



2016 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/2016IntentHousingForm>
- **June 1 –New Jersey Housing Block Request**
 - New Jersey Housing Block Request submitted with Intent to Compete online form: <https://form.jotform.com/NJFFA/2016IntentHousingForm>
(For **ALL** National Convention Attendees requesting rooms)
- **August 1 – Convention Attendee List*, Room List, Room Deposit, Signed Code of Conduct* and Advisor Statement of Assurances*:**
 - *The Convention Attendee List, Signed Code of Conduct, and Advisors Statement of Assurances are needed for all National Convention participants.
 - **FAILURE TO TURN IN THE ROOM LIST ON TIME, WILL AFFECT YOUR ABILITY TO REGISTER FOR NATIONAL CONVENTION IN LATE AUGUST WITH EASE.**
 - Submitting these materials in advance of the deadline is encouraged. Seeking student and parent signatures before school is out will help make a less stressful summer for you.
 - Complete the “National Convention Participant” registration form at http://www.ierseyageducation.nj.gov/agriculture/ag_ed/bulletin/
- **August 1 – Big E Certification Form and Waivers Due**
 - Certification form and waivers available via www.thebig.com/competitions/ffa/
 - Waivers are due directly to “Big E Coordinator, Ag Education Office, 1305 Memorial Avenue, West Springfield, MA 01089”
 - Registration submitted through www.judgingcard.com
- **September 15 – National Certification Form and Waivers**
 - Certification available via ffa.org
 - Waivers 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 14 - Sunday, October 23, 2016) 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 \$186.03 (inclusive of tax).** This amount, minus the \$50.00 deposit/room, will be due directly to the hotel upon arrival/departure from the hotel.



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Awards & Recognition Programs

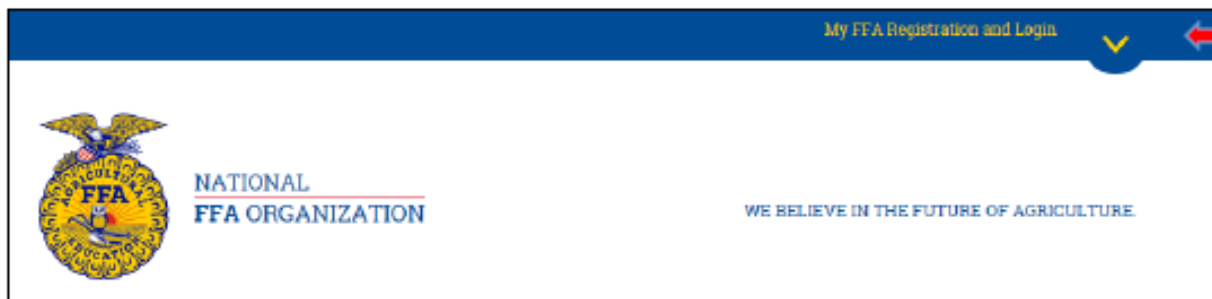
How Do I Certify a Team or Member for National Competition?

Rev. March 7, 2016

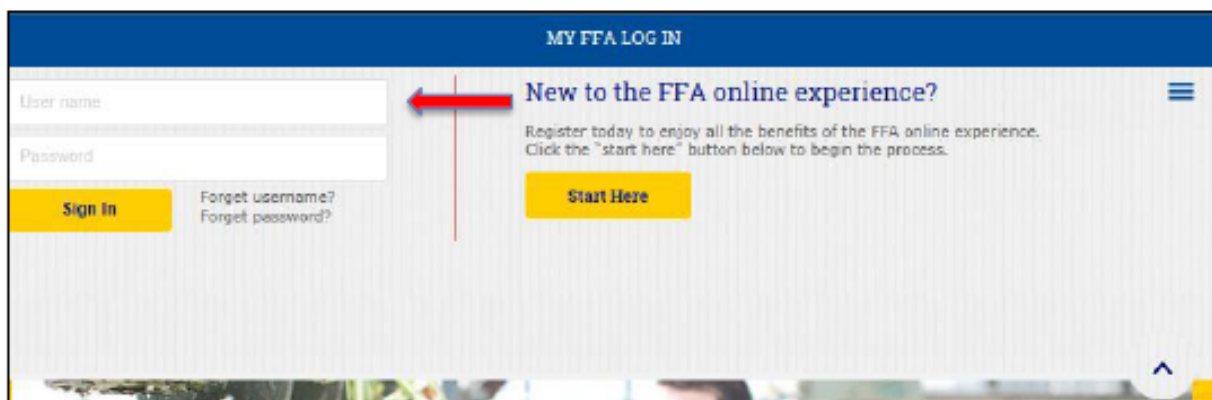
Teams / Members must be declared by state staff to participate at the national level. Once a team or member has been declared, a chapter instructor can begin to certify the member / members.

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.

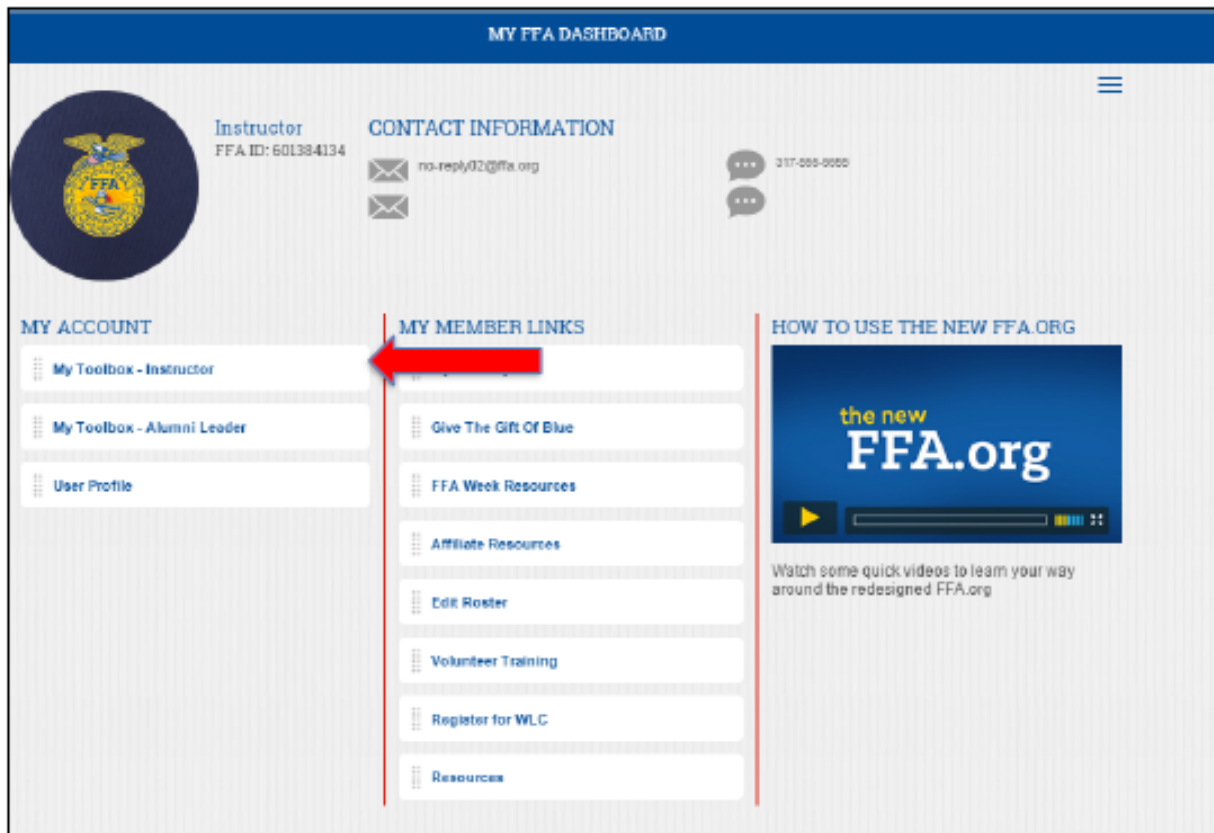


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OPEN YOUR DASHBOARD

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 RosterSearch StudentsPrint Membership InvoicesManage New Horizons Subscriptions	 <ul style="list-style-type: none">Declarations / CertificationsApplication CenterSearch DegreesGrants For GrowingHonorary Awards Application	 <ul style="list-style-type: none">Monthly ReportsPrint Membership InvoiceRegional Invoices	 <ul style="list-style-type: none">WIC RegistrationAward Certificate TemplatesMedal 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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