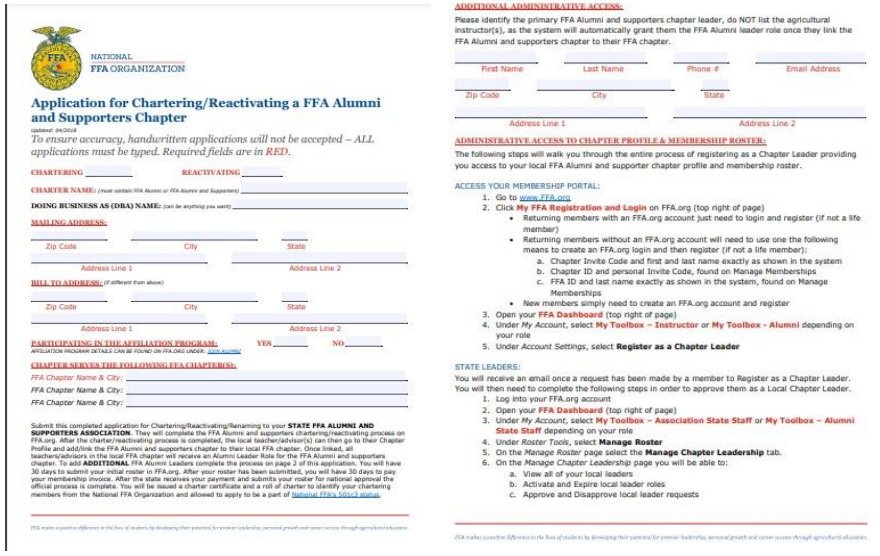


How to Start or Reactivate an Alumni

Step One. Fill out and submit your Alumni Application

Download the application online at <https://ffa.app.box.com/v/start-an-alumni-chapter/file/1014970585190> and fill it out with all info. Then email the application to ffaalumnimembership@yahoo.com. We will forward it to nationals and when approved you will receive an email with your Chapter number. Once you receive the email go to step two.



NATIONAL FFA ORGANIZATION

Application for Chartering/Reactivating a FFA Alumni and Supporters Chapter

ISSUED: 04/2018
To ensure accuracy, handwritten applications will not be accepted – ALL applications must be typed. Required fields are in RED.

CHARTERING _____ **REACTIVATING** _____

CHAPTER NAME: (Must contain FFA Alumni or FFA Alumni and Supporters) _____

DOING BUSINESS AS (DBA) NAME: (Can be anything you want) _____

MAILING ADDRESS:

Zip Code _____ City _____ State _____

Address Line 1 _____ Address Line 2 _____

BILL TO ADDRESS: (If different from above)

Zip Code _____ City _____ State _____

Address Line 1 _____ Address Line 2 _____

PARTICIPATING IN THE AFFILIATION PROGRAM: YES _____ NO _____

AFFILIATION PROGRAM DETAILS CAN BE FOUND ON FFA.ORG UNDER: [https://ffa.org](#)

CHAPTER SERVES THE FOLLOWING FFA CHAPTERS:

FFA Chapter Name & City: _____

FFA Chapter Name & City: _____

FFA Chapter Name & City: _____

Submit this completed application for Chartering/Reactivating/Rejoining to your STATE FFA ALUMNI AND SUPPORTERS ASSOCIATION. They will complete the FFA Alumni and supporters chartering/reactivating process on FFA.org. After the chartering/reactivating process is completed, the local leader(s) can then go to their Chapter Profile and add/link the FFA Alumni and supporters chapter to their local FFA chapter. Once linked, all teachers/advisors on the local FFA chapter will receive an Alumni Leader role on the FFA Alumni and supporters chapter. To add ADDITIONAL FFA Alumni Leaders complete the process on page 2 of this application. You will have 30 days to submit your initial roster to FFA.org. After your roster has been submitted, you will have 30 days to pay your membership invoice. After the state receives your payment and submits your roster for national approval the official process is complete. You will be issued a charter certificate and a roll of charter to identify your chartering members from the National FFA Organization and allowed to apply to be a part of [National FFA's 501\(c\)\(3\) status](#).

FFA makes a quality difference in the lives of students by providing them with the power, leadership, personal growth and career success through agricultural education.

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ADDITIONAL ADMINISTRATIVE ACCESS:

Please identify the primary FFA Alumni and supporters chapter leader, do NOT list the agricultural instructor(s), as the system will automatically grant them the FFA Alumni leader role once they link the FFA Alumni and supporters chapter to their FFA chapter.

First Name	Last Name	Phone #	Email Address
_____	_____	_____	_____

Zip Code _____ City _____ State _____

Address Line 1 _____ Address Line 2 _____

ADMINISTRATIVE ACCESS TO CHAPTER PROFILE & MEMBERSHIP ROSTER:

The following steps will walk you through the entire process of registering as a Chapter Leader providing you access to your local FFA Alumni and supporter chapter profile and membership roster.

ACCESS YOUR MEMBERSHIP PORTAL:

- Go to ffa.org
- Click **My FFA Registration and Login** on FFA.org (top right of page)
 - Returning members with an FFA.org account just need to login and register (if not a life member)
 - Returning members without an FFA.org account will need to use one of the following means to create an FFA.org login and then register (if not a life member):
 - Chapter Invite Code and first and last name exactly as shown in the system
 - Chapter ID and personal Invite Code, found on Manage Memberships
 - FFA ID and last name exactly as shown in the system, found on Manage Memberships
 - New members simply need to create an FFA.org account and register
- Open your **FFA Dashboard** (top right of page)
- Under **My Account**, select **My Toolbox - Instructor or My Toolbox - Alumni** depending on your role
- Under Account Settings, select **Register as a Chapter Leader**

STATE LEADERS:

You will receive an email once a request has been made by a member to Register as a Chapter Leader. You will then need to complete the following steps in order to approve them as a Local Chapter Leader.

- Log into your FFA.org account
- Open your **FFA Dashboard** (top right of page)
- Under **My Account**, select **My Toolbox - Association State Staff or My Toolbox - Alumni State Staff** depending on your role
- Under Roster Tools, select **Manage Roster**
- On the **Manage Roster** page select the **Manage Chapter Leadership** tab.
- On the **Manage Chapter Leadership** page you will be able to:
 - View all of your local leaders
 - Activate and Expire local leader roles
 - Approve and Disapprove local leader requests

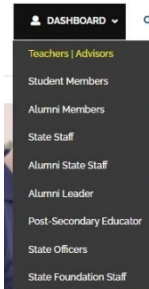
Step Two. Create a Chapter Leader (it is recommended to have more than one chapter leader)

1. Go to FFA.org
2. At the top, click Dashboard



EXPLORE FFA NEWS FOUNDATION DASHBOARD

3. Select Teachers/Advisors or Alumni Members.



- Teachers | Advisors
- Student Members
- Alumni Members
- State Staff
- Alumni State Staff
- Alumni Leader
- Post-Secondary Educator
- State Officers
- State Foundation Staff

4. Select Request Access to a Chapter.



EXPLORE

MANAGE MY PROFILE

REGISTER MY MEMBERSHIP

REQUEST ACCESS TO A CHAPTER

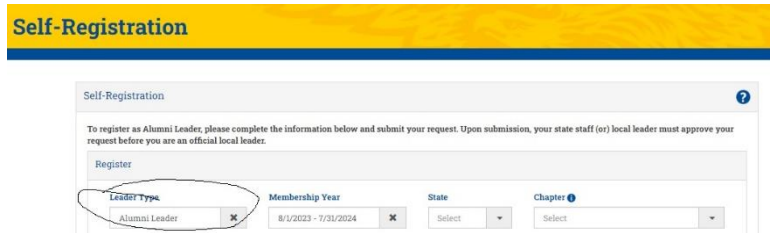
AG EXPLORER

CHAPTER/STATE PROFILE

If you are not logged in to FFA.org, you will be prompted to log in. Log in to FFA.org. (If you do not have a log in click sign up and follow those steps. Once you have signed up go back to these steps)



5. Here you will fill in ALL your information and hit submit at the bottom. Be sure to select Alumni leader under leader type.



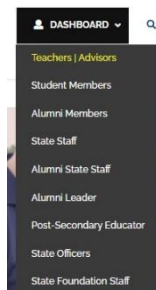
As soon as you hit Submit, please email ffaalumnmembership@yahoo.com to let them know you have submitted a request to become a chapter leader. The system does not alert us about requests so if you do not send us an email, we will not know that you are waiting on Approval. Once you have been approved you should receive an email telling you that you have been approved. Once approved go to step three.

Step Three. Pay your dues of \$100.

go to [Ffa.org](https://ffa.org)

Click on Dashboard

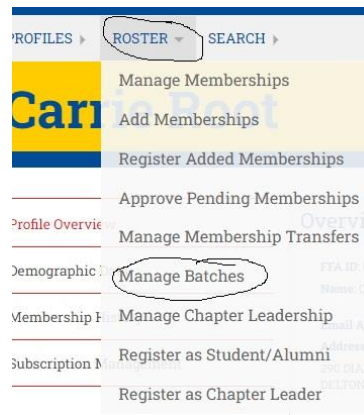
Click alumni members.



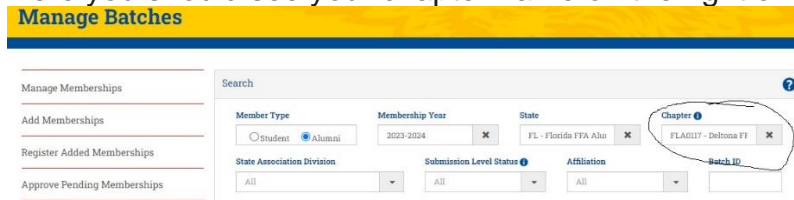
Click manage profile (here it may ask you to log in)



Click on Roster to get a dropdown tab.
 Click on manage batches (it may ask you to
 log in again to verify you)



Here you should see your chapter name on the right of the screen.



If you do not see your chapter name type in your chapter name and hit search, then scroll down under **Annual Fee details**.

 A screenshot of the 'Annual Fee Details' table. The table has columns for 'Select', 'State', 'Chapter', 'Chapter Name', 'Status', 'Last Approval On', 'Invoice #', 'Fees', and 'Actions'. One row is visible with the following data: State: FL, Chapter: FLA0117, Chapter Name: Deltona FFA Alumni, Status: Approved, Last Approval On: 11/7/2023, Fees: \$ 100.00.

To the right of your chapter name under the word Actions you will see a little credit card icon and a printer icon. If you need the invoice, you can click on the printer icon so that you have a copy.

Select	State	Chapter	Chapter Name	Status	Last Approval On	Invoice #	Fees	Actions
<input type="checkbox"/>	FL	FLA0066	Ponce De Leon FFA Alumni and Supporters	State	9/1/2023		\$ 100.00	
<input type="checkbox"/>	FL	FLA0067	Chiefland FFA Alumni	Approved	11/12/2023		\$ 100.00	
<input type="checkbox"/>	FL	FLA0068	Dixie FFA Alumni	Approved	10/31/2023	ALU19983	\$ 100.00	

Click on the Credit card icon to make a payment. (If you see a green P that means you paid already directly to nationals. If there is a printer that means you paid via check to the State and you can print your invoice.)

It will ask you to sign up for PayPal but if you keep scrolling down you will see a white button to click on that says Pay with Debit or Credit Card.

Pay with PayPal

With a PayPal account, you're eligible for Purchase Protection and Rewards.

Email or mobile number
cproccproctor@yahoo.com

Password

Forgot password?

Log In

or

Pay with Debit or Credit Card

This will take you to the payment screen. It may still ask for your email address so that it can send you a receipt. Please fill out and submit our payment.

PayPal

Pay now Pay Later

PayPal Guest Checkout

We don't share your financial details with the merchant.

Country/Region
United States

Email

Paying directly to nationals is the preferred and fastest way to complete the next step. If you cannot pay by credit card, please mail check payments to:

Mr. Archie Matthews
Florida FFA Alumni
11012 NW 202ND ST
ALACHUA, FL 32615-5921

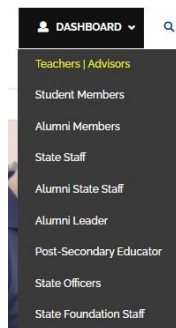
You cannot continue to Step 4 until your payment has been received so if you choose to mail your check just know it could be a week or more before payment is approved to be able to move on to Step 4.

Step Four. Upload your Roster (you must have 10 members on your roster to be an active chapter)

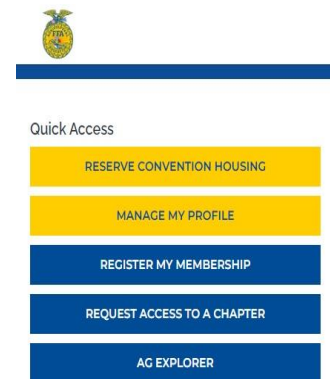
Go to ffa.org.

Click on Dashboard

click on Alumni Member



Click Manage my Profile.

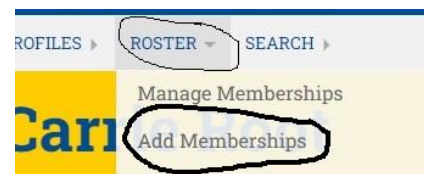


log in with your username and ID.



Click on Roster

click add members (it may ask you to log in again.)



To the right of import memberships, you can download the template to your desktop, open and enter in all the names and information.



Once you have downloaded the template.....make sure to use drop downs where available (membership type, Prefix, Suffix, State) if you type it in instead of using the drop-down choices it will reject the entire file. Be aware that all boxes up to zip code including Chapter ID must be filled in or it will not add that member.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Chapter ID (ex:INA9999)	Membership Type	Prefix	First Name	Middle Name	Last Name	Suffix	Email Address	Mobile Phone	Home Phone	Address Line 1	Address Line 2	City	State	ZIP Code
2															
3															
4															
5															
6															
7															
8															
9															
10															

Once you have filled that out and saved it.....return to this page to upload your file.

Add Memberships

Manage Memberships
Student Alumni
?

Add Memberships
Download Template

Register Added Memberships
Import Memberships

Choose File

No file chosen

Import

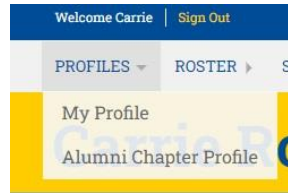
Under import memberships - click on choose file and Then select your file to upload. -Click import.

If you have names with missing info or are already in the system, it will tell you those names were not added.

Step Five. Upload your bylaws.

Once you are in the ffa.org system

click on Alumni Chapter Profile



Then Click Chapter Charter information.



Contacts
Addresses
Charter
Chapter Name

Charter Information

Official Chapter Charter Name: Deltona FFA Alumni
 Chapter Charter Date: 4/14/2003
 Chapter Creation Date:

Charter Document(s)

Document Name	Uploaded Date	For Year	Actions
FLA0117 - Charter	8/15/2018	2018-2019	📄 🗑️

[Upload Charter](#)

Constitution/Bylaws Document(s)

Document Name	Uploaded Date	For Year	Actions
FLA0117 - Constitution & Bylaws	8/15/2018	2018-2019	📄 🗑️
19-20 FLA0117 - Constitution & Bylaws (1)	12/27/2019	2019-2020	📄 🗑️
22-23 FLA0117 - Constitution & Bylaws (1)	12/16/2022	2022-2023	📄 🗑️
22-23 FLA0117 - Constitution & Bylaws (1)	12/1/2023	2023-2024	📄 🗑️

[Upload Constitution/Bylaws](#)

click on the Charter tab in the middle of the screen.

Scroll down and click on the arrow to the right of upload Constitution/bylaws. Click on Choose file and then click on your bylaws that are saved on your computer (remember it must be a pdf) and then click on open and the name of your file should appear next to the chosen file.

Click Save and your bylaws should appear in the box with the previous year's bylaws with the date that you uploaded them.

Once you have completed all the steps

Between Sept. 1st and Dec. 1st in this order you are registered for the current school year from Sept. to August.

How to renew Your Alumni Chapter Every Year!

Three Steps these steps are to be done between Sept 1st and Dec. 1st of each school year!!!

Step 1. PAY YOUR DUES of \$100 before Dec. 1st of the School year!

Step 2. Update Roster (download template and only add names of new members)

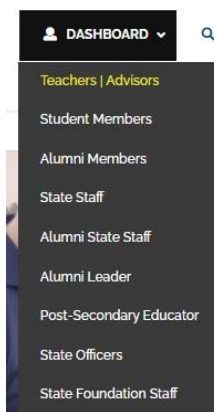
Step 3. Upload new bylaws (save your bylaws in your computer by the year. Ex. Deltona High Alumni Bylaws 2023-2024)

How to update/add or remove names from your roster

Go to FFA.org and Click on Dashboard

Click Alumni Leader

and then you will have to log in.



Once logged in Click Manage Roster



It may ask you to log in again. Once you have done that you should be on this screen.

Manage Memberships

A screenshot of the 'Manage Memberships' interface. On the left is a sidebar with a list of options: 'Manage Memberships', 'Add Memberships', 'Register Added Memberships', 'Approve Pending Memberships', 'Manage Membership Transfers', 'Manage Batches', and 'Manage Chapter Leadership'. The main area is titled 'Search' and contains several filters: 'Member Type' (Student, Alumni), 'Membership Year' (2023-2024), 'State' (FL - Florida FFA Alu), and 'Chapter' (All). Below these are 'Advanced Search' options for 'Membership Type', 'Submission Level Status', 'Batch ID', 'State Association Divisions', 'Grade', 'Roster Method', 'Gender', 'FFA ID', 'First Name', and 'Last Name'.

Only your Chapter leaders have access to this system and can log in to make changes.

Once you have logged in you will see to the left is a list of options to click on. Click on Manage Members. Scroll down and you should see your list of members.

Memberships
 Member Details
 Member Login Info
 Select all 98 memberships

Select All	FFA ID	Prefix	First Name	Last Name	Suffix	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	604652238		Juan	Aisiant		Associate	FL	FLA0117	2023 - 2028	Approved - 709575	
<input type="checkbox"/>	603346008		Alesangel	Albizu		Associate	FL	FLA0117	2020 - 2025	Approved - 605522	
<input type="checkbox"/>	603346005		Tony	Amado		Associate	FL	FLA0117	2019 - 2024	Approved - 569033	
<input type="checkbox"/>	603652923		Bryan	Anderson		Associate	FL	FLA0117	2020 - 2025	Approved - 605522	
<input type="checkbox"/>	603781773		Hayley	Avant		Associate	FL	FLA0117	2023 - 2028	Approved - 709575	
<input type="checkbox"/>	604644597		Gabe	Bebout		Associate	FL	FLA0117	2022 - 2027	Approved - 672036	
<input type="checkbox"/>	601737457		Kevin	Carballosa		Associate	FL	FLA0117	2019 - 2024	Approved - 569033	
<input type="checkbox"/>	601879955		Seanna	Cashell		Associate	FL	FLA0117	2019 - 2024	Approved -	

Here you can remove any old members who are no longer with your Chapter. By clicking on the Trash can icon to the right of their name. A pop-up screen will appear to make sure you would like to remove them. Click on ok or cancel if you made a mistake.

QuickBook roster.ffa.org says

Membership will be canceled along with magazine subscription and removed from the roster. Click Ok to continue.

Select All	FFA ID	Prefix	First Name	Last Name	Suffix	Membership Type	State	Chapter	Membership Year(s)	Status-Batch ID	Actions
<input type="checkbox"/>	601443998		Johnathen	Lanza		Associate	FL	FLA0117	2019 - 2024	Approved - 569033	
<input type="checkbox"/>	603346009		Kayla	Mejia		Associate	FL	FLA0117	2019 - 2024	Approved - 569033	
<input type="checkbox"/>	602201165		Simon	Mielech		Associate	FL	FLA0117	2019 - 2024	Approved - 569033	
<input type="checkbox"/>	603353375		Kelvin	Murray		Associate	FL	FLA0117	2019 - 2024	Approved - 569033	
<input type="checkbox"/>	601788096		Nicole	Polcyn		Associate	FL	FLA0117	2019 - 2024	Approved -	
<input type="checkbox"/>	601737472		Kyle	Prikopa		Associate	FL	FLA0117	2019 - 2024	Approved -	
<input type="checkbox"/>	601443999	Ms.	Kathleen	Root	Sr.	Associate	FL	FLA0117	2019 - 2024	Approved -	

Cancel membership within authorization level. A canceled membership will no longer exist for the specified membership year and the magazine subscription will be canceled.

To add a member, manually click on Add Memberships on the left of the screen.

Student
 Alumni

No file chosen

Membership Year: 2023-2024
 State: FL - Florida FFA A1
 Chapter: FLA0117 - Deltona I
 Membership Type:

Under membership information You will see three boxes in the third box select the type of membership Annual or Lifetime.

Then fill out the form below with their full name, Email address, mailing address and phone number. Without these Nationals will not accept them as a member. Please do not use your school address for any personal memberships. Once you have put in their info click on Add at the bottom of the Screen.

Additional Information

High School Graduation Year

A green pop up should come up at the top of the screen saying that you added a member. Then do these same steps until all new members are added.

Register Added Me

- Manage Memberships
- Add Memberships
- Register Added Memberships
- Approve Pending Memberships
- Manage Membership Transfers
- Manage Batches
- Manage Chapter Leadership

Once you have entered all your new members click on Register added members on the left of the screen. Click the boxes to the left of their names and then scroll down and click on Register added members then click ok on the popup window. A green pop up should come up at the top of the screen saying that you were successful.

Actions

- [Analyze Added Membership\(s\)](#)
- [Register Added Membership\(s\)](#)
- [Update Profile Information Only](#)
- [Delete Added Membership\(s\)](#)

Then lastly after all has been registered click on Approve Pending memberships on the left of the screen and select all of your new members by clicking on the box to the left of their name and then scroll down and click Submit memberships to State and then click ok in the pop-up window. A green pop up should come up at the top of the screen saying that you were successful. Now everyone should be on your roster.

- Manage Memberships
- Add Memberships
- Register Added Memberships
- Approve Pending Memberships
- Manage Membership Transfers
- Manage Batches

How to renew Members who are already on your roster

Go to FFA.org Click on

Dashboard Click Alumni Leader

DASHBOARD Q

Teachers | Advisors

Student Members

Alumni Members

State Staff

Alumni State Staff

Alumni Leader

Post-Secondary Educator

State Officers

State Foundation Staff

Click on manage Roster.

And log in.



Quick Access

- RESERVE CONVENTION HOUSING
- MANAGE MY PROFILE
- MANAGE ROSTER

Once logged in Scroll down to see your members. Click the box next to the FFA ID of your existing members and then scroll down to the actions area and in the Renew Membership area make sure you have selected the current school year and then select the membership type. Then click on Renew Membership. A green pop-up screen should appear at the top of the screen saying you were successful.

Actions

[Submit Membership\(s\) to State](#)

[Change Membership Type](#) Select

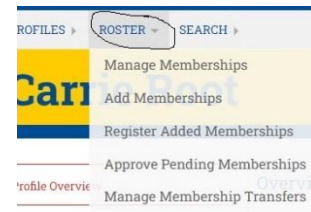
[Transfer Membership\(s\)](#) State: FL Chapter: Select

[Renew Membership\(s\)](#) Membership Year: 2024-2025 Membership Type: Select

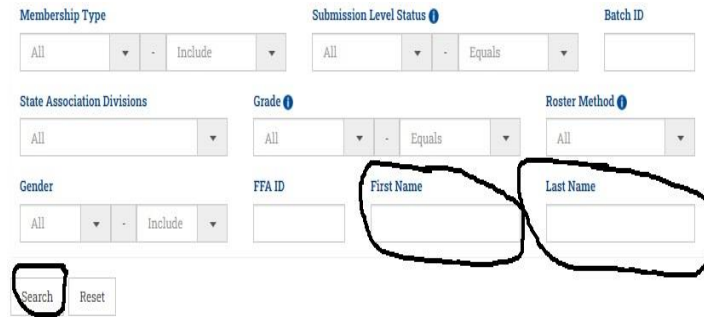
How to transfer a member

Here are the steps:

After logging in to your profile Click on Roster and Manage Memberships



then search for the member



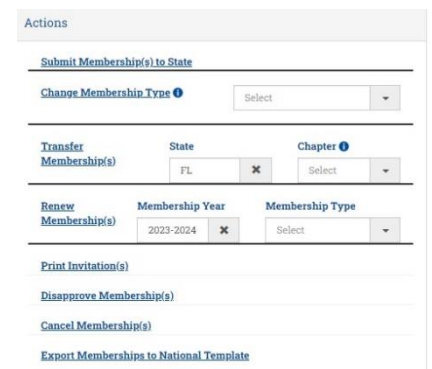
A screenshot of the FFA.org search filters. The filters include: Membership Type (All), Submission Level Status (All), Batch ID, State Association Divisions (All), Grade (All), Roster Method (All), Gender (All), and FFA ID. The 'First Name' and 'Last Name' input fields are circled in black. There are also 'Search' and 'Reset' buttons at the bottom left.

or

Scroll down to the person's name and check mark the box to the left of the persons FFA ID.

<input type="checkbox"/>	604652269	Deacon
<input checked="" type="checkbox"/>	603781777	Hailey
<input type="checkbox"/>	601443998	Johnathe

Scroll down to the Actions box and select the destination chapter next to Transfer membership. Then Click on Transfer Memberships. Here a popup screen will appear to press ok or cancel. Once you hit ok a green pop up should come up at the top of the screen saying that you were successful.



A screenshot of the 'Actions' box in the FFA.org interface. The 'Transfer Membership(s)' option is selected. The 'State' dropdown is set to 'FL' and the 'Chapter' dropdown is set to 'Select'. Other options include 'Submit Membership(s) to State', 'Change Membership Type', 'Renew Membership(s)', 'Print Invitation(s)', 'Disapprove Membership(s)', 'Cancel Membership(s)', and 'Export Memberships to National Template'.

If you need more help the Resources page on FFA.org is full of info.

How to find Resources.

Go to FFA.org

Click dashboard.

Click Alumni Member



Click on Resources or click Alumni Toolbox to search for help.

Other Resources to help with your Alumni chapter.

<https://ffa.app.box.com/v/start-an-alumni-chapter/file/295446710392>

<https://ffa.app.box.com/v/start-an-alumni-chapter>

<https://www.ffa.org/alumni-and-supporters/>

<https://www.ffa.org/alumni-and-supporters/start-an-alumni-chapter/>

<https://www.ffa.org/alumni-and-supporters/nontraditional-alumni-chapters/>