



To: Maryland FFA Advisors
From: Terrie Shank, Maryland FFA Executive Director/Naomi Knight, FFA Program Coordinator
RE: The Big E
Date: July 31, 2017

Congratulations on your member's individual first place finish or your team's success as your CDE team finished second 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 14-16, 2017. This letter includes information for your Chapter's participation and online registration at The Big E, and attachments on: MD FFA Confirmation Report, The Big E student waiver, schedule of events and MD FFA invoice.

Cost: Student - \$110.00 Advisor- Double - \$160.00 Advisor-Single - \$240.00

Bus Transportation from Maryland will be available at an additional cost of \$90 per person. (55 passenger bus) Buses will be provided through Atlantic Coast Charters, 16126 Business Parkway, Hagerstown, MD 21740. If you wish to travel to the Big E on the bus, please make sure to indicate that on the registration form.

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

Rooms are available for check in on Thursday, Sept. 14th after 3:00 pm and check out on Saturday, September 16th. Should you need to stay through Sunday, September 17th there is an additional cost of \$110/room for Saturday night and you, the Advisor, must indicate the need for the room(s) with your Chapter's confirmation report. Breakfast will be provided at the hotel on Friday and Saturday mornings. There will be an awards dinner on Saturday night which FFA members and Advisors will receive tickets to attend at their event. You and your students will be responsible to cover the cost of additional meals, incidentals, travel to and from the hotel to The Big E and souvenirs.

ALL OF THE FOLLOWING ARE DUE By AUGUST 15, 2017

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 Judging Card for the student event registration as the registration fee for each team/individual is billed directly to the Maryland FFA Association). To find more information about how to register, the schedule of events and programs please follow this link, www.thebige.com/p/competitions/ffa/354 You will need to complete the required "Big E Waivers" for students to participate. These are found on the Big E site listed above. Make a copy of the student waiver before mailing back to the Big E to be submitted to the Maryland Association.

2. Register your Chapter with the Maryland FFA Association for housing, meals, passes:

- a. Open the excel sheet attached to this email, **enable it**, choose The Big E in the event drop down box.
- b. Choose your Chapter Name, then enter the dates you are arriving and departing
- c. Indicate if you need a parking pass for your car or bus and the number in the vehicle.
- d. The names of your students who have qualified will appear in the spreadsheet. You may edit the names, please add their gender, t-shirt sizes, room types, and room numbers.
- e. Add yourself as the advisor(s) attending and any chaperones as well.
- f. **Save the excel sheet with your chapter name on your desktop.** When it is completed and saved log onto <https://mdcte.wufoo.com/forms/maryland-ffa-registration/>
- g. Go into the wufoo.com account listed above and upload/attach the excel sheet to the site and submit it.

- h. The program will then send a confirmation report back to you and one to the Association.
 - i. An invoice will be sent directly to you once you have registered.
3. **All State Stars** must be registered and 6 copies of the application must be submitted to the Big E Coordinator. Each State Star participating in the program will receive a \$250 stipend and the student selected as the Big E Star in each area will receive a \$500 cash award. Additional details are on the Big E website listed above.
4. Complete the attached **Confirmation Report form** and email through the wufoo link at <https://mdcte.wufoo.com/forms/maryland-ffa-registration/>

By September 1, 2017:

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

2. Payment in full is due to:
Mrs. Terrie Shank
Maryland FFA Association
925 North East Street
Frederick, MD 21701

Should you have any questions feel free to contact me at 301-491-5686 or at tshank@maefonline.com