



2017 National FFA Convention and Big E Materials Timeline

June 1

- **National and/or Big E Career Development Event & Agriscience Fair Declaration**
 - Intent to Compete at Nationals and/or Big E form submitted through online form: <https://form.jotform.us/NJFFA/2017IntentHousingForm>
- **New Jersey Housing Block Request**
 - New Jersey Housing Block Request submitted with Intent to Compete online form: <https://form.jotform.us/NJFFA/2017IntentHousingForm>
(For **ALL** National Convention Attendees requesting rooms)

August 1

- **Convention Attendee List* and Room List (state housing block ONLY)**
 - Complete the “National Convention Participant” form at <https://form.jotform.us/NJFFA/national-convention>
*The Convention Participant List is needed for ALL chapters attending convention.
 - ***FAILURE TO TURN IN THE ROOM LIST ON TIME, WILL AFFECT YOUR ABILITY TO REGISTER FOR NATIONAL CONVENTION IN LATE AUGUST WITH EASE***
- **Signed Code of Conduct* and Advisor Statement of Assurances*:**
 - Signed Code of Conduct and Advisors Statement of Assurances are needed for **ALL** National Convention participants. Forms can be found on the Ag Education Bulletin Board.
 - Seeking student and parent signatures before school is out will help make a less stressful summer for you.
- **Big E Certification Form and Waivers Due**
 - Registration is to be submitted through www.judgingcard.com
 - Waivers are available via <http://www.thebige.com/p/competitions/ffa/352> Waivers are due directly to “Big E Coordinator, Ag Education Office, 1305 Memorial Avenue, West Springfield, MA 01089”
 - Car, van and Bus Request form available via <http://www.thebige.com/p/competitions/ffa/352>

September 1

- **National Certification Form**
 - Certification available via ffa.org
- **Event Materials (upload ONLY)**
 - Marketing Plan portfolio, Agricultural Issues portfolio, Prepared Public Speaking manuscript, Employment Skills cover letter/resume

September 15

- **Waivers**
 - Waivers (CDE/Agriscience Fair) are to be printed from ffa.org after completing certification.
 - Waivers due directly to “National FFA Organization, P.O. Box 68960, 6060 FFA Drive, Indianapolis, IN 46268”

*For Summer Career Development Events:

- **Within one week of event** - Intent to compete at Nationals and/or Big E declared

National FFA Convention Rooms

A block of rooms has been reserved (Tuesday, October 24 - Sunday, October 29, 2017) for the New Jersey FFA delegation at two locations:

- **Holiday Inn Airport AmeriPlex** – 8555 Stansted Dr., Indianapolis, IN 46241.
- **Hampton Inn & Suites Indianapolis Airport** – 9020 Hatfield Dr., Indianapolis, IN 46231

*Please note: the hotels will NOT have your information until October 1. Please do not contact the hotel prior to October 1.

Room rates for both hotels are \$161.00 (tax NOT included). This amount, plus tax, will be due directly to the hotel upon arrival/departure from the hotel.



NATIONAL
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Awards & Recognition Programs

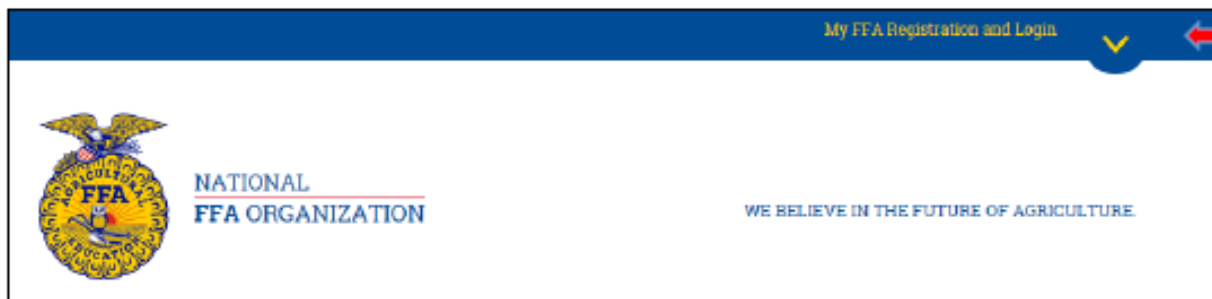
How Do I Certify a Team or Member for National Competition?

Rev. March 7, 2016

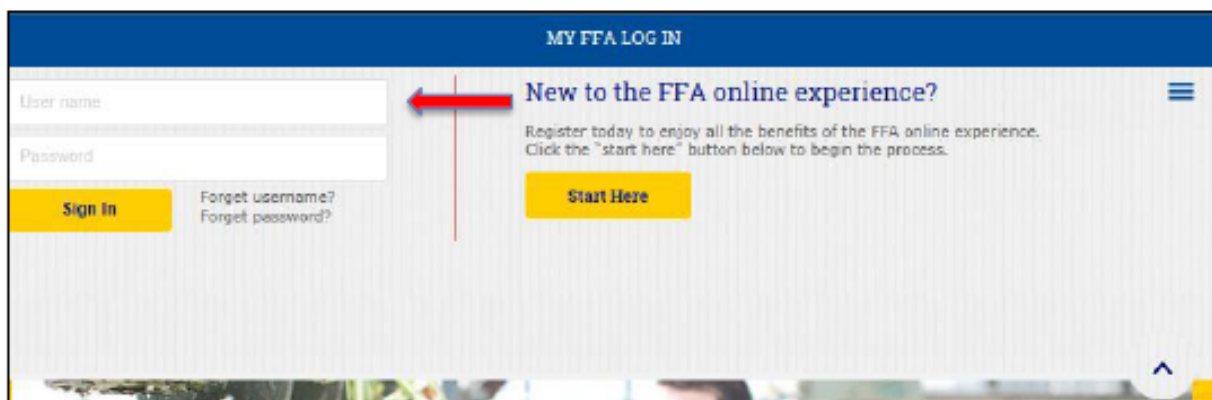
Teams / Members must be declared by state staff to participate at the national level. Once a team or member has been declared, a chapter instructor can begin to certify the member / members.

LOGON TO WWW.FFA.ORG

To begin, go to FFA.org and select the *My FFA Registration and Login* dropdown at the top right corner.



From the dashboard, select provide your Username and Password and select *Sign In*



FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

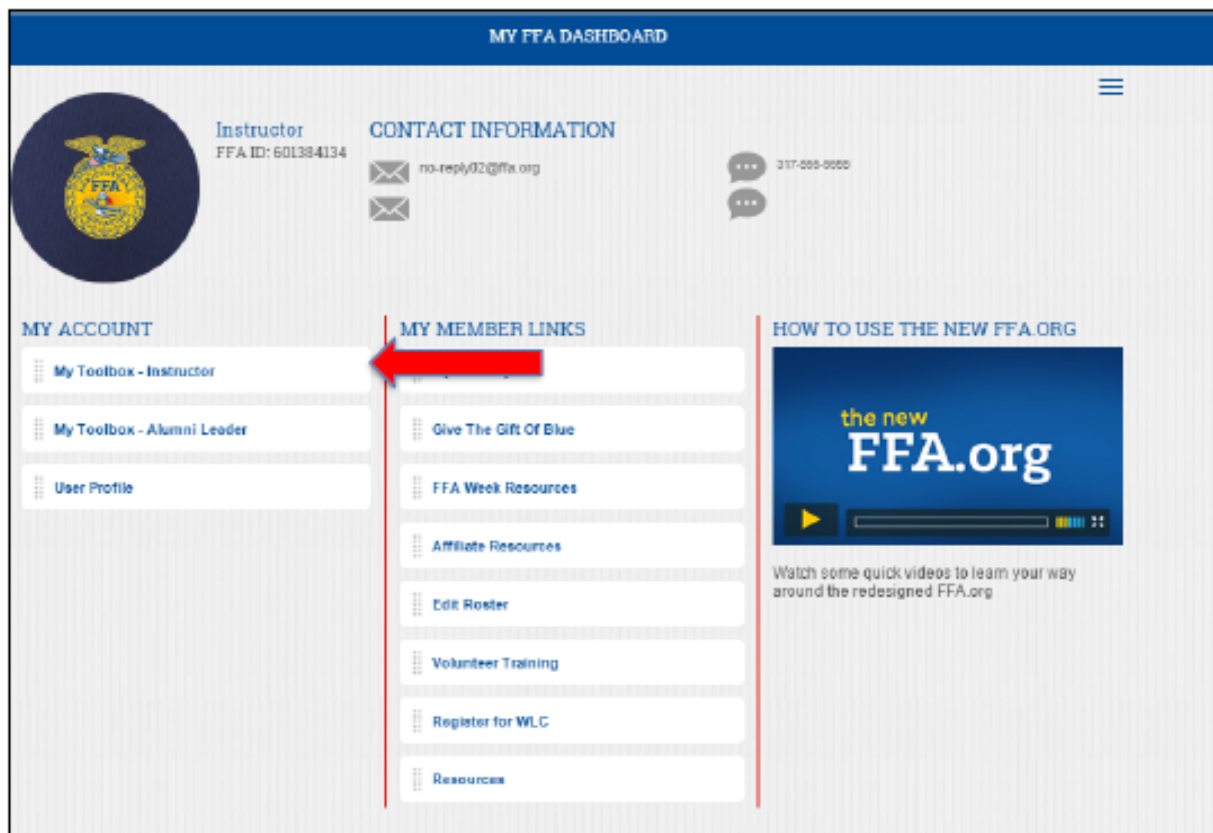
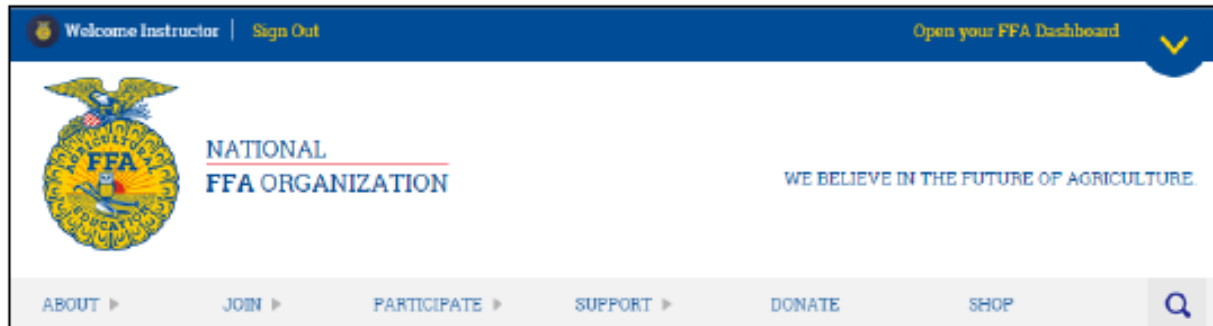


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OPEN YOUR DASHBOARD

Using the *Open your FFA Dashboard* drop down arrow found at the upper right hand corner of the page, open your dashboard and locate *My Toolbox – Instructor*. This will open the toolbox area.



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MY TOOLBOX - INSTRUCTOR





My Toolbox allows state staff to quickly locate key activities.

To certify your national team/ member, select *Declarations/Certifications* found in the *Applications Hub* box.

My Toolbox

> Manage My FFA

My Role: Instructor

Roster Tools	Application Hub	Reports & Invoices	Requests & Registrations
 <ul style="list-style-type: none"> Manage Roster Search Students Print Membership Invoices Manage New Horizons Subscriptions 	 <ul style="list-style-type: none"> Declarations / Certifications Application Center Search Degrees Grants For Growing Honorary Awards Application 	 <ul style="list-style-type: none"> Activity Reports Print Membership Invoice Reginal Invoices 	 <ul style="list-style-type: none"> WIC Registration Award Certificate Templates Medal and Certificate Requests

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CERTIFICATION / DECLARATION

Proceed to the Certification/Declaration page and choose award area to begin certification process.

Certification/Declaration/Results System

Dashboard

Please choose an event:

[Staff Contact Info](#)

2016

2016 National FFA CDEs
2016 National FFA AgriScience Fair
2016 State CDE Plaque Request
2016 Star/Proficiency Certification & Check Request
2016 American Degree Declaration (Certification)
2016 National Chapter Award



2015

2015 National FFA CDEs
2015 National FFA AgriScience Fair
2015 National Chapter Award

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