

# Collegiate Host Site Application



Please complete form and return via fax (703.758.4852) or scan/email to [jglover@tsaweb.org](mailto:jglover@tsaweb.org).

## COMPETITION SITE INFORMATION

University/Organization Name: \_\_\_\_\_

Department/Group: \_\_\_\_\_  
(ie: Recruiting & Admissions, Community Outreach, Engineering Department, etc.)

Street Address: \_\_\_\_\_  
(please list a street address rather than a PO box as materials are shipped via UPS)

City, State, & Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_

## COMPETITION SITE INFORMATION

### PRIMARY CONTACT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Group: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone\*: \_\_\_\_\_

Fax: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

### SECONDARY/ALTERNATE CONTACT INFORMATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/Group: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone\*: \_\_\_\_\_

Fax: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

*\*Cell phone is utilized only in emergencies relating to the shipment of competition materials*

## APPLICATION QUESTIONS



1. What are your goal(s) for hosting TEAMS?

2. Will your TEAMS competition be a stand-alone event or combined with other activities? If combined with other activities, please describe.

3. First year hosts should strive to recruit a minimum of 5-10 schools, consisting of 11-20 teams. How will you recruit local schools/groups? Check all that apply.

- Meet with school personnel
- Make phone calls to school personnel
- Mail letters of invitation
- Send emails of invitation
- Attend school meetings, regional fairs, or other conferences

Describe any other recruitment/marketing strategies.

4. Hosts have the option of providing food (snacks and/or lunch) and/or awards to participants and may choose to add an additional host fee to the national registration fee to help cover these costs. Please indicate whether your institution plans to charge an additional host fee to cover any costs incurred.

- Yes
- No
- Not sure

5. Depending on the number of teams participating, you will need a variety of volunteers to proctor, monitor and score competitions. How will you recruit volunteers to help coordinate the competition?

Return this form to Jenn Glover. Scan/email to [jglover@tsaweb.org](mailto:jglover@tsaweb.org) or fax to 703.758-4852.

Technology Student Association, 1904 Association Drive, Reston, VA 20191 • [TSAweb.org/teams](http://TSAweb.org/teams)