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September 15, 2017

RE: NAIDC 12th Annual Southern Regional Dairy Challenge

November 12-14, 2017 in Live Oak, Florida

Dear Dairy Challenge Coach:

Based on your previously expressed interest and on behalf of the Southern Regional Committee of the North American Intercollegiate Dairy Challenge, it is our pleasure to invite your school to participate in the 12th Annual Southern Regional Dairy Challenge. The event will be held at Advent Christian Village (ACV) Conference & Retreat Center/Suwannee Camp in Live Oak, Florida November 12-14. This year’s event will be hosted by University of Florida.

This letter contains important information about participation in the Southern Regional Dairy Challenge. Please review it carefully.

* Registration is online. This is the only method of registration. Registration fees can be paid using a credit card at the time of registration, or there is an option to pay with a check. **Team registration closes Friday, October 13.**
* Coaches *do not* have to collect and submit student forms. Students will be responsible for completing a single form online - a Student Informationform. Once you have received confirmation from us, on or about October 20, **students will have until November 1 to complete this form.** This form will be available on the Dairy Challenge web site at http://www.dairychallenge.org/so\_event.php
* Student information forms must be submitted by the November 1 deadline. Students who miss the deadline without prior permission will be canceled from the event.
* The signing of the Contestant Liability Waiver, Contest Information Release Waiver, and the Contestant Honor Code will be handled on site at the event.
* Students will be allowed to use the internet during the Southern Regional contest.
* We will be using one farm with 2 panels of judges.
* A Pre-challenge tour will be offered Sunday afternoon starting at 2:00 PM. Schools interested in participating may wish to travel directly to the tour farm, then check in to the ACV Conference Center by 4:30 pm

**Participation**

* This event is open to all schools in the Southern region and adjacent states.
* Priority will be given to schools whose faculty advisors have expressed interest in participating. Completed entries will receive priority by registration date/time if contest size limits are reached.
* Schools are limited to up to 6 participants but 2 alternates may be identified should we have fewer than 75 students. Please review Contest Rules, Eligibility of Contestants as you select participating students.
* Due to deadlines imposed by the hotel for rooming lists and to ensure the contest flows smoothly, no changes may be made to students participating after October 20, 2017.Please note this date and plan accordingly.

**Registration**

Registration forms and entry fees are due by **Friday, October 13, 2017.**

* Online Registration: https://2017southerndairychallenge.eventbrite.com
	+ Be prepared with your students’ email addresses when you begin registration
	+ Upon completion of the team registration, the system will send you a confirmation and an email to each of the registered students with a link to the student information form.
* Student Information Form (completed **after** team registration is confirmed, on or about October 20) is due November 1. The link will be posted on the southern page at: <http://www.dairychallenge.org/so_event.php>
* Entry Fee: $50 per school
	+ If paying with a check, make checks payable to: North American Intercollegiate Dairy Challenge or NAIDC

**Housing**

**Note change in housing arrangements this year!** Please communicate to your students that they will be housed in camp/dormitory type setting. Students should expect to share a bunk room with as many as 9 other students from different schools.

Coaches will be accommodated by gender in a cottage or hotel room on the AVC grounds, and should plan to be paired with another coach. The cottage consists of several bedrooms with a central living space. If you have a lodging or roommate preference, please send it to Molly Kelley at mollyk@dairychallenge.org

Room reservations will be made by Dairy Challenge upon receipt of the entry form. All participants will be staying at ACV Conference & Retreat Center, 11057 Dowling Park Drive, Live Oak FL 32060

* Room reservations will be for the nights of Sunday, November 12 and Monday November 13. Tuesday’s program is scheduled to end by 4:00 PM giving most schools the opportunity to get home Tuesday night. If your school is not able to complete your trip home on Tuesday, funds will be available to defray the cost of your rooms on Tuesday night. Please indicate your need for Tuesday night hotel funds by checking "Tuesday" by "Room Nights Needed" on the online registration form.
* Hotel/dorm check-in begins at 3 p.m. and Dairy Challenge registration will be from 4:30-5:00 p.m.
* You should plan to arrive no later than 4:30 p.m. on Sunday afternoon. Sunday night activities begin at 6:00 pm with dinner, contest welcome, group activity and data distribution.

**Travel**

If you consider flying to the Southern Dairy Challenge, your best options are:

* Jacksonville International Airport in Jacksonville, FL - 115 miles
* Tallahassee International Airport in Tallahassee, FL - 83 miles

Ride share options: Contact us if you would like help connecting with other universities who might have room in their van.

Funds for travel assistance are usually not provided but can be considered if a hardship exists and sufficient funds are available. The Regional Steering Committee will decide how funds are distributed. Please indicate your need for Tuesday night hotel room funds on the entry form.

**Meals**

Meals will be provided for one coach and officially registered team members:

November 12 (Sunday): Dinner

November 13 (Monday): Breakfast, lunch, and dinner

November 14 (Tuesday): Breakfast and lunch

Additional meals for extra people will have to be paid for at the time of registration. Should you need a special diet, please include this information with the contest entry form. Students will be asked this on their Student Information Form.

Communications will follow after registration closes with additional information, and in early November with last minute details. We look forward to your participation in this exciting and innovative contest.

Sincerely,

Steve Washburn Christie Underwood

Southern Regional Dairy Challenge Southern Regional Dairy Challenge

Schools Contact Steering Committee Chair