

Date: October 16, 2025

From:
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To:
Farm Show Committee Chairs and Co-Chairs

CC:
Morgan Firestine, Chris Bond, and Deb Trump

Subject: 2026 Farm Show Committee Instructions

Introduction

We look forward to working with you for the quickly approaching **2026 Pennsylvania Farm Show**, taking place **January 10–17, 2026**.

Please:

- Recruit your respective committees.
- Continue finding cost-effective ways to support the show.
- Follow the submission deadlines and instructions below to enter and maintain your committee's information in the database.

Upcoming Information Session

Topic: Completing expense forms, per-day meal allowances, submission deadlines, and related finance procedures

Hosted by: Penn State Finance

Date: November 10, 2025

Time: 2:00 PM

Zoom Link: <https://psu.zoom.us/j/94172313525>

Submission Deadlines and Instructions

November 17, 2025

- **Update the Committee Database** with:
 - Volunteer names, email addresses, and complete mailing addresses
 - Parking pass and name tag requests (mark within each member record)
 - **Delete records** of committee members no longer participating.
Note: The system auto-deleted inactive records from last year. Re-enter volunteers if needed.
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December 1, 2025

Committees Approved for Lodging:

- The chairperson must submit lodging lists to the hotel using the “**Email Lodging List**” feature from the database.
 - Include your committee’s name and contact information.
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December 3–5, 2025

- **Proof hotel rooming list confirmation emails** from the hotel.
 - Send any corrections directly to the hotel via email.
 - **Do not resubmit full lists**—send only the corrections.
 - Update your volunteer database to match the hotel’s confirmed records.
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December 5, 2025

Complimentary Parking Passes:

- Mark each individual record in the database for a complimentary parking pass.
- The Farm Show Office will mail these directly to each committee member.
- Additional parking permits can be purchased on-site with a credit card at the gate.
These are not reimbursable, as one complimentary permit is already provided.
- Requests for McClay Street and Handicap (HC) permits will be reviewed and approved by the **Executive Director of the Farm Show**.

Name Tags:

- Mark your committee in the database for name tag requests.
 - Nametags will be printed from database records and available for pickup at the **Farm Show Administrative Office** upon arrival (Wednesday through Friday before the show).
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Prior to Show (Around December 15, 2025)

Travel Reimbursement Form:

- Check for and print updated **Travel Worksheet Forms** for distribution to volunteers.
 - Fillable PDF travel forms will be available on the website once the 2026 GSA mileage rate is finalized.
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March 2, 2026

Submit Completed Travel Worksheet Forms

- Chairpersons must:
 - Complete the total amount under **PDA Grant Internal Order #**To be announced
 - Sign off on each member's form.
 - Return the signed forms to **Penn State** for reimbursement.
 - Do **not** send meal receipts to Penn State.
 - Send the **second copy** of travel worksheets, plus **original itemized meal receipts** (including receipts from food booths at the show), to:
 - Chris Bond, Farm Show Office
2300 N. Cameron St.
Harrisburg, PA 17110
(For PDA auditors)
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March 17, 2026

Last Day for Processing Financial Reimbursements for Farm Show expenses.

Farm Show Committee Website and Database Access

Website: <https://agsci.psu.edu/farmshow/volunteers>

Login Instructions:

- Select **Committee Chair Database**.
 - Use password **FS2026PSU** (all caps).
 - You'll be prompted to reset your password (must include at least 9 characters, 1 letter, and 1 number).
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Database Purpose

This is the only database used for:

- Committee lists
- Lodging
- Parking passes
- Name tags
- Financial reimbursements

Entering the days each person works allows tracking of individual participation. After travel forms are submitted, you can record submission dates under **Expense Status**, which triggers an automatic email to members letting them know their reimbursement is being processed.

Managing Committee Members

To Update Existing Members:

- Review and edit each record as needed.
- Delete inactive members.

To Add a New Member:

1. Select **Add Member**.
2. Enter all required details (including working dates).
3. Click **Add Member** to verify that the data was saved.

To Add Lodging Information:

- On the verification screen, click **Add Lodging Info**.
- Enter:
 - Arrival date (circle under the date = “A”)
 - Departure date (“D” = checkout day, no lodging needed)
- Assign a **room letter (A–ZZ)** for each member requiring housing.
- Click **Add Lodging Record** to submit.

Shared Rooms:

- Assign the same room letter to all individuals sharing a room.

Multiple Arrival/Departure Dates:

- Use **Add Another Lodging Record** for additional stays (same member).
 - Only reuse the same room letter if multiple people share that room over time.
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Proofing Details

- Select **Member Detail** to proof information.
 - “A” = Arrival date; “D” = Departure date.
 - Click **Edit** to make changes.
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Emailing Lodging Lists to the Hotel

From the **Main Menu**:

1. Choose **List Members by Room** to review assignments.
 2. Select “Click Here” to **Email Lodging List to the Hotel**.
 3. Complete the required fields (name, phone, email).
 4. Click **Send**—your list goes directly to **Lisa Chenoweth** (hotel contact).
 5. You’ll receive a copy of the email.
 6. The hotel will send **confirmation numbers** for each member after assignments.
 7. **Proof these confirmation lists carefully.**
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Hotel Cancellations or Changes

Email: Lisa.Chenoweth@marriott.com
Phone: 717-558-4607

Include your name, committee name, and detailed request.

- Update the committee database, but do not resend your full list.
 - **Cancellations must be made 72 hours prior to check-in** to avoid charges.
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Submit Travel Worksheet Forms

Before Submission:

- Verify all member details (name, address, email, lodging info, etc.).
 - Confirm accuracy of the travel worksheet form.
 - Include committee name, budget number, chair signature, and date.
Budget information can be found under “List Members by Name” in the database.
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Submission Instructions

Non-PSU Employees:

- Email scanned and signed forms to **farmshow@psu.edu**
Subject line: “Your Committee Name”
- If email isn’t possible, send by mail or fax to:
Lisa Lemire, Extension Finance Office
323 Ag Admin Bldg., 431 Curtin Rd., University Park, PA 16802
Fax: 814-863-7776

Penn State Employees:

- Submit forms to your **ERS delegate** (the staff handling ERS reimbursements).
- Ensure each travel worksheet is **signed by your committee chairperson**.
- Applies to all Extension professionals and county-paid staff.

PDA Submission:

- In addition to Penn State submission, send a **second copy** of the travel worksheets and **itemized meal receipts** to:
Chris Bond, Farm Show Office, 2300 N. Cameron St., Harrisburg, PA 17110
 - Alcohol is never an accepted expense.
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Chair Responsibilities

- Update each record's **Expense Form Status** to "Committee Chair Approved" when submitted.
 - Record any last-minute personnel or schedule changes within one week after the Farm Show to keep data accurate.
Discrepancies may delay payment processing.
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Hotel Information

Sheraton Harrisburg–Hershey

4650 Lindle Road, Harrisburg, PA 17111

Phone: 717-564-5511

Directions: Exit 2, Swatara, off Route 283

Check-in: 4:00 PM

Check-out: 11:00 AM

Hotel Policies:

- Non-smoking policy (violations result in financial penalties).
 - A personal credit card is required at check-in to cover any incidental charges not covered by the master account (room and tax only).
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Thank You

Thank you for your attention to these details and for your continued support of the **Farm Show event**. Your cooperation helps ensure another successful year for everyone involved.