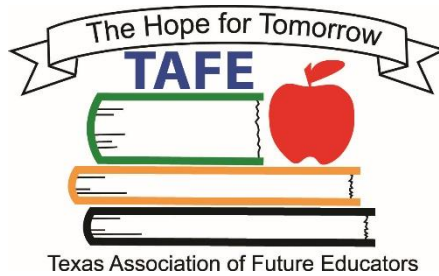

IV. POLICIES AND PROCEDURES



OPERATIONS

1. The Principal, being responsible to the Superintendent, has veto power on any local activity of the Future Educators Chapter.
2. A Future Educators Chapter should choose projects appropriate to the stated objectives, and must have the approval of the Principal.
3. Each Future Educators chapter should have the counsel of a Principal or an appointed Assistant Principal.
4. Chapter leaders should attend a TAFE Summer Leadership Workshop to receive training on conducting chapter operations and leadership skill development.
5. Any suggestions or recommendations for change of policy or procedures at the state level, should be submitted in writing to the State Program Director.
6. Standards for participation in a Future Educators Chapter should be followed. Guidelines for such standards can be found in the TAFE Constitution.
7. When referral or resource material is needed by a local chapter, it can be requested by phone, fax, e-mail or mail.
8. Literature is available to help support region president schools; and when possible, a representative of TAFE will try to arrange attendance at regional meetings.

STATE OFFICE SERVICES AND ACTIVITIES

1. Conduct the three-day Teach Tomorrow Summit during the spring term.
2. Conduct a three-day State and Region Officers Training Workshop.
3. Conduct Summer Leadership Workshop(s) to train local chapter officers and members.
4. Provide scholarship programs for future educators.
5. Conduct a two-day Teacher Leader's Workshop each year.
6. Offer consultative help and attendance at region conventions.
7. Promote state-wide projects in which local Future Educators chapters may participate.
8. Publish an online newsletter 4 times per year.
9. Maintain a website with teacher leader resources and current information about regional and state events.
10. Support recognition programs for outstanding future educators and outstanding local chapters.
11. Publish the Teacher Leader's Handbook online.
12. Provide the New Chapter Starter Guide to new chapters.
13. Encourage secondary principals to organize new chapters and promote the work of Future Educators.
14. Liaison with State and Government youth organizations.
15. Monitor state education agency and state legislative body activities that affect future educators.
16. Develop student leadership training materials for use on individual school campuses.
17. Maintain a list of educational programs and resources.
18. Support the participation of TAFE at the National Educators Rising Conference.
19. Maintain TAFE Teach Tomorrow Summit Facebook page.
20. Communicate via TAFE Twitter and Instagram accounts.



SELECTING TAFE TEACH TOMORROW SUMMIT THEME

Step one: During the summer Board of Directors meeting, the board shall develop three creative themes.

Step two: The three proposed themes shall be printed in the January edition of the *TAFE News*.

Step three: The state president and state vice president shall present the themes to the TAFE student members present at the current Teach Tomorrow Summit.

Step four: During balloting for the TAFE State Officer Schools, students shall also vote for the TAFE Teach Tomorrow Summit theme. A ballot shall be provided with each of the themes noted. The voting delegate shall rank the three themes in order of preference from 1 to 3 with 1 being their favorite theme. The theme most preferred shall be the theme for the coming year.

TAFE DRESS CODE for TAFE CONFERENCE & COMPETITIVE EVENTS

Day of Competition	All competitors, judges, door monitors, time keepers, runners, and teacher leaders in dress code. If you are neither competing nor working the events, you may wear your chapter or region conference t-shirt and nice jeans without holes.
General Session & Breakout Sessions	All students and teacher leaders should be in dress code.
Special Activity	You may wear your conference t-shirt or other TAFE shirt and nice jeans without holes.

Females

- Dressy/Modest Shirt/Blouse with Sleeves (button-up, collared, polo, or shallow neckline is acceptable)
- Dress slacks or Maxi skirt/Maxi dress (with slits no higher than the knee) – No tight-fitting skirts
- Optional sweater or jacket
- Closed toed shoes (not athletic or sandals) (maximum 3" heel)
- NO backless, see-through, tight-fitting, spaghetti straps, midriffs, strapless, low-cut, etc. attire allowed

Males

- Collared shirt
- Dress slacks or khakis
- Optional necktie
- Optional jacket
- Dress shoes (not athletic or sandals) (dressy western boots & loafers allowed)

All

- Clean and neatly groomed (wrinkle-free/non-overly tight)
- Body piercings and tattoos covered at all times
- Conference name badge worn for competition & awards
- NO shorts are allowed

DEVICE POLICY

Students are required to bring their own device to State for the Parliamentary Procedure and ELF tests. The devices must be checked prior to leaving home to make certain they can access wi-fi outside the district. All devices should be adequately charged before arriving at the testing room. No phones will be allowed as testing devices.

GENDER POLICY

When staying in rooms overnight, students must stay in rooms corresponding to their physiological gender. Otherwise, they may stay in a separate room, and expenses will not be covered by the TAFE state office. No exceptions will be made.

REGISTRATION PAYMENT POLICY FOR TAFE EVENTS

Registration payments for all TAFE events must be received prior to entrance to the event. If a participant arrives at an event and finds that payment has not been made in full, the participant will not be allowed to participate until payment to complete or activate registration has been made through one of the following options to reach a zero balance:

- Onsite payment in cash
- Onsite payment with district check
- Onsite payment with credit card (district or personal)
- Onsite payment with personal check to activate registration. If requested, checks will be held for 3 weeks. If payment from the school district is not received by the end of 3 weeks, the personal check will be deposited.
- No Shows who have not paid will still be billed for the full amount of the registration (see Cancellation Policy for TAFE Events)

CANCELLATION POLICY FOR TAFE EVENTS

- If you registered online and notification of cancellation is received in writing to Alice Moody, alice@tassp.org, at the state office 31 days or more prior to the event a partial refund of 50% will be provided.
- If you registered online and do not pay and do not cancel your registration 31 days or more before an event, you will be billed and responsible for paying the full amount of the event registration.
- No refunds or credits for cancellations will be given 30 days or less prior to an event.
- No refunds will be provided for no shows.

AWARDS SHIPPING POLICY

After a TAFE event, teacher leaders need to notify the TAFE State Office that they did not pick up their awards. Once the TAFE State Office is notified, the TAFE Administrative Assistant (Alice Moody) will invoice the teacher leader for the shipping and handling fees. Awards will be shipped to the recipient chapter after full payment has been received by the TAFE State Office. This courtesy expires 60 days after the event.