



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: July 31, 2017

It's time for Maryland FFA members to be part of the FFA LEGACY representing our State at the 90th National FFA Convention to be held, October 25- October 28, 2017 in Indianapolis, Indiana.

Key Information

**Convention Registration has changed. The Registration portal will open on September 5th.* FFA Advisors must go on line to the National FFA Convention portal to register their students for the convention. This includes participation in CDE, tickets for award functions, concerts, rodeo and special entertainment, convention registration buttons, career success tours, hotel shuttle passes, parking permits for cars and buses.

*Travel- Each chapter must provide their own transportation to the convention center, hotel and the airport. There will be a charter bus traveling from Maryland provided by Atlantic Coast Charters, 16126 Business Parkway, Hagerstown, MD 21740. The cost to ride the bus will be \$120/person. You must indicate on the registration form if you and your students wish to ride the bus. The bus schedule will be determined once those riding the bus have been identified.

*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. The cost for the photo is \$15 and can be purchased by Chapters at the convention.

ACCOMMODATIONS

Our room block includes rooms with a check-in Tuesday 10/24/17 and a check out Saturday 10/28/17. Unfortunately, because of the contract, we cannot offer a discount if your chapter arrives on Wednesday 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 or six to a room and adults will be housed two to a room. There are no single rooms available.**

Embassy Suites
110 Washington Street
Indianapolis, Indiana 46204

Hilton Garden Inn
8910 Hatfield Drive
Indianapolis, Indiana 46241

CDE WAIVERS

National FFA requires a CDE waiver be completed for each participant in a career event. This waiver will be available to Advisors on line 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. **Special Needs for students in competitive events are due to Jim Armbruster jarmbruster@ffa.org by August 15th.** All CDE waivers must be submitted **on line** by **September 15th** to: **Rebecca Carter rcarter@ffa.org**

COST

The cost for FFA members to attend the National Convention and staying four/room is \$300.00. The cost for Adults/Chaperones staying two/room is \$450.00. This price includes: hotel accommodations, insurance at the convention (does not cover individual travel).

Regional Coordinators must identify their four delegates to the MD FFA Director by August 15, 2017. Please see the chart below for a 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	\$450.00	\$100.00	\$25.00	\$300.00
* CDE Team Coach	Double	\$625.00	\$100.00	\$25.00	\$500.00
** Regional Delegate	Quad	\$450.00	\$ 75.00	\$ 0.00	\$375.00
American FFA Degree	Quad	\$450.00	\$ 50.00	\$25.00	\$375.00***
FFA Member	Quad	\$450.00	\$ 0.00	\$ 0.00	\$450.00
Adult/Chaperone	Double	\$625.00	\$ 0.00	\$ 0.00	\$625.00

***Team members are limited to those listed on the certification form and one coach/advisor. If additional students are attending, please limit the adult chaperones to 1 adult/four students.**

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

Regional coordinators are to notify the state office regarding the allocation of these positions by August 15th.

***American Degree recipients have the option of booking rooms and registering directly through the National FFA. This information will be sent directly to the candidate and it is strongly recommended that they 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. Convention 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 register them using the attached form and pay the full price. These students will be allowed to attend on a first-come-first- served basis. It is important that all information on the registration form is completed.

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 strongly encouraged to fully plan out their time at the convention. Workshops, tours and concerts fill in advance of the conference please register for these events through the National FFA registration process.

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 is Due along with a Non-refundable Deposit of 50% Postmarked Due by August 15, 2017. Final Balance Postmarked Due: September 30, 2017

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, tshank@maefonline.com

MD FFA Association, Inc.
925 North East Street
Frederick, MD 21701
Fax: 301-663-4305