



Karen Salmon, Ed.D.
State Superintendent of Schools

200 West Baltimore Street Baltimore, Maryland 21201

To: Maryland Agriculture Teachers/FFA Advisors
From: Terrie Shank, MD FFA Executive Director, Naomi Knight, MD FFA Program Coordinator
RE: National FFA Convention Information
Date: August 1, 2016

It's time for Maryland FFA members to **Be Bold** in representing our State at the 89th National FFA Convention to be held, October 19- October 22, 2016 in Indianapolis, Indiana.

Key Information

***Convention Registration has changed. The Registration portal will open on August 17th.** Chapter FFA Advisors must go online to the National FFA Convention portal to register all their members, advisors and chaperones for the convention. This includes participation in CDE's, **official registration wristbands, Opening Session tickets**, banquet award functions, concerts, rodeo and special entertainment, career success tours, hotel shuttle passes, parking permits for cars and buses. There will be shuttle buses running to and from both hotels.

*Travel- Each chapter must provide their own transportation to the convention center, hotel and the airport.

*State Photo: The state photo will be taken on Thursday, October 21th at 4:30 pm. FFA members are expected to be in official dress unless they are coming directly from their CDE event in which other attire is required.

ACCOMMODATIONS

All CDE participants and regional delegates must stay with the MD FFA delegation at the hotel listed below. Our room block includes rooms with a check-in Tuesday 10/19/16 and a check out Saturday 10/22/16. Unfortunately, because of the contract, we cannot offer a discount if your chapter arrives on Wednesday or for individual student circumstances. If your chapter plans on arriving on Wednesday please let us know so that the hotel does not release your rooms as a "no-show." **Rooms are not available on Monday or Saturday nights**, so plan your travel accordingly.

*****NOTE: All FFA members will be housed, four to a room and adults will be housed two to a room*****

Due to housing block restraints, single rooms will not be offered.

Bus #1 from Western MD
Ramada Inn, Indianapolis Airport
5601 Fortune Circle West
Indianapolis, Indiana 46241

Bus #2 & #3 from Central MD, fly or drive on own
Hilton Garden Inn
8910 Hatfield Drive
Indianapolis, Indiana 46241

CDE WAIVERS

National FFA requires a CDE waiver be completed for each participant in a CDE. The waiver will be available to Advisors online once they declare their CDE team. Once completed, please retain a copy for your records, submit a copy to Maryland FFA and submit the originals to the National FFA:

All CDE waivers must be mailed and postmarked by October 1st to:

Kelsey Kasting
RE: CDE Waivers
National FFA Organization
6060 FFA Drive, PO Box 68960
Indianapolis, IN 46268-0960

COST

The MD FFA Delegation cost includes: hotel accommodations, insurance at the convention (does not cover individual travel), MD State Photo and a MD FFA T-shirt. The following chart shows the summary of costs:

<u>Status</u>	<u>Room Type</u>	<u>Total Cost</u>	<u>MAFB</u>	<u>Foundation</u>	<u>Your Cost</u>
* CDE Team Member	Quad	\$425.00	\$100.00	\$25.00	\$300.00
* CDE Team Coach	Double	\$575.00	\$100.00	\$25.00	\$450.00
** Regional Delegate	Quad	\$425.00	\$ 75.00	\$ 0.00	\$350.00
*** Amer. FFA Degree	Quad	\$425.00	\$ 50.00	\$25.00	\$350.00
FFA Member	Quad	\$425.00	\$ 0.00	\$ 0.00	\$425.00
Adult/Chaperone	Double	\$575.00	\$ 0.00	\$ 0.00	\$575.00

***Team members are limited to those listed on the certification form and one coach/advisor.**

** Each region is assigned four delegate positions. Please contact your regional coordinator for these slots.

Regional coordinators must notify the state office regarding the allocation of these positions by **August 18th**.

*** American Degree recipients have the option of booking rooms directly through the National FFA and are strongly recommended to utilize this service.

Keep in mind that members should plan on bringing sufficient spending money to cover their meals, personal expenses and souvenirs while traveling to, from and during the convention.

FFA Member/Advisor Attire:

FFA Official Dress: members are expected to wear FFA Official Dress as outlined in the official FFA manual and on the National FFA website throughout the convention, including: sessions, tours and time at the career show are not considered casual time.

Casual FFA Dress: FFA Shirt, Jeans, Sneakers / closed shoes are appropriate for the concerts, rodeo and at the hotel.

Advisors and chaperones are expected to dress in business attire during the convention including team orientations, team photos, award programs and events. It is imperative that advisors, chaperones and students keep in mind that their dress/clothing is a reflection on the organization.

The National FFA Board of Directors expects FFA Advisors to ensure ALL FFA members who attend the National FFA Convention follow the standards of official dress as outlined in current Official Manual.

REGISTRATION

Please complete the registration form for all attendees including those participating in CDEs. Additional students may attend the conference however, Advisors will need to count them into their online ffa.org registration, plus include them on the attached MD FFA Delegation housing form and pay the full price. These students will be allowed to attend on a first-come-first- served basis.

Maryland FFA Board Policy: Initially, there will be a limit of four non-CDE participating members per chapter attending with an Advisor. Maryland has a limited number of rooms available within our housing block and those representing Maryland on career event teams, agriscience fair will have first priority. If your chapter plans on taking a delegation of persons that are not participating in a Career Development Event, Advisors are expected to fully plan out their time at the convention. Workshops, tours and concerts will fill up well in advance of the convention.

FORMS, DEPOSITS and FINAL BALANCES

To Register your Chapter with the Maryland FFA Association:

- a. Open the excel sheet attached to this email, enable it, choose National FFA Convention in the event drop down box.
- b. Choose your Chapter Name, then enter the dates you are arriving and departing.
- c. The names of your students who have qualified will appear in the spreadsheet. You may edit the names by adding and/or deleting for the appropriate roles, please add their gender, t-shirt sizes, room types, and room numbers.
- d. Be sure to add yourself as the advisor(s) attending and any chaperones as well.
- e. Save the excel sheet with your chapter name and National Convention on your desktop. When it is completed and saved log onto <https://mdcte.wufoo.com/forms/maryland-ffa-registration/>
- f. Go into the wufoo.com account listed above and upload/attach the excel sheet to the site and submit it.
- g. The program will then send a confirmation report back to you and to MD FFA Association.
- h. An invoice will be sent directly to you once you have registered.

The Registration/Confirmation Report along with a Non-refundable Deposit of 50% Postmarked Due by August 26, 2016. Final Balance Postmarked Due: September 30, 2016

Receipt of Confirmation and/or Registration Forms obligates you for the entire cost of this event.

Checks are to be made payable to: **MD FFA Association, Inc.**

Send all correspondence to: Terrie Shank, Executive Director tshank@maefonline.com

MD FFA Association, Inc.
925 North East Street
Frederick, MD 21701

STUDENT WAIVERS

The Maryland FFA requires a signed Student Waiver for all student participants attending the National FFA Convention and must be submitted by September 30, 2016 to the MD FFA either through the wufoo link or fax to 410-939-9035. The National Convention CDE Waiver may be copied and substituted for the MD Student Waiver.

Please feel free to contact Naomi Knight, MD FFA Program Coordinator for any questions concerning housing or general registration questions at nknight@maefonline.com or call at 443-243-0952.