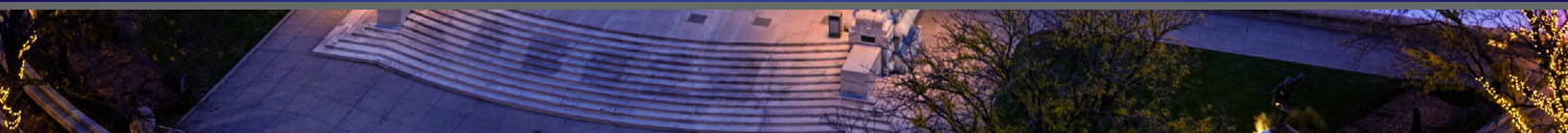




# REGISTRATION GUIDE

NATIONAL CAREER DEVELOPMENT CONFERENCE

INDIANAPOLIS, IN | APRIL 24-26, 2025



# REGISTRATION

## OVERVIEW

Students who qualify at the Alabama JAG State Career Development Conference are eligible to compete at the 2025 JAG National Career Development Conference (NCDC).

Alabama JAG Scholarship Delegation:

- First, Second, and Third place winners from the State Career Development Conference.
- JAG Specialist from each program with a 1st, 2nd, or 3rd place winner from the State Career Development Conference.
- 2024-2025 JAG State Ambassadors.

If the first-place, second-place, or third-place winners do not plan to attend NCDC the fourth-place winner will have the opportunity to go in that scholarship slot.

JAG State Ambassadors can attend in their role as an Ambassador regardless of their competition status. Select “Ambassador” as their event category if you have a State Ambassador in your program who plans to attend but not compete.

**Failure to submit students using the Intent to Compete form by 5 p.m. on March 5, 2025, disqualifies your student’s participation in the 2025 NCDC.**

Registration for JAG’s National Career Development Conference is submitted to National JAG by the Alabama JAG State Leadership Team who receives and verifies the information from Program Specialists. All delegates, specialists, and chaperones attending the conference are required to register for the conference and ALL delegates must meet ALL eligibility requirements set by Alabama JAG.

## WHERE/HOW TO SUBMIT REGISTRATION FORMS

All information should be submitted to the online forms indicated in the links below:

- Form A (Intent to Compete)
- Form B Adult and Student Registration (include shirt size and statement of assurance)
- Form C (Upload Link) to submit your groups travel plans including flight time and numbers when applicable and hotel confirmations
- Form D (NCDC Attendance Permission Form – DO NOT SEND TO Alabama JAG)



## LODGING & HOUSING INSTRUCTIONS



**JW Marriot  
Indianapolis**  
10 S West St.  
Indianapolis, IN 46204

Alabama JAG Specialists will coordinate all hotel reservations for their program delegates. The host hotel allows up to four (4) students in a hotel room. If you do not have four students of the same gender to room together you may, according to your own school's standards, choose at your own discretion to coordinate room blocks with nearby schools/programs. This remains at the discretion of the specialist and their school's policies and procedures. All conference participants are required to book rooms through the conference hotel and must stay at the conference hotel in accordance with the National JAG guidelines.

In order to reserve a room at the conference hotel, please use the following link: <https://book.passkey.com/go/NCDCAlabama>, no later than **March 31st** to reserve rooms in the Alabama JAG block. Specialists will need to use their school name in each reservation so rooms are blocked together.

All attendees must stay in the official JAG property to participate in JAG's National Career Development Conference. All attendees must be a registered guest each night of the conference in the assigned and approved hotel, for a minimum of four nights, beginning Wednesday, April 23, 2025, and checking out Sunday, April 27, 2025.

According to the Delegate Conduct Practices and Procedures, any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or program responsible. Specialists will be responsible for delegates' conduct.

## TIMELINE & REGISTRATION DEADLINES

March 5, 2025	Intent to Compete Form (Form A) Due to Alabama JAG by 5:00 p.m. VIA ONLINE FORM
March 16, 2025	Dropdowns and Alabama JAG Delegation List Announced
March 5, 2025	Forms B submitted to Alabama JAG via online form by 5:00 p.m.
April 4, 2025	Form C submitted via online form by 5:00 p.m.
April 4, 2025	Specialists ensure they have form D for all participants (no online submission keep those with you for the duration of the conference)

**IMPORTANT: No Drops after March 15, 2025. Any programs who cancel attendees after this date will be responsible for refunding scholarship funds back to Alabama JAG.**



## SCHOLARSHIP SCOPE & INCLUSION

Alabama JAG has worked with its corporate and industry partners, the Alabama State Department of Education, and the Alabama CTE Leadership Council to **secure scholarship funds** to offset many of the costs associated with travel to the National Career Development Conference.

Competitor and Specialist Scholarships: Scholarships will be awarded to each qualifying competitor selected to be part of the Alabama JAG delegation and their specialist. Competitors and Specialist Scholarships will be for **\$1,200** and include funds for:

- Lodging for four nights (check-in Wednesday, April 23, check-out Sunday, April 27).
- Airfare/ground transport.
- Uniform stipend (each program is responsible for securing the official uniform for their competitors attending NCDC). ALL competitors must be in official uniform.
- Supply stipend (each program is responsible for utilizing the supply stipend for their competitors attending NCDC).

### ADDITIONAL SUPPORT

In addition to the scholarships noted above, Alabama JAG and its partners will provide the following for each Alabama JAG attendee. These items will be covered directly by Alabama JAG.

- Spirit package (received on-site).
- Champ Camp training, venue, and lunch (held on Thursday before Opening Session).
- JAG conference registration fee (paid directly to JAG on behalf of each attendee).
- JAG Day in Indianapolis (1-day excursion with the Alabama JAG Delegation to a location to be announced).

The final Alabama NCDC delegation will be released on March 16, 2025.

The amount above is the per specialist and per competitor scholarship amount that will be sent to each local school. Spirit package, Champ Camp, and JAG conference registration fees are paid directly by Alabama JAG and its partners. Scholarships will be sent to the identified school, and it will be the responsibility of the school and specialist to purchase airfare, secure hotel reservations using the conference procedures, and assist students in purchasing their official uniform, etc. Each specialist is responsible for following your school/site/district's policies and procedures.

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## IMPORTANT REMINDERS

### REFUND POLICY

NO DROPS AFTER March 15, 2025. Any programs who cancel attendees after this date will be responsible for refunding scholarship funds back to Alabama JAG.

### ALABAMA JAG CHAMP CAMP

All Alabama JAG Delegates and Specialists are required to attend the Alabama JAG Champ Camp being held the morning of Thursday, April 24th, 2025 (on-site in Indianapolis). The intention of this Champ Camp is to instruct, train, and prepare Alabama JAG delegates for competition success. By choosing to attend the conference, delegates agree to participate in this important training opportunity.

### NCDC DRESS CODE

What is the dress code? There are a variety of events with different dress codes. The opening ceremony, competitions, and Awards Ceremony is official uniform. Workshops and the College & Career Expo can be business casual. The Grand Awards Dance is themed a “Hollywood Premiere” so you should “dress to impress” or come dressed as your favorite movie character. Fun props will be provided.

### ADDITIONAL INFORMATION

Please see the National JAG website for key information as you prepare for the conference experience of a lifetime! CLICK LINK BELOW:

<https://jag.org/ncdc/>

