responsibility for accidents which might occur during the travel to and/or from a TSA activity. Nor do we ask the advisors/chaperones making the trip to assume responsibility for the our son/daughter in the event of an accident/illness.

\_\_\_\_\_  
*Parent/Guardian Printed Name* *Parent/Guardian Signature* *Date*

### MEDICAL CONSENT

I \_\_\_\_\_, \_\_\_\_\_ of my son/daughter  
*parent/guardian printed name* *relationship*

\_\_\_\_\_, age \_\_\_\_\_, hereby authorize in advance, any necessary  
*name of student*

medical treatment by qualified medical staff as required while in attendance at the TSA  
 event/conference on \_\_\_\_\_.  
*date of event/conference*

\_\_\_\_\_  
*Parent/Guardian Printed Name* *Parent/Guardian Signature* *Date*

ADVISOR: Retain the top part of this form during the conferences.  
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 PARENT: Detach the bottom part of this form and retain in case of an emergency.



# Contact Form

In case of emergency, your son/daughter may be contacted at:

\_\_\_\_\_  
*place of TSA event/conference* *phone number* *conference date(s)*