

**Missouri TSA  
Distinctions Conference  
Registration Booklet**

**April 12-14, 2012**

**THE ROAD TO SUCCESS**

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## Welcome



To the 34th Annual Missouri Distinctions Conference and to Truman Hotel and Conference Center, Jefferson City, Missouri. Thanks to the CRC (Competition Regulations Committee) for their hard work and commitment to making the Missouri Distinctions Conference experience a good one.

Thank you 2011-2012 Missouri TSA State Officer Leadership Team for their leadership and guidance this year. A strong foundation and framework is continuing to be built that will move us to the future with even greater success.

A special thanks to our 2011-2012 Missouri TSA Incorporated, Board of Directors for their significant and valuable contributions to the success and planning for the conference. We are indeed grateful for the tireless leadership and dedication to the success and growth of TSA in Missouri.

## Career Education Staff

### **Sharon Hoge**

Assistant Commissioner of  
College and Career Readiness

### **Dennis Harden**

Coordinator of Career Education

## Technology, Health, and Skilled & Technical Sciences Staff

### **Doug Miller**

Supervisor of Technology & Engineering &  
State TSA Advisor

### **Janice Rehak**

Health Sciences

### **Gavin Allan**

Director of Technology, Health and Skilled &  
Technical Sciences

### **Ken Kerns**

Supervisor of Skilled & Technical Sciences

### **Paul Light**

State Director of SkillsUSA

### **Deborah Landon**

Technology, Health and Skilled & Technical  
Sciences Section

### **Beverly Ponder**

Technology, Health and Skilled & Technical  
Sciences Section

## Missouri TSA CRC Directors

### **Laura Henny**

Missouri TSA  
Middle School CRC Co-Manager  
Clinton Middle School

### **Suzanne Bush**

Missouri TSA  
Middle School CRC Co-Manager  
Clinton High School

### **Eric Shelton**

Missouri TSA  
High School CRC Co-Manager  
Farmington High School

### **Eric Johnson**

Missouri TSA  
High School CRC Co-Manager  
High School

## Judges Registration

Have you ever thought about becoming involved in judging competitive events? Well, we have provided the opportunity for you to judge a competitive event at the Annual Missouri Distinctions Conference, April 12-14, 2012, at Truman Hotel and Conference Center, Jefferson City, Missouri. You will be providing a valuable service to students who are striving for excellence and the opportunity to attend nationals. We appreciate judges paying their own expenses to minimize the expense to the students.

Please register all judges online through your chapter registration.

## Levels of Competition

The categories used for competitive event grade level requirements are as follows:

Level I -- Middle School - Grades 6 thru \*9

Level II -- High School - Grades \*9 thru 12

\*Ninth graders compete at the level for which the chapter affiliates. If the 9th grade is housed at the high school level then the student competes at the high school level. If the 9th grader is housed at the middle school then the student competes at the middle school level. If you have any questions about the ninth grade category contact the State Advisor or CRC Chairman.

## Conference Expenses

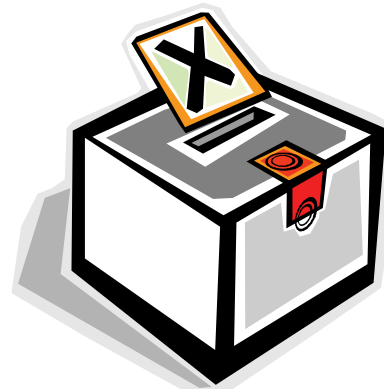
Missouri TSA is a non-profit organization. The conference registration fees are predetermined based upon an analysis of all expenditures necessary to make our Distinctions Conference a worthwhile and positive experience for all who attend. Conference registration cover basically a variety of expenses such as; ID badges, conference awards (plaques, medallions, etc.), special events, selected meals, banquet, facilities, insurance, and other related expenses for a conference of this type.

NOTE: The conference registration fee posted online and your printed copy of your online registration invoice identifies all attendees and will include a light dinner on Thursday, lunch and the Dinner/Banquet of Friday.

## Voting Delegates

The number of voting delegates for each chapter is based on the Missouri TSA Bylaws (student version) Article IV, Section 2, which states: Each chartered chapter is entitled to two (2) voting delegates for every ten (10) members for the purpose of transacting business of Missouri TSA. In case of a delegate's inability to attend, an alternate local delegate may be appointed by the local chapter's advisor.

Designated voting delegates must be in attendance for each chapter to receive its allowable number of voting delegates. Each voting delegate will receive a delegates ribbon to attach to his or her nametag and only the voting delegates will be seated in the designated area during the business session.



## Tentative Schedule

	Thursday April 12	Friday April 13	Saturday April 14
8:00 am		<b>Breakfast</b> General Session	<b>Breakfast Awards Recognition Closing Ceremony</b>
9:00 am		Competitions Begin	
10:00 am			
			<i>Required Meetings</i>
			National Conference
11:00 am			Board of Directors
			New State Officers
12:00 noon	<b>Lunch</b> (leadership Team) SO/BOD/CRC	<b>Lunch</b>	<div style="border: 1px dashed blue; padding: 10px;"> <p style="text-align: center;"><b>Missouri TSA Connections Conference</b>  <b>October 9-11 , 2012</b>  <b>Truman Hotel &amp; Conference Center</b>  <b>Jefferson City, Missouri</b></p> </div>
1:00 pm	State Officer Rehearsal		
2:00 pm	State Officer Candidate Meeting		
3:00 pm	Registration Check In		
4:00 pm			
5:00 pm	<b>Dinner</b>	Competitions Conclude	
6:00 pm	Regional Meetings		
7:00 pm	Opening General Session	<b>Dinner</b> Voting Delegates Seating Business Session	
8:00 pm			
9:00 pm	Written Exams	ACS Relay and Dance	
10:00 pm			
11:00 pm	<b>CURFEW</b>	<b>CURFEW</b>	

## Conference Registration

**NOTE:** All Conference Registration will be online at <http://www.motsaweb.org/>. Click on "Student Conferences" **Note:** fees identified on the registration website include two dinners and one lunch.

- Online registration will be open on February 1, 2012
- Online registration will be closes at 12:01 am, Monday, March 31, 2012.

Chapter advisors make sure the information entered online is accurate and all spelling correct. Please print and retain copies for your records. No refunds **issued** for schools failing to contact the state advisor no later than 4:00 pm Friday, March 25, 2012.

The following items will be required at registration check in Thursday, April 12, 2012, starting at 1:00 pm.

- Check, Purchase Order, or Money Order for the exact amount of your chapter total registration.
- Signed 'Advisor Conference Contract form. If you have any questions about the form contact: Email to: [W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov) or by phone at: (573) 751-7764
- Room assignment list to include the room number for each attendee (Students, Advisors, State Officers, Chaperones, and/or Guests).

### Screen Capture Image of the Missouri TSA Registration Page 1

**Missouri TSA Online Registration**  
Late Registration Begins 3/18/2010  
[\[Home\]](#)

Welcome to the 32nd Annual Missouri TSA Distinctions Conference Online Registration Center

[TSA Charter Application](#)

You will need to download a copy of the [Registration Booklet](#) for more detailed information.

1. If your chapter is not listed please email Doug Miller at <mailto:W.Doug.Miller@dese.mo.gov>.
2. If you need **HELP** with registration click on the help text in the left side menu box.
3. Registration Closes at 12:01 am, March 25, 2010.
4. Included in your chapter registration fee of \$65.00 per person is two breakfasts, Friday and Saturday, one lunch on Friday, and two dinners on Thursday and Friday.
5. If you are registering for the first time, click on [REGISTER](#) after reviewing the instructions.
- 6.

We accept the following: **PURCHASE ORDER, CHECK or MONEY ORDER (NO REFUNDS AFTER March 17, 2010).**

2. If you need to make changes to an existing registration, Click on [EDIT REGISTRATION](#).

If you have questions about registration, e-mail [W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov)

If you have questions about registration, please call Doug Miller at (573) 751-7764 or by e-mail at [W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov).

**MISSOURI**  
**TSA**  
TECHNOLOGY STUDENT ASSOCIATION

## Screen Capture Image of the Missouri TSA Registration Page 2

Registration - Login - Windows Internet Explorer  
https://www.registerychapter.com/tsa/mo/Login.asp?From=Register.asp

### Missouri TSA Online Registration

Registration due 9/30/09; Changes only 10/7/09  
[\[Home\]](#)

Please enter your username and password

User Name

Password

Please note that you must have cookies enabled (especially session cookies) in your browser, in order to log in.

Can't remember your password? Enter your e-mail address below, and if we find your record, your password will be e-mailed to you.

E-Mail Address:

If you have questions about registration, please call Doug Miller at (573) 751-7764 or by e-mail at [W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov)

**MISSOURI**  
**TSA**  
TECHNOLOGY STUDENT ASSOCIATION

Enter your TSA User Name and Password then click on the "Submit" button in the red box.

## Screen Capture Image of the Missouri TSA Registration Page 3

Registration - Login - Windows Internet Explorer  
https://www.registerychapter.com/tsa/mo/SchoolInfo.asp

### Missouri TSA Online Registration

Registration Closes 3/31/2011  
[\[Home\]](#)

Please Verify and update the following information

Advisor First Name \*

Last Name \*

Status \*

T-Shirt Size \*

School Name \*

Address 1 \*

Address 2 \*

City \*  State \*  Zip \*

Chapter ID \*

Level \*

E-Mail \*

Confirm E-Mail \*  (Please type e-mail address again to confirm)

Advisor Cell # \*

School Phone \*

School Fax \*

User Name \*

Password \*

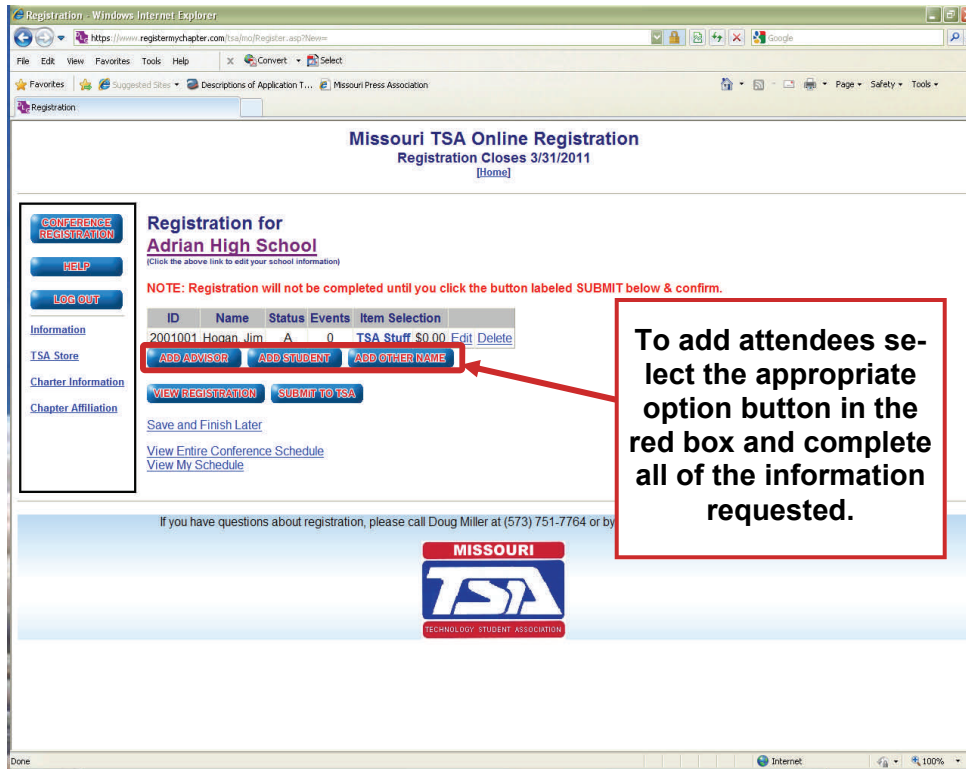
Confirm Password \*

If you have questions about registration, please call Doug Miller at (573) 751-7764 or by e-mail at [W.Doug.Miller@dese.mo.gov](mailto:W.Doug.Miller@dese.mo.gov)

**MISSOURI**  
**TSA**

If all the information is correct for your school chapter click on the "Submit" button in the red box.

## Screen Capture Image of the Missouri TSA Registration Page 4



Registration - Windows Internet Explorer  
https://www.registerychapter.com/tsa/mo/Register.asp?View=

Missouri TSA Online Registration  
Registration Closes 3/31/2011  
[\[Home\]](#)

**Registration for Adrian High School**  
(Click the above link to edit your school information)

**NOTE:** Registration will not be completed until you click the button labeled **SUBMIT** below & confirm.

ID	Name	Status	Events	Item Selection		
2001001	Hogan, Jim	A	0	TSA Stuff \$0.00	Edit	Delete

**ADD ADVISOR** **ADD STUDENT** **ADD OTHER NAME**

**VIEW REGISTRATION** **SUBMIT TO TSA**

Save and Finish Later  
[View Entire Conference Schedule](#)  
[View My Schedule](#)

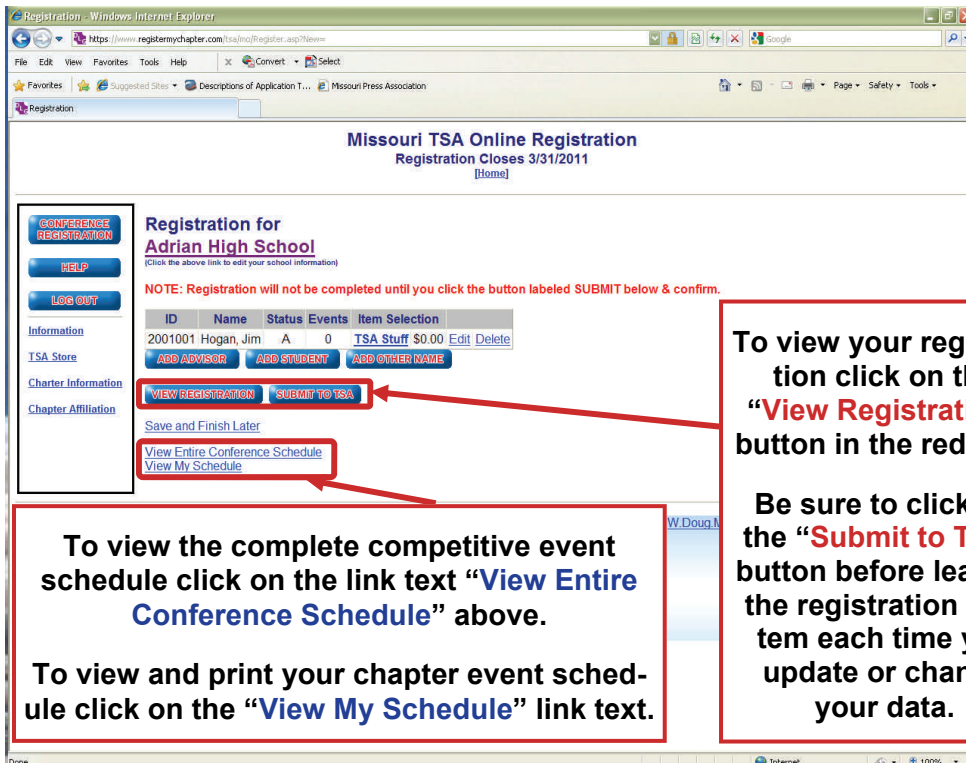
If you have questions about registration, please call Doug Miller at (573) 751-7764 or by

**MISSOURI**  
**TSA**  
TECHNOLOGY STUDENT ASSOCIATION

Done Internet 100%

To add attendees select the appropriate option button in the red box and complete all of the information requested.

## Screen Capture Image of the Missouri TSA Registration Page 5



Registration - Windows Internet Explorer  
https://www.registerychapter.com/tsa/mo/Register.asp?View=

Missouri TSA Online Registration  
Registration Closes 3/31/2011  
[\[Home\]](#)

**Registration for Adrian High School**  
(Click the above link to edit your school information)

**NOTE:** Registration will not be completed until you click the button labeled **SUBMIT** below & confirm.

ID	Name	Status	Events	Item Selection		
2001001	Hogan, Jim	A	0	TSA Stuff \$0.00	Edit	Delete

**ADD ADVISOR** **ADD STUDENT** **ADD OTHER NAME**

**VIEW REGISTRATION** **SUBMIT TO TSA**

Save and Finish Later  
[View Entire Conference Schedule](#)  
[View My Schedule](#)

W. Doug M

Done Internet 100%

To view your registration click on the "View Registration" button in the red box.

Be sure to click on the "Submit to TSA" button before leaving the registration system each time you update or change your data.

To view the complete competitive event schedule click on the link text "View Entire Conference Schedule" above.

To view and print your chapter event schedule click on the "View My Schedule" link text.

## Competitive Events

The 2011-2012 Competitive Events Guide, High School and the 2012-2013 Competitive Events Guide, Middle School, will govern the program of our competitive events for our Annual Missouri Distinctions Conference. You can obtain both of these resource publications from National TSA at: <http://www.tsaweb.org/> or by phone 703-860-9000. These two documents cover all of the rules and specifications for every event scheduled for the conference. In addition, you may view a summary of the High School events at: <http://www.tsaweb.org> and Middle School events at: <http://www.tsaweb.org>

**Chapter Advisors, please forward a copy of your official affiliation roster to Missouri TSA State Advisor prior to February 1, 2012**

## Middle School Program Themes & Problems

### Career Prep

Choose one of these careers:  
Mechanical engineer  
Architect  
Telecommunications specialist  
Construction manager  
Cardiologist



### Digital Photography

Theme: The Art and Science of Technology

### Essays on Technology

Topic: The Impacts of Ever-Changing Technology on Schools

Subtopics:

Budgets  
Computers  
World Wide Web  
Classroom technology



### Multimedia Production

Theme: My School's Dress Code: Do's and Don'ts

### Prepared Speech

Theme: The Road to Success



### Website Design

To obtain the 2011-2012 design brief, [click here](#)

## High School Program Themes & Problems

### Architectural Model

Participants design a senior citizen day care center.

### Biotechnology Design

Students select a contemporary biotechnology problem that relates to Pharmaceutical/

Agricultural Chemicals and demonstrate understanding of the problem through research, a solution, a display and a multimedia presentation.

### **Construction Renovation**

To obtain the 2012 design problem [click here](#).

### **Debating Technological Issues**

Team members prepare to debate both pro and con views of a subtopic (which falls under a general topic) against a team from another chapter. The 2011 topic is Biotechnology, with these subtopics:

1. Is it appropriate to use emerging synthetic genomic engineering technology to build new forms of "life"?
2. Should genetic engineering techniques and processes be used in agriculture?
3. Should companies that develop genetically altered plants and seeds be allowed to have a monopoly on the products they develop?



### **Desktop Publishing**

Theme: Beyond Tradition

### **Digital Video Production**

Theme: Suspense

### **Essays on Technology**

Topic: The Impacts of Every-Changing Technology on Schools

Subtopics:

- Budgets
- Computers
- World Wide Web
- Classroom technology

### **Fashion Design**

The theme challenge is to design two outfits that a specific historical period, such as the Victorian other historical period with a particular fashion



correspond to era, or any style.



### **Manufacturing Prototype**

Product: a complete desk set. The set must include—but is not limited to—a coaster, a double paper tray, a pen and pencil holder, and a business card holder. An appropriate marketing package should accompany the product. The marketing package should not include the use of any copyrighted characters or images.

### **Photographic Technology**

Theme: Perspectives

### **Prepared Presentation**

Theme: The Road to Success

### **Promotional Graphics**

Options: On Demand Video; Biotechnology Design; Prepared Presentation

### **Transportation Modeling**

Theme: pre-1960 antique vehicle



### **Webmaster**

To obtain the 2011-2012 design brief, [click here](#).

## **Eligibility and Attendance Criteria**

Be a current member in good standing of an Officially Chartered local, Missouri, and National TSA. Membership must be on record with the Missouri and National The Missouri TSA, Inc.,

Board of Directors' recommend that there be a minimum of one adult advisor or chaperone for every ten student delegates. All advisors, chaperones, or sponsors must register for the conference, pay the registration fee, and attend the duration of the conference.

A TSA member verified by the signatures of the chapter advisors on the registration forms.

Have the written approval of the school administration. (Kept by Advisor)

Have the written approval of parent or guardian. (Kept by Advisor)

Provide your local advisor with a medical release form provided by your local school district. (Kept by Advisor)

## Dress Code Requirements

Chapter and state advisors, and parents and chaperones, are responsible for seeing that all TSA student members wear official TSA attire, professional TSA attire, or business casual TSA attire as occasions may require. TSA attire may now be purchased online via the SHOP tab at the right. **An official blue shirt is being introduced as part of the official TSA attire and the female tie is being eliminated.** [Click here](#) for more details. [Download a flyer on the official blue shirt](#)

Official TSA attire, professional TSA attire, and business casual TSA attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, guests) serve as role models at TSA conferences and activities, they are expected to dress appropriately for all related occasions they attend. Students must adhere to the TSA dress code requirements as listed below.

TSA contestants must refer to the TSA competitive event CD for specific attire required for each competition and to the Competitive Events Attire section in the general rules.

### Official TSA Attire: Most Formal

Blazer: navy blue with official TSA patch

Ties: scarlet red imprinted with official TSA logo (for males and females)

Shirt or blouse: white, button-up with turn down collar

Pants or skirt: light gray

Dark socks: males only (black or dark blue)

Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots)

Sandals: females only may wear black open toe shoes or sandals

### Professional TSA Attire: Less Formal

Shirt: males or females, button-up with turn down collar

(unacceptable: t-shirt, polo or golf shirt)

Blouses: females only

Ties: males required, females optional

Dress Pants (unacceptable: jeans, baggy pants, exterior pocket pants)

Dresses/Skirts: females only (length even with tips of one's fingers)

Dark Socks: males only (black or dark blue)

Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)

Sandals: females only may wear open toe shoes or sandals

### Business Casual TSA Attire: Least Formal

Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt. (Unacceptable: t-shirt or shorts)

## Code of Conduct

- I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
- I will spend each night in the room of the hotel or motel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my legal spouse.
- I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
- I will not leave the hotel or motel without the express permission of my local chapter advisor. Should I receive permission, I will leave a written notice of where I will be.
- My conduct shall be exemplary at all times.
- I will keep my advisor informed of my whereabouts at all times.
- I will, when required, wear my official identification badge.
- I will respect official TSA dress and not use tobacco products during any TSA activity.
- I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
- I will adhere to the dress code at all required times.

Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s local school district administrator and parents or guardians.

The participant’s entire voting delegation could be unseated due to the violation, and the candidates or competitors from the participant’s local school and chapter could be disqualified as well. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

## Awards and Recognition

The Technology Student Association Awards and Recognition Programs are designed to promote TSA and to recognize the individuals who do so. Please be sure to read the descriptions on the application forms carefully as supplemental material may be required.

All applications and nominations must be postmarked or arrive by March 1 to:

Missouri Technology Student Association  
205 Jefferson Street  
PO Box 480  
Jefferson City, Missouri 65102-0480

(For details see form links in the appendix of this booklet)



- Advisors shall conduct periodic meetings with their student delegates and voting delegates for the purpose of reviewing the many conference activities for participants, obtaining progress reports, emphasizing time schedules, sharing successes and, overall, to ensure that the students are taking full advantage of the conference and its activities.
- All Medical Forms or School Liability Forms will be in the advisors possession at all times.
- Advisors shall keep an agenda for their own time and give it to their students so that the advisor may be reached during the conference at any time.
- Each advisor shall be responsible for seeing that participants adhere to all code of conduct practices and procedures as published in this book.

### Advisors Expectations

All Missouri TSA lead Advisors/Chaperones are required to complete the "Advisor Conference Contract" and turned in during on-site registration. You can locate the Advisor Conference Contract form in the back of this booklet.

All conference participants are advised that personal items, which are brought to the conference, are the sole responsibility of the attendee who brings that item. If you bring items of value, you are responsible for their safe keeping at all times during the conference. This includes items used during the competitive curricular events.

### Insurance Coverage

Missouri TSA accepts no responsibility for lost, misplaced, or stolen items and will not replace them. This policy includes all attendees to this conference.

The conference insurance purchased by Missouri TSA Inc. is limited to that which is required by law for such student events or activities.

### National TSA Conference

**NASHVILLE, TN**



**NASHVILLE, TN**

**National TSA Conference**  
 June 21-28, 2012  
<http://www.tsaweb.org/>

A mandatory meeting for all advisors/event coordinators will be held Friday, April 13, 2012, in the Truman Hotel and Conference Center meeting room. Coffee will be available

## Advisor & Event Coordinator Information

Please note that your Conference Management Team, Competitive Event Managers will be contacting you soon regarding your responsibilities as they relate to this year's Missouri TSA Distinctions Conference.

Commit to attend the full conference and coordinate your event(s)

If you are unable to attend the conference, you must work with Steve or to find your substitute who will take on your full responsibilities for the event(s) you are responsible for.

Provide information about judges required for your event(s)

This includes the number of judges you need for your event(s) as well as desired requirements regarding their expertise and/or experience.

Use the prepared written/oral test questions or an on-site problem provide to you by Steve. In some cases you may need to prepare your own items and if this is the case Steve or John will give some guidance in what is expected.

Verify that you have all supplies required for the events you coordinate

Should additional supplies or special equipment be needed, you must ensure that these items are replenished or ordered prior to conference. If you will be requesting reimbursement for any of these items you will need to keep all receipts with item counts, event requirements and other needed information to facilitate prompt attention.

Finally, you should expect to receive an email or phone call from the CRC Managers about your assigned event(s) to coordinate. You will receive a unique event coordinators identification to wear during the conference once you have checked in on-site.

## Jefferson City Information

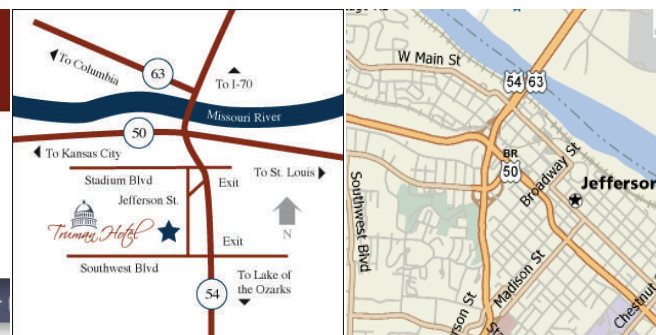
For information about Jefferson City, Missouri, you can select from the following choices to assist you in coordinating your conference experience:

The Missouri TSA Board of Directors would like to encourage all chapters to lodge in the Truman Hotel and Conference Center where each of our advisor update meetings will be held.

### Lodging Information



### City Maps



## CRC Rules and Regulations Committee

The Missouri TSA CRC Team presides at all Missouri Distinctions Conference. Members of this team are available at the conference to answer any questions that you may have concerning all event, rules and regulations. If an interpretation of an event is necessary, they will convene a review team of CRC members to interpret the question in a closed meeting. They are the sole authority of the events and they are to insure consistent and fair interpretation. There is no interpretation of the event rules and procedures beyond their written guidelines and instructions.

## Forms

**Required Conference Forms** [http://dese.mo.gov/divcareered/tsa\\_forms.htm](http://dese.mo.gov/divcareered/tsa_forms.htm)

[Conference Contract Form](#) (PDF): Print, sign, and turn in during registration check-in

[Personal Liability Form](#) (PDF): All Advisors must have this form on your person or a similar form that is required by the district

[Personal Liability and Medical Release Form](#) (PDF): All Advisors must have this form on your person or a similar form that is required by the district for all attendees from your district

[Lodging Reservation Form](#) (PDF): This form is completed and returned to the Hotel or lodging facility of your choosing. All housing arrangements are made by the advisor directly with the facility.

### Recognition and Connections Degree Forms

[Advisor of the Year Award Form](#) (PDF)

[Chapter Excellence Award Form](#) (PDF)

[Missouri Connections Academic Degree Application](#) (PDF)

[Missouri Connections Collegiate Degree Application](#) (PDF)

[Missouri Connections Scholar Degree Application](#) (PDF)

[Recognition Awards Criteria and Nomination Form](#) (PDF)

[Technology Honor Society Award Form](#) (PDF)

[TSA Achievement Awards Form](#) (PDF)



### Partners and Sponsor Forms

[Partnership Brochure](#) (PDF)

[Partnership Matrix](#) (PDF)

[Partnership Application Form](#) (PDF)