



2024 National FFA Convention Timeline

May 8

- **State Housing Opens for Online reservations at 6 pm EDT**
 - Housing Cut-Off Date is **September 4 at 5 pm EDT**, after this date all unused rooms will be released back to National FFA. This is also the last day to cancel existing reservation with no penalty.
 - Deadline for any changes to an existing reservation within Passkey is **September 25, 2024 at 5 pm EDT. Room reservations cancelled between September 5th - September 25th will incur a one night's room and tax, non-refundable cancellation fee per room cancelled.**
 - Reservations are to be made online using this URL: <https://book.passkey.com/go/NJState2024>
 - See the next page for additional information regarding the State Housing Block and the Online Reservation Process.

June 1

- **National and/or Big E Career/Leadership Development Event & Agriscience Fair Intent to Compete**
 - Intent to Compete at Nationals and/or Big E form submitted through online form: <https://form.jotform.com/NJFFA/IntentForm>
 - For Summer Career Development Events: Submit/Update within one week of event
- **National Agriscience Fair Applications**
 - Certification available via ffa.org
 - Updated Applications & Reports through AET
- **National Chapter Award Applications**
 - Certification available via ffa.org
 - Updated Applications through AET
- **National Proficiency Award Applications**
 - Certification available via ffa.org
 - Updated Applications through AET

August 1

- **Big E Certification Form and Waivers Due**
 - Registration is to be submitted through JudgingCard.com. Direct link will be shared when it is available.
 - Waivers are available via <https://form.jotform.com/223324075183047> and are to be submitted electronically.
 - Car, van and Bus Request form will be available at <http://www.thebige.com/p/competitions/ffa/352>
- **Big E Star Program Materials**
 - Registration is to be submitted through JudgingCard.com. Direct link will be shared when it is available.
 - Application is due and can be found here: <https://www.thebige.com/p/competitions/ffa/star-program>

September 1 *(continued on back)*

- **Convention Attendee List* and Room List (state housing block ONLY)**
 - Complete the "National Convention Participant List" form at <https://form.jotform.com/NJFFA/national-convention>
 - *The Convention Participant List is needed for ALL chapters attending convention.
- **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.
- **National CDE/LDE Certification Form**

- Once State Staff submits the CDE/LDE Declaration form in June, the primary chapter contact will receive an automated email notification advising him/her to complete the process of certifying members.
- Certification available via ffa.org
 - How to Certify a team or member instructions:
<https://ffa.app.box.com/s/r7ex7reoi1cjqbfbmvscu97uzegvmvml/file/332832197869>
- **Event Materials (upload ONLY)**
 - Agricultural Issues, Employment Skills, Marketing Plan and Prepared Public Speaking Events require uploads.
 - Please see page 5 for document upload instructions:
<https://ffa.app.box.com/s/r7ex7reoi1cjqbfbmvscu97uzegvmvml/file/332832197869>

October 1

- **Waivers**
 - All participants at the 2024 National FFA Convention & Expo must have a signed version of the Health, Safety and Event Participation Waiver and Code of Conduct on file with the National FFA Organization.
 - Each registered attendee must include a valid, unique email address to receive the digital waiver.
 - Advisors can manage the digital waivers for their group using the Waiver Status Dashboard in the convention registration system.
 - How to complete the Health, Safety and Event Participation Waiver and Code of Conduct:
<https://help.ffa.org/articles/how-to-complete-the-covid-19-and-event-participation-release-and-waiver-for-all-attendees/>

National FFA Convention & Expo State Housing Block

A block of rooms has been reserved (Tuesday, October 22 - Saturday, October 26, 2024) for the New Jersey FFA delegation at:

- **SpringHill Suites Indianapolis Airport-Plainfield** – 6014 Gateway Drive, Plainfield, IN 46168

*Please note: The hotel will NOT have your information until October 1. Please do not contact the hotel to inquire about your reservation prior to October 1, 2024 at 5 pm EDT.

Room rates are as follows:

Two Queen Beds (up to 4 people): \$181 per night (EXCLUSIVE of tax)

*Breakfast is included in the room rate.

Payment is due **directly to the hotel** upon arrival/departure from the hotels.

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 November 1, 2024 or later. State Blocks have pre- assigned inventory. Reservations may be booked online utilizing this designated URL: <https://book.passkey.com/go/NJState2024> .
- Rooms will be available on a first come first served basis. Quantities are limited!
- 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 8, 2024 - September 4, 2024 will **NOT** incur a cancellation fee per room cancelled.
 - Room reservations cancelled between September 5, 2024 – September 25, 2024 will incur a one night's room and tax, non-refundable cancellation fee per room cancelled to be charged by the reservations system. 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 26, 2024 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 canceled.
- 2024 National FFA Convention & Expo Housing Process: State Block Housing FAQ:
<https://help.ffa.org/categories/national-ffa-convention-expo/>