



2018 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.com/NJFFA/IntentForm>
 - **THIS IS A NATIONAL FFA DEADLINE AND CANNOT BE EXTENDED!**
- **New Jersey Housing Block Request**
 - New Jersey Housing Block Request submitted with Intent to Compete online form: <https://form.jotform.com/NJFFA/IntentForm>
 - (For **ALL** National Convention Attendees requesting rooms)

July 1

- **National Agriscience Fair Certification Form**
 - Certification available via ffa.org
 - This includes Applications & Reports
 - **THIS IS A NATIONAL FFA DEADLINE AND CANNOT BE EXTENDED!**

August 1

- **Convention Attendee List* and Room List (state housing block ONLY)**
 - Complete the "National Convention Participant" form at <https://form.jotform.com/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 within the National Convention Participant form.
 - 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 at <https://www.judgingcard.com/Registration/Info.aspx?ID=7490>
 - Waivers are available via <http://www.thebiges.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.thebiges.com/p/competitions/ffa/352>

September 1

- **National CDE/LDE Certification Form**
 - Certification available via ffa.org
 - **THIS IS A NATIONAL FFA DEADLINE AND CANNOT BE EXTENDED!**
- **Event Materials (upload ONLY)**
 - Marketing Plan portfolio, Agricultural Issues portfolio, Prepared Public Speaking manuscript, Employment Skills cover letter/resume
 - **THIS IS A NATIONAL FFA DEADLINE AND CANNOT BE EXTENDED!**

September 15

- **Waivers**
 - Waivers (CDE/LDE/Agriscience Fair) due ONLINE
 - **THIS IS A NATIONAL FFA DEADLINE AND CANNOT BE EXTENDED!**

***For Summer Career Development Events:**

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

SPECIAL NOTE FROM NATIONAL FFA:

Once the declaration form is submitted, national staff will upload the state declarations to populate a certification form within the chapter profile. The certification form process will become available in **early July**. Chapters will complete the certification form within their profile for each team identified. Once the chapter advisor “submits” the certification, it will go to the state for approval. State staff will be able to approve the certification for each of their state’s teams. State staff will also be able to approve a team member “add/delete” done at a later date. For those events that require an upload, this process will take place on the certification page in the chapter profile. We will be providing more information about the process and a step by step guide as we approach certification. As this process uses the chapter profile, it will be important that the chapter profile is current.

National FFA Convention Rooms

A block of rooms has been reserved (Tuesday, October 23 - Sunday, October 28, 2018) 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 \$164.00 (tax NOT included). This amount, plus tax, will be due directly to the hotel upon arrival/departure from the hotel.

NEW in 2018! Online Reservation Process:

All attendees will be booking online on the Housing website with a valid credit card. Credit cards must have an expiration date of October 28, 2018 or later. State Blocks have pre- assigned inventory. Reservations may be booked online utilizing this designated access code. You will receive this code upon receipt of your intent to compete/housing form.

- Rooms will be available on a first come first served basis.
- Purchase Orders: Arrangements to pay final hotel bill by purchase order must be made in advance directly with the hotel. A purchase order may not be an acceptable form of payment at all hotels.
- Room Cancellations:
 - Room reservations cancelled between May 1 - August 1 will **NOT** incur a cancellation fee per room cancelled.
 - Room reservations cancelled between August 2 - September 19 will incur a one night's room and tax, non-refundable cancellation fee per room cancelled. You may make changes to the reservation without penalty, but if the reservation is cancelled the penalty fee will be charged to the credit card associated with the reservation. Prior to making the cancellation you may go into the reservation and change the credit card.
 - Room reservations cancelled between September 20 and the arrival date will incur a 1 night's room and tax cancellation policy to be charged by the hotel for each room reservation cancelled.