



**Karen B. Salmon, Ph.D.**  
State Superintendent of Schools

To: Maryland FFA Advisors  
From: Terrie Shank, Maryland FFA Executive Director/Naomi Knight, FFA Program Coordinator  
RE: The Big E  
Date: July 28, 2019

Congratulations on 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 12-14, 2019. This letter includes information for your Chapter's participation and online registration at The Big E, and attachments on: MD FFA Registration Form, The Big E student waiver and the schedule of events. An invoice will be sent to you upon receipt of the Chapter registration.

Cost: Student - \$120.00      Advisor- Double - \$240.00      Advisor-Single - \$300.00

Bus Transportation from Maryland will be available at an additional cost of \$120 per person. (55 passenger bus) The bus will be provided through Bollman Charters, 359 Upper Snake Spring Road, Everett, PA 15537. The bus will travel on Thursday to Springfield, MA. The bus will be leaving the hotel on Sunday morning at 6 a.m. A more definite schedule of bus pick up and drop off times will be established once the Chapter seats are reserved. If you wish to travel to the Big E on the bus, please make sure to indicate this on the registration form by putting a #1 next to the student/advisor name under the bus column on the right of the registration form. We must have at least 40 passengers on the bus to provide this service. Should you plan to drive or have a rental car, a parking and admission pass is required. Please indicate if you will need a van or car pass, the dates that you need them and how many will be traveling in your vehicle/group. The passes will be ordered through the MD FFA Association.

Hotel accommodations: La Quinta Inns & Suites  
100 Congress Street, Springfield, MA 01104  
(413) 781-0900

Rooms are available for check in on Thursday, September 12<sup>th</sup> after 3:00 pm and check out on Sunday, September 15<sup>th</sup>. A hot buffet breakfast will be provided at the hotel on Friday, Saturday and Sunday mornings. There will be an awards dinner on Saturday night which FFA members and Advisors will receive a complimentary ticket to attend at their event. You and your students will be responsible to cover the cost of additional meals, incidentals, and souvenirs. Our charter bus will shuttle students to their competitions on Friday morning and Saturday morning. Our charter bus will pick up students at the Big E on Friday night to return to the hotel and Saturday afternoon to travel to the awards program.

**ALL OF THE FOLLOWING ARE DUE By AUGUST 15, 2019**

**1. Advisors must register their teams online at [www.judgingcard.com](http://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](http://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,

<https://www.thebige.com/p/competitions/ffa> 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, scan and submit to the Maryland FFA Association via the wufoo link before mailing or emailing them back to the Big E.

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 required application must be submitted to the Big E Coordinator by no later than August 15<sup>th</sup>. 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 at this link: <https://www.thebige.com/p/competitions/ffa/star-program>
  
4. Complete the attached **Registration form** and email through the wufoo link at <https://mdcte.wufoo.com/forms/maryland-ffa-registration/>

**By September 1, 2019:**

1. Signed student waivers must be mailed postmarked to:

The Big E FFA Coordinator

Ag. Education Office

1305 Memorial Ave.

West Springfield, MA 01089 or emailed to Milt Natusch @ [msnpepper@earthlink.net](mailto:msnpepper@earthlink.net)

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](mailto:tshank@maefonline.com)