



NATIONAL  
FFA ORGANIZATION

# Application for Chartering/Reactivating a FFA Alumni and Supporters Chapter

Updated: 04/2018

To ensure accuracy, handwritten applications will not be accepted – ALL applications must be typed. Required fields are in **RED**.

**CHARTERING** \_\_\_\_\_ **REACTIVATING** \_\_\_\_\_

**CHARTER 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: [JOIN ALUMNI](http://FFA.ORG)

**CHAPTER SERVES THE FOLLOWING FFA CHAPTER(S):**

FFA Chapter Name & City: \_\_\_\_\_  
FFA Chapter Name & City: \_\_\_\_\_  
FFA Chapter Name & City: \_\_\_\_\_

Submit this completed application for Chartering/Reactivating/Renaming to your **STATE FFA ALUMNI AND SUPPORTERS ASSOCIATION**. They will complete the FFA Alumni and supporters chartering/reactivating process on FFA.org. After the charter/reactivating process is completed, the local teacher/advisor(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 in the local FFA chapter will receive an Alumni Leader Role for 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 in 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 501c3 status](#).

### **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:**

1. Go to [www.FFA.org](http://www.FFA.org)
2. 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 the following means to create an FFA.org login and then register (if not a life member):
    - a. Chapter Invite Code and first and last name exactly as shown in the system
    - b. Chapter ID and personal Invite Code, found on Manage Memberships
    - c. 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
3. Open your **FFA Dashboard** (top right of page)
4. Under *My Account*, select **My Toolbox – Instructor** or **My Toolbox - Alumni** depending on your role
5. 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.

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