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State Superintendent of Schools

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To: Maryland FFA Advisors
From: Terrie Shank, Maryland FFA Executive Director
Naomi Knight, Maryland FFA Program Coordinator
RE: The Big E
Date: July 21, 2016

Congratulations on your individual student and/or team's success in the Maryland FFA events! This entitles your FFA members to represent the Maryland FFA Association in the Eastern Regional FFA Career Development Events held at the Big E in Springfield, MA September 16-18, 2016. This letter includes information for your Chapter's participation and online registration at The Big E. There are two attachments: MD FFA Confirmation Report and The Big E student waiver. Once the confirmation report is received, an invoice will be generated for payment.

The cost this year is the same as it has been for the past three years. We appreciate the staff at the Holiday Inn for working with us to keep this trip affordable for our students.

The cost for Students - \$130.00 Advisor Double - \$185.00 Advisor Single - \$230.00
(The MD Agricultural Fair Board has contributed \$70/FFA member/advisor to help defray expenses)

Hotel accommodations: Holiday Inn Springfield/Enfield
One Bright Meadow Blvd., Enfield, Conn. 06082 Phone: (860) 741-2211

Rooms are available for check in on Thursday, Sept. 15th after 3:00 pm and check out on Saturday, September 17th. Should you need to stay through Sunday, September 18th there is an additional cost of \$110/room for Saturday night and you, the Advisor, must indicate the need for the room(s) on your Chapter's confirmation report. Breakfast will be provided at the hotel each morning along with the awards dinner on Saturday night. You and your students will be responsible to cover the cost of additional meals, incidentals, travel to and from the hotel and to The Big E grounds. Please note: You must arrange for your own transportation for the Big E events from your home chapter.

Important Reminders: Confirmation Report and Student Waivers are due **By August 8, 2016:**

1. Advisors must register their teams online at www.judgingcard.com

To log onto judging card, use your chapter number as both the login and password. (ex. MD0000) You will need to enter the student name and their FFA membership number. You can access the student numbers by logging into your advisor portal on www.ffa.org and viewing your Chapter roster. **(Do not pay the registration fee online for each team/individual. It is already included in the student cost for registration).** To find more information about how to register, the schedule of events and FFA programs follow this link, <http://www.thebige.com/competitions/ffa/> Remember, some CDE happen on Friday and others on Saturday. Plan your travel accordingly.

Signed student waivers must be mailed to: The Big E FFA Coordinator
Ag. Education Office
1305 Memorial Ave.
West Springfield, MA 01089

2. Register your Chapter with the Maryland FFA Association

Submit your Confirmation report for rooms and parking passes via

<https://mdcte.wufoo.com/forms/maryland-ffa-registration/>

Mail a copy of the signed student waivers

Should you have any questions about the registration process or invoices for this event, contact Naomi Knight at 443-243-0952 or nknight@maefonline.com

J.D. Repp, Clear Spring FFA Advisor, is coordinating a 55 passenger chartered bus traveling from Western Maryland to Springfield. If you want to take advantage of riding the bus, contact J.D. directly at reppjoe@wcps.k12.md.us .

Other questions or concerns can be directed to me at 301-491-5686 or at tshank@maefonline.com