



Starting a Local FFA Alumni Chapter Handbook



Table of Contents

Reasons to Have a Local FFA Alumni Chapter	Page 2
Why FFA Alumni versus Boosters?	Pages 3-4
Requirements for Chartering/Reactivation	Page 5
National FFA Alumni Membership Types and Programs	Pages 6-7
National FFA Alumni Member Benefits	Page 8
Starting the Process of Organizing	Pages 9-11
How to Organize a Local FFA Alumni	Pages 12-13
Hosting the Organizing Meeting	Page 14
How to Obtain Tax Exempt Status	Pages 15-18
Membership Induction Ceremony	Page 19
Sample Activities at the Local Level	Pages 20-23
Additional Resources	Pages 23-25
Appendix A	Pages 26-28

All materials found in this handbook may be reproduced for FFA Alumni purposes.

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Reasons To Have A Local FFA Alumni Chapter

FFA is a lifelong organization that begins in the seventh grade and lasts as long as you want it. Members can begin as student members and then activate their alumni membership or they may simply begin as alumni. Whichever way a member begins, alumni is a type of membership within FFA. Alumni members are volunteers made up of parents, family members, community members, supporters, former members and anyone interested in supporting agricultural education and FFA. Alumni chapters help FFA achieve its vision of growing leaders, building communities and strengthening agriculture by:

Engaging Our Students

As they develop premier leadership and personal growth, students become better equipped for career success. We have opportunities to help students develop every day.

- By offering students relevant resources through the gifts of time, talents and financial resources, we help them achieve success.
- By connecting students with the industry of agriculture, we prepare them for career success.
- By communicating the value of FFA experiences in our lives, we demonstrate how students are prepared for a successful future.

Supporting Our Advisors

Agriculture educators/FFA advisors are the heart of our organization. We have the unique opportunity to support our instructors every day.

- By providing quality resources and professional development, we support our instructors.
- By engaging trained alumni and volunteers through the use of volunteer management tools and development conferences delivered at the state and national levels, we assist instructors with optimizing work-life balance.
- By recognizing the work of our instructors to deliver the three-component model of agricultural education, we raise awareness of their accomplishments.
- By unifying the local community to support agricultural education and FFA activities and provide valuable assistance, we assure

Telling Our Story

Our story is about FFA – but it is also about agriculture, food, natural resources and agricultural education. Each of us has opportunities to tell our story every day by:

- Recruiting, educating and motivating members to use their influence at the local, state and national levels to advocate for agricultural education.
- Building relationships with legislators, school board members, school administrators, local government leaders, business leaders and other community leaders. These relationships allow FFA Alumni to inform and communicate the importance of agricultural education.



Growing Leaders, Building Communities,
Strengthening Agriculture

*"We make a
living by what
we get; we
make a life by
what we give."*

*-Winston
Churchill*

Why FFA Alumni versus Boosters?

Many people will wonder why it is important to establish a local FFA Alumni chapter on the state and national levels.

FFA Alumni Chapters are like Booster Clubs with Structure

Due to affiliation with the state and national organizations, a local FFA Alumni chapter is required to operate under a set structure, constitution and bylaws. This provides organization and consistency. Also, by being part of a much larger family, members are able to share and gain ideas from other alumni members from all over the country. The camaraderie and fellowship with other alumni members help to grow the impact alumni make on the program.

State and National Backing

State and national backing lends validity to the organization and allows people to engage in support of your local program no matter where they reside. Additionally, it provides a support system that a booster club lacks. Resources flow from national and state to support the local level and develop local members into effectively engaged volunteers within the agricultural education program.

Awards, Scholarships and Grants

When forming an FFA Alumni chapter, you have the opportunity to receive recognition for your work. By being an FFA Alumni chapter, you can offer additional opportunities for scholarships and grants that are only available to students/chapters with a state and nationally chartered, active National FFA Alumni chapter. There are also grants available to nationally chartered alumni chapters that can be used to develop and strengthen members as well as help fund student partner projects.

Member Recognition and Training

FFA Alumni members have the opportunity to take advantage of member benefits such as professional development and training. The national association and many states host events that include opportunities for networking and personal development and skill development. Plus, being a part of the FFA Alumni family allows you to recognize your outstanding volunteers through a variety of national and state recognition programs. Some of the national alumni opportunities include:

- Alumni's Advocacy Development Conference
- Regional Development Conferences
- Outstanding Achievement and Outstanding Chapter Awards
- Local Program Support Grants

Being a Part of the FFA Family

By forming an FFA Alumni chapter, you are able to use the FFA Alumni logo and the name "FFA Alumni" and file for tax-exempt status as a subsidiary of the nonprofit National FFA Organization. Additionally, as an active alumni member, you are considered eligible for discounts and offers made available to FFA from our various sponsors and can work with vendors that have been identified as official FFA fundraiser providers and retail licensees.

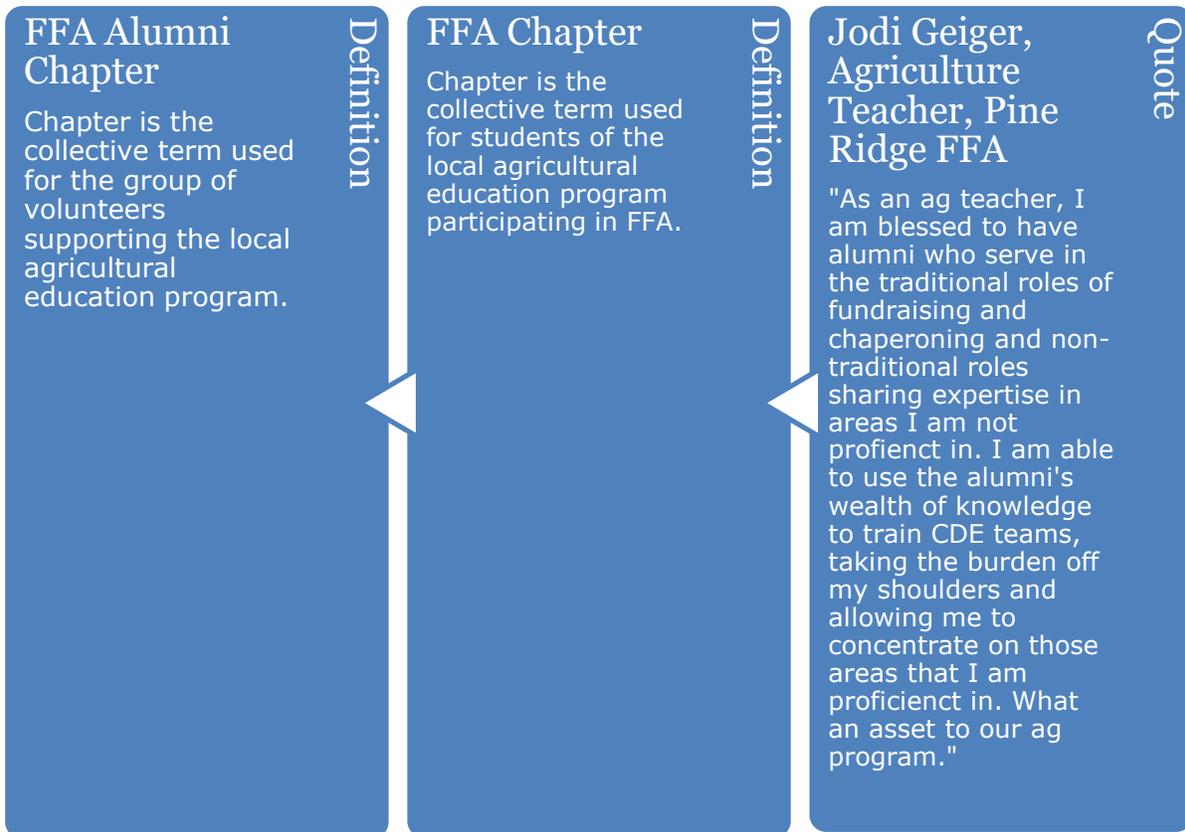
Independent Entity from School

Booster clubs are governed by the school in which they support; alumni chapters have an autonomy that allows them to open their own bank accounts, govern their activities and operations and ensure that the funds generated through their efforts are distributed to the agricultural education program/FFA chapter as determined in their bylaws.

Requirements for Chartering/Reactivation

To **CHARTER** or **REACTIVATE** a **local FFA Alumni chapter**, meet and maintain these qualifications:

1. Have at least 10 members who will pay National FFA Alumni member dues and state FFA Alumni dues (if applicable).
2. Have current bylaws in harmony with the National FFA Alumni Bylaws.
3. Have a council of elected officers.
4. Complete the **Application for Chartering/Reactivating**.
5. Submit the completed application for Chartering/Reactivating to your State FFA Alumni Association. They will complete the new alumni chapter set up process on FFA.org. After the charter process is completed, the local teacher/advisor(s) can then go to their Chapter Profile and add/link the Alumni chapter to their local FFA chapter. Once linked, all teachers/advisor(s) in the local FFA chapter will receive an Alumni Leader Role for the Alumni chapter. 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. Once the state receives your payment and submits your roster for national approval, you will then be issued a charter certificate and a scroll and allowed to apply to be a part of National FFA's 501c3 status.



National FFA Alumni Membership Types And Programs

Alumni is simply the next level of membership following student membership within the organization, but there are various categories within this level.



Before you can begin focusing on increasing your alumni chapter's membership, it is important that you are comfortable with the definitions of the various FFA Alumni membership categories and the different eligibility requirements. All formal definitions and associated fees can be found online, under Join Today at [FFA.org/alumni](https://www.ffa.org/alumni).

Associate Membership

Free for the first five years immediately following high school graduation

This membership allows FFA the opportunity to stay connected with those former FFA members and others who have moved on to professional or collegiate experience. National FFA automatically activates this form of membership for all graduating senior FFA members that have their graduation year completed in their FFA.org profiles. Associate Members will not be included in any rebate or awards program, have no voting rights and will not be included in official membership counts to determine the number of national voting delegates for a state. Following the free five years, to remain engaged members must transition to either an annual or life member. The membership grants members electronic communication, free access to MyFFA and My Journey, and access to all National FFA Alumni conferences and conventions.

Annual

\$10 + state dues per year

Annual membership is open to anyone interested in supporting and advocating for FFA, agricultural education, agriculture or volunteerism. Annual members receive the official FFA Alumni newsletter, the ability to attend personal and professional development conferences and conventions, additional sponsor benefits and a voice in alumni business.

Life Member

*\$160 (\$150 one-time investment + \$10 processing fee) + state dues
(\$200 one-time investment + state dues beginning August 1, 2018)*

Lifetime membership is a one-time investment in the future of our organization. Your investment ensures FFA and FFA Alumni will be around for future generations. Alumni lifetime members receive a membership card, a membership certificate, a lifetime subscription to the official FFA Alumni newsletter, a lifetime subscription to *FFA New Horizons* magazine, the ability to attend personal and professional development conferences and conventions, additional sponsor benefits and a voice in alumni business.

Nontraditional FFA Alumni Chapters

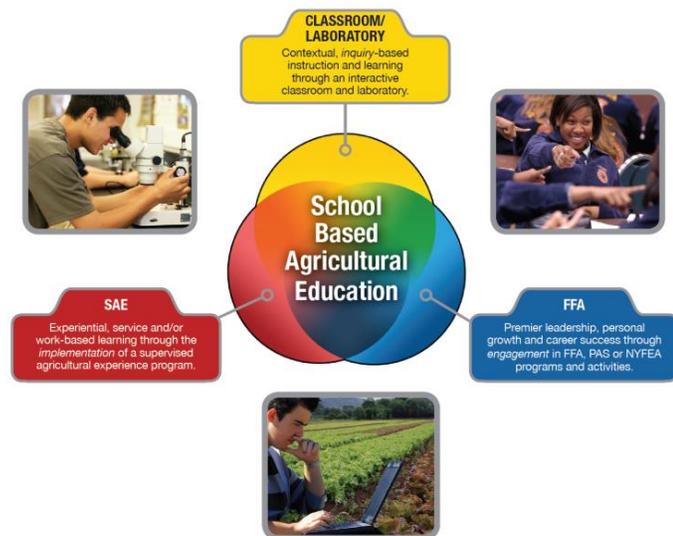
Non-Traditional FFA Alumni chapters are available to colleges, groups, businesses and corporations as a means of providing their members/employees an opportunity to individually and collectively help support Agricultural Education programs and FFA chapters as a unified FFA Alumni chapter without being tied directly to a local FFA chapter. Non-Traditional FFA Alumni chapters connect geographically-separate, yet otherwise-linked individuals to one another and allow them to rally around nearby chapters, even if those chapters are not their home chapters. This connection allows them to be a helping hand to local FFA advisors, as well as to state associations and the national organization.

Affiliation Program 2.0

\$100 Annual fee + state fee per alumni chapter

The membership affiliation program is designed to easily mobilize volunteers to support local agricultural education programs and their FFA chapters. This program allows affiliates to provide membership, services and benefits to an unlimited number of volunteers/supporters for one fee while keeping the rest of their funds right at home for their local programs. This program will also assist the National FFA Alumni in their strategic goal of having an active alumni chapter for every FFA chapter in the country and dramatically increasing the number of advocates and supporters with time, talent and resources at the local, state and national levels.

Each state FFA Alumni association is able to set state FFA Alumni membership types and associated dues. Please see your state FFA Alumni leadership for this information or contact the national office for assistance.



National FFA Alumni Member Benefits

- Monthly communication from the National FFA Organization and National FFA Alumni Association with key tools and resources to be the best volunteer possible for your local FFA chapter.
- An annual subscription to *FFA New Horizons*.
- Opportunity to show your support for quality education.
- Satisfaction of helping youth reach their full potential.
- Be a part of a dynamic team.
- Camaraderie and fellowship with fellow FFA Alumni members and FFA members.
- Funding from National FFA Alumni Association through grants, scholarships and awards to active alumni chapters.
- Leadership workshops at the national and regional levels from National FFA Alumni Association employees.
- The priceless feeling of giving back to make a difference in the lives of youth.



Starting The Process Of Organizing

Meet with the Agriculture Educator(s) at Your Local Program

The first step in starting a local FFA Alumni chapter is having a discussion with the teacher(s) about how an alumni chapter can benefit them, the program and FFA chapter. Remember, FFA Alumni exist to assist the teacher. Each program should have an advisory committee that is responsible for ensuring the curriculum taught is meeting the needs of the community and industry. The role of alumni is to assist in whatever capacity the teacher(s) requests.

In your discussions with the teacher(s), make a list of the specific areas in which he/she sees the alumni assisting. Examples include: arranging field trip locations and logistics; raising funds for students to attend events or providing scholarships; coaching specific career development event (CDE) teams; identifying classroom guest speakers; hosting parent orientation night for parents of students just entering the program; finding chaperones to accompany the chapter to district/state/national events; helping facilitate a community service activity; and more. Be specific about the areas the alumni will offer assistance.

Talk to other teachers and alumni within your state or region to learn about ways in which they assist their local program, chapter and teacher(s)!

Recruit Members to Form the Nucleus or Organizing Committee

Once you've identified the purpose and role of your local FFA Alumni, start pulling together a nucleus group to establish the chapter. Identify a small group of people to serve on this organizing committee. There is not a set number of people to involve on this committee. In general, you want about four to eight individuals committing their time and energies to establishing the local chapter.

This committee then becomes responsible for the following:

DO YOUR HOMEWORK

What has already been done in your community in terms of a volunteer group to assist the agricultural education program? Has your local FFA chapter/agricultural education program had a local FFA Alumni chapter in the past? Do you have a booster club that's looking to be reenergized? Was it successful? Who was involved and can we reengage them now? What needs to be done? Doing your homework is an essential part of the process. As a committee, develop lists of questions like those above and answer them to help you determine the best ways to structure and implement the new FFA Alumni.

LOOK AT YOUR CURRENT SITUATION

Know the situation of your community, the school, the agricultural education program and FFA chapter before you start recruiting members and promoting alumni. Work with the teacher(s) to determine the current support received from the school administration, school board, community leaders, businesses and more. What is the value and quality of the agricultural education program, FFA chapter and the teacher(s) that we can promote and advocate on behalf of? Consider the demographics of your community and the different segments you might recruit to join your local chapter (parents, former members, school board and administrators, those in agriculture, and more).

CONTACT YOUR STATE FFA ALUMNI ASSOCIATION (IF AVAILABLE)

Your state FFA Alumni can be a valuable resource for you. Not only can they help you navigate the paperwork to charter a local chapter, they have experience on their side and can offer insight and suggestions. Additionally, many times, state FFA Alumni officers are willing to travel to organizing meetings to assist with presenting on the benefits of a local FFA Alumni. They can also provide state dues information, any awards and events they offer and contacts within your area that may be able to assist in some way. If you or your teacher(s) are not aware of a state FFA Alumni, contact the national office to determine the appropriate contact.

DEVELOP A PURPOSE OF THE LOCAL FFA ALUMNI CHAPTER

Based on your discussions with the teacher(s), develop a statement that describes the FFA Alumni and the goals of the alumni chapter. A brief statement of purpose allows you to communicate effectively to stakeholders and recruit members.

DETERMINE YOUR CHAPTER NAME

Based on who the chapter will be serving, you can select a name for your chapter. Most select the name of the school that they are serving, however many go by the county/valley/area name based on if they are serving more than one program. Your official name will be (chosen name) FFA Alumni. Some chapters choose to add "and friends, family, supporters, etc.," to their name for general use and to assist in overcoming the confusion sometimes associated with the term "alumni." These additions are fine; however, it's important to note that your official name is FFA Alumni and needs to be noted as such for items such as tax-exempt status.

DEVELOP PRELIMINARY BYLAWS

The committee needs to draft preliminary bylaws (these can be combined into one working document) to be presented at the organizing meeting for adoption. A sample of a chapter bylaws document is available at FFA.org/alumni, under Alumni Resources/Alumni Chapter Resources.

DEVELOP PRELIMINARY OFFICER POSITIONS AND DUTIES

As a committee, create a draft on how the leadership positions for your chapter could be structured. These positions will also be presented at the organizing meeting for approval. We highly recommend writing brief job descriptions for each leadership position. This will ensure that those interested in taking on a leadership role understand their responsibilities and expectations. Contact the national office for sample job descriptions. Note: Occasionally, people are put off by traditional terms of president and vice-president. If you feel this is a hindrance in getting people to run for office, consider calling the positions by an alternative name, such as chair or vice-chair.

DEVELOP A PRELIMINARY MEMBERSHIP STRUCTURE

Once you've reviewed the state and national membership structure and associated dues, you can determine if you want to charge local dues. Not every state charges state dues, nor does every local chapter. However, it is a good way to initially generate operating funds to start functioning. Determine the membership types and dues that seem appropriate for your local membership and present those at the organizing meeting for approval. Your state association can assist with understanding how other chapters structure membership and dues.

DEVELOP PRELIMINARY SIGNATURE PROGRAMS BASED ON ADVISOR FEEDBACK

Based on your discussions with the teacher(s), brainstorm two to three things the FFA Alumni could take on in the next year. It's easy to feel overwhelmed when you look at all the opportunities to engage members in support of the program. In goal setting, it's important to select just a few that you can reasonably accomplish. Determine with the teacher their priority of needs and have the two to three possible signature projects ready to present at the organizing meeting. People tend to get enthused about assisting with programs that have had some forethought versus just asking for people to come up with activity suggestions during the meeting. For example, your goals might be as follows:

1. Hold a fundraiser by Aug. 31 to be donated to the FFA chapter to assist in defraying the per-student cost to attend the National FFA Convention & Expo in October.
2. Identify coaches to train four CDE teams (list the event areas) to compete at the district competition in November.
3. Host a community dinner during National FFA Week for FFA members, alumni members, school faculty and the community to join together in celebration, tour the agricultural education facilities and learn more about agricultural education, FFA and FFA Alumni.

DEVELOP A PRELIMINARY BUDGET TO ESTABLISH THE CHAPTER

The best plan and intentions will go nowhere without adequate financing. Remember, this is an investment in the chapter's future. Determine the costs for mailings, public notices in the paper, open houses, etc. Identify a way to cover these initial costs until the chapter is organized and generating revenue (possibly through membership dues, fundraisers, grants, etc.). This is the ideal time to engage members of your community in offering financial gifts or donating their services/resources to cover initial costs.



For other ideas on starting an alumni chapter, see the "Give Me 10" program in Appendix A.

How To Organize A Local FFA Alumni Chapter

The estimated times below are approximate and show that it doesn't take a lot of time to start an alumni chapter. Follow these guidelines to establish an alumni chapter to support your efforts and ensure your program's survival.

Task

Identify potential members. A strong, well-organized, local organization begins with a strong nucleus. Three to five interested individuals can be the foundation to starting off on sound footing. Utilize the leadership FFA has already developed in your area. Make a list of individuals who would be great volunteers and ask if they are interested.

Develop tentative bylaws prior to the meeting. (Suggested bylaws are available at FFA.org/alumni, under Alumni Resources/Affiliate Resources.)

Call an informational meeting to:

- Review the purpose and benefits of a local alumni chapter and how it will help local FFA members and the program.
- Define membership eligibility.
- Discuss the procedure for chartering a local alumni chapter.
- Review the suggested FFA Alumni constitution, bylaws and application for local charter.
- Appoint a chairperson to assign duties.
- Make a list of potential members and divide the responsibility of contacting each prospect with members of your nucleus committee.

20 minutes

Publicize the first official organizational meeting that is open to the public, the alumni chapter and community members:

10 minutes

Write and deliver a news release to the local media and announce the meeting date, location and purpose.

5 minutes

Have FFA members send handwritten invitations to parents, administrators and community leaders.

5 minutes

Have nucleus members contact potential members in person or by telephone. Ask people to spread the word to at least five other individuals.

60 minutes

Conduct the organizational meeting:

5 minutes

1. The temporary chairperson and committee should present the purpose of the meeting, explain the purposes and objectives of a local FFA Alumni chapter and discuss possible activities to help accomplish them.

- | | |
|--------------------------|--|
| 5 minutes | 2. Review alumni promotional materials. |
| 10 minutes | 3. Invite an FFA Alumni state or national council member to assist in presenting the purpose and objectives of the alumni association. |
| 30 minutes | 4. Have the temporary chairperson ask for a motion to form the chapter. The local chapter advisor or FFA president then takes over the meeting for the election of president. Make sure the president is respected and willing to put forth the time and energy necessary to start a chapter. The president then takes over the meeting to conduct the election of the vice president, secretary and treasurer. A local set of bylaws should be handed out and each item discussed. From this, draw up the permanent bylaws. A motion to accept the bylaws is then in order. |
| 10 minutes | 5. Establish local dues and set a date for the next meeting. National and state membership dues should be mentioned. Discuss the alumni affiliation program and the potential for donations to help cover the fee. The length of time from this first organizational meeting in which a potential member can be considered a charter member should be set. Most groups allow one month – the shorter the time, the better. Make plans to conduct the member initiation ceremony at the next meeting or special event. |
| <u>10 minutes</u> | Publicize the results. Publicity of the meeting should go to all media sources. The successful activities of a local FFA Alumni chapter will make a successful organization. |

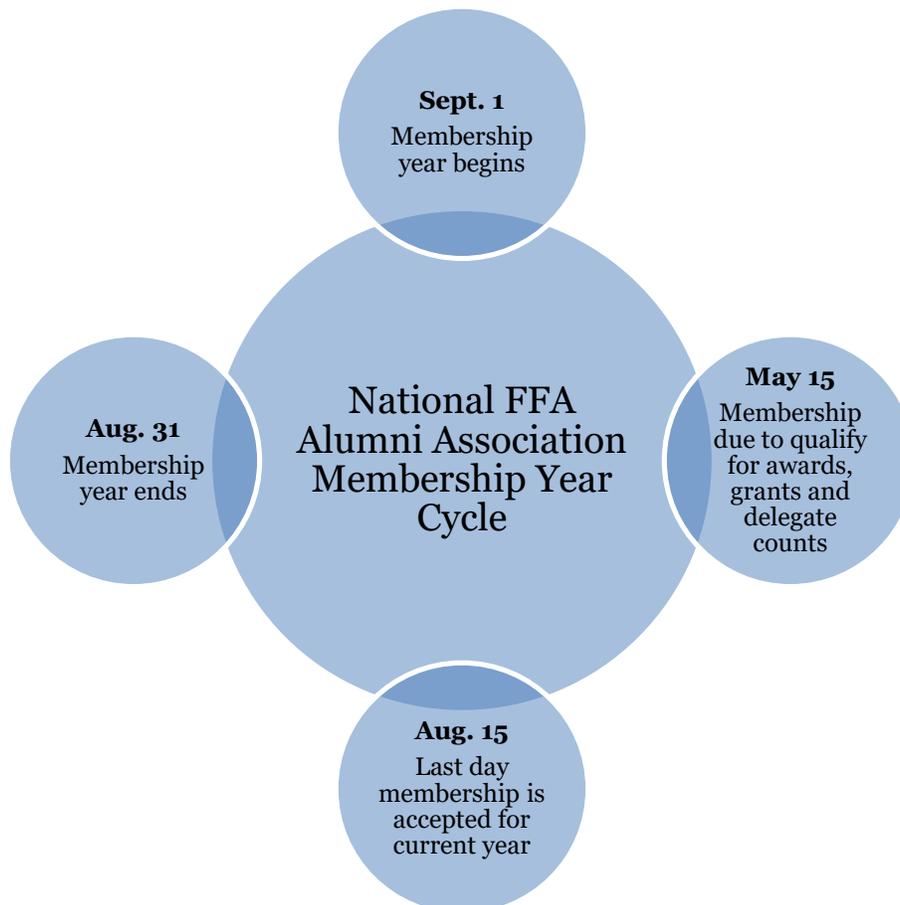
Special Notes

1. Have all members pay dues immediately following the meeting. This will ensure they will be charter members.
2. Complete a roster with each member's information.
3. If the member is currently a member of another chapter and would like to transfer to the new chapter, please include all information plus current chapter number and member number, if known.

Hosting the Organizing Meeting

Once you have the preliminary pieces in place, it's time to call the organizing meeting to order. Be sure you promote the time, location and purpose of the meeting to a broad audience (parents, former members, agriculture businesses, etc.). Here are a few things to consider in preparation for the event:

- Make the time and location convenient for most people.
- Invite a state FFA Alumni representative or neighboring alumni group to attend, bring greetings on behalf of the state, present benefits and answer any questions.
- Have food! You'll draw more people in with snacks and beverages.
- Give attendees printouts of the preliminary bylaws, officer job descriptions and membership structure. This will allow people to peruse the information as you make the presentation and be prepared to discuss each item.
- Collect membership information and dues on site once the group has voted to establish a chapter and approved the membership structure. Note: You may need to initially deposit dues checks in the school account until you get your employee identification number from the IRS and open a bank account.



*All dates EXCEPT the May 15 date will move one month earlier beginning in **2018**.*

Obtaining Tax-Exempt Status

The FFA Alumni Association (local, state, and national) is considered for Internal Revenue Service exemption purposes as a subordinate to the National FFA Organization, which at the time of non-profit exemption approval in 1976 was the Future Farmers of America Organization. The National FFA has been designated a group exemption number (GEN) by the Internal Revenue Service. All subordinates of the National FFA, which include all chartered and active local and state FFA Alumni Affiliates, must use this GEN number to verify tax exempt status on all reports to the IRS. Local and state FFA Alumni Affiliates must file for their own employer identification number (EIN) which is required when filing the IRS Form 990/990-N. The EIN is also required when bank accounts are opened or other investments are established that generate interest or dividends for the local or state FFA Alumni.

How do we obtain federal tax-exempt status for our alumni chapter/association?

Step 1: Ensure "active" status with the National FFA Alumni Association by contacting National FFA Alumni at alumni@ffa.org or by starting/reactivating a local FFA alumni chapter or state FFA alumni association. To start/reactivate an alumni chapter/association submit an "Alumni Affiliate Chartering/Reactivating" form and submit the required minimum required members and payment to National FFA. "Active" chapter status requires at least 10 members annually at the local level and at least 50 members annually at the state level to maintain status and qualify for tax-exempt status under the FFA umbrella.

Visit www.ffa.org/support/alumni/about/start-an-affiliate to obtain all chartering/reactivating paperwork along with all tax documents that you will need.

Step 2: Obtain an Employee Identification Number (EIN) from the IRS. To obtain an EIN complete the following steps:

1. Go to the IRS website at:
<https://sa.www4.irs.gov/modiein/individual/index.jsp>
2. Click "Begin Application"
3. Select **View Additional types including Tax Exempt & Governmental Organizations** and click "Continue >>"
4. Select **Other Non Profit/Tax Exempt Organizations** and click "Continue >>"
5. Confirm your selection and click "Continue >>"
6. Select **Banking Purposes** and click "Continue >>"
7. Chose **Individual** as the Responsible Party and click "Continue >>"
8. Enter the name and social security number of the primary contact for your alumni chapter

NOTE:

- This should **NOT** be your local agricultural educator or the school address. By listing the agricultural educator and/or the school address may void your ability to operate as an independent, unincorporated organization from the school and will allow for the school district to have authority over your activities and financial accounts.
- The IRS has assured us that your SSN will not be linked to the EIN, it is solely for initial verification.

Select **I am responsible and duly authorized member or officer having knowledge of this organization's affairs** and click "Continue >>"

9. Enter the mailing address and phone number of the alumni chapter or association and additional information requested.

NOTE:

- *This should **NOT** be your local agricultural education school address. By listing the local agricultural education school address may void your ability to operate as an independent, unincorporated organization from the school and will allow for the school district to have authority over your activities and financial accounts.*

10. Verify your physical location and select either **Accept As Entered** or **Accept Database Version**

- Enter the legal name of organization, Trade name/Doing business as, County, State, and start date.

NOTE:

- Be sure the name you supply the IRS is the same name on record with National FFA Alumni. All Legal Names are required to include "FFA Alumni".
- If you would like to do business as something other than "____ FFA Alumni Chapter" this is where you would enter that name

11. Check appropriate answers to questions (most likely all NO) to the following questions:

- Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more?
- Does your business involve [gambling/wagering](#)?
- Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))?
- Does your business sell or manufacture alcohol, tobacco, or firearms?
- Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months?* (Forms W-2 require additional filings with the IRS.)
 - *This may apply for some state associations.*

Click "**Continue >>**"

12. Select **Other** and click "**Continue >>**"

13. Select **Other** again and type in "Educational Support", click "**Continue >>**"

14. Select how would you like to receive your EIN confirmation and click "**Continue >>**"

- Your number should arrive shortly after completing this process if you selected email confirmation.

15. **CONGRATULATIONS!** You have completed the EIN application process.

Step 3: Complete and submit the "Application for National FFA's 501c3 Status". Once received by National FFA, we will contact the IRS and have your EIN linked to the FFA Group Exemption Number (GEN). A letter will then be sent to the alumni chapter/association indicating they've been linked and provide information verifying the GEN.

Step 4: Has your alumni chapter applied for **income tax exemption** in your state? If not, you may need to do so in order to be eligible for sales tax exemption. Each state has different requirements so visit your government websites to learn more.

- To obtain state tax-exempt status and be **sales tax exempt** in your state, your alumni chapter will have to contact the state agency that manages sales taxes. This is the State Department of Revenue in some states; it may be a different agency in your state. The agency should have a form or a similar process as above for you to use to request exemption from sales tax. You can indicate that you are exempt from deferral income taxes under the National FFA's GEN and include that information with your application. That may be enough to get the exemption.

Step 5: File necessary tax forms (990, 990-EZ, or 990-N) annually with the IRS to maintain your EIN. You will also need to pay dues/fees annually to National FFA to maintain your active status. Each year the IRS requires FFA report any alumni chapters/associations that no longer qualify.

What happens if we don't file a 990?

The law requires that FFA Alumni chapters/associations to file an annual Form 990, 990-EZ, or to submit a Form 990-N e-Postcard to the IRS. If an alumni chapter/association fails to file an annual return or notice as required for 3 consecutive years, it will automatically lose its tax-exempt status. Late fees can be accrued for chapters/associations filing late each year.

What if we don't know if we have an EIN or if that EIN was submitted to FFA?

- If you don't know if your alumni chapter/association ever filed for an EIN you may contact the IRS at 1-800-829-4933.
- If you are unsure if your EIN was submitted and is linked to the FFA GEN, you may email a request for verification to alumni@ffa.org.
- *If you know your EIN was not submitted to be linked to the FFA GEN, complete and submit the "Application for National FFA's 501c3 Status" that can be found at www.ffa.org/support/alumni/about/start-an-affiliate.*

Contact alumni@ffa.org or (317)802-6060 with questions or to receive either of the following forms by email:

- *Alumni Affiliate Chartering/Reactivating Form*
- *Application for National FFA's 501c3 Status*

What forms must be filed annually?

Status	Form to File	Instructions
		<p>NOTE: Your tax year will automatically default to match National FFA's tax year which runs January 1 – December 31. You will need to file Form 1128 with the IRS to change this.</p>
<p>Gross receipts normally ≤ \$50,000 Note: Organizations eligible to file the e-Postcard may choose to file a full return</p>	990-N	<p>The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday or legal holiday, the due date is the next business day. You cannot file the e-Postcard until after your tax year ends.</p>
<p>Gross receipts < \$200,000, and Total assets < \$500,000</p>	990-EZ or 990	<p>Due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the form is due May 15 of the following year. If the due date falls on a Saturday, Sunday or legal holiday, the due date is the next business day. You cannot file until after your tax year ends.</p>
<p>Gross receipts ≥ \$200,000, or Total assets ≥ \$500,000</p>	990	<p>Due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the form is due May 15 of the following year. If the due date falls on a Saturday, Sunday or legal holiday, the due date is the next business day. You cannot file until after your tax year ends. <i>Can be filed electronically or hard copy.</i></p>

Visit <https://www.irs.gov/Charities-&-Non-Profits> for additional information and resources.

Membership Induction Ceremony

FFA Alumni President:

In 1969, the concept of the National FFA Alumni Association was established; the National FFA Alumni Association was not chartered until 1971 and was established in support of the National FFA Organization. Since that time, thousands of individuals at the local, state and national levels have joined the FFA Alumni to secure the promise of FFA and agricultural education for future generations.

Cooperation is the foundation upon which we build success. Only through our efforts together are we able to reach new heights.

As FFA Alumni members we are entrusted with the greatest tasks: to help educate our youth and ensure the success of their future. As parents, community leaders, and friends, each of us has a responsibility and we must fulfill that duty. Each student will need you, help when you can, be trustworthy and honest, but most importantly make each moment a positive learning experience.

Service as an FFA Alumni member is an honor and privilege, through which we counsel, guide, support, listen, and mentor. We can secure the promise of FFA and agricultural education through premier leadership, personal growth, and career success. Will all FFA Alumni member candidates please rise?

(FFA Alumni Member Candidates Rise)

Alumni President:

Do you pledge to be an advocate for agricultural education and FFA by being diligent in your endeavors to ensure the success of the FFA and FFA Alumni in our community? If so, answer 'I do'.

Alumni Member Candidates:
I do.

Alumni President:

I, (Name), President of the (Alumni Chapter, State, or National) FFA Alumni (chapter or Association) confer upon you membership within the FFA Alumni organization, with all rights privileges and responsibilities!

Let us welcome our new members with a round of applause.

(Round of applause)

Alumni President:

FFA Alumni Members may be seated.

Congratulations! Membership within the FFA Alumni is essential in securing the success of the FFA and agricultural education. Through our continued cooperation, we will realize new visions and goals and achieve tremendous success.

Sample Activities At The Local Level



Alumni Member Development

BENEFITS

- Identify how interests/talents can contribute to FFA Alumni activities.
- Provide opportunities to socialize and be included.
- Share opportunities for service and leadership.
- Receive newsletters with important news and events.
- Provide opportunities for recognition.

PROFESSIONAL/PERSONAL DEVELOPMENT

- Run for a member leadership opportunity (officers).
- Network with stakeholders.
- Train to develop skills in areas of interest or need.
- Support enhancement of existing skills.
- Provide opportunities for teamwork and/or collaboration.
- Provide opportunities for responsibility.
- Attend state convention and/or local retreats.

MEMBER RECRUITMENT

- Conduct membership drives.
- Develop activities/actions that attract and retain members.
- Create community (parents, graduating students, industry and other stakeholders) awareness of FFA Alumni benefits.
- Attend community events with the goal of recruiting members.
- Utilize a volunteer inventory to successfully onboard potential candidates.

Advocacy for Agricultural Education

COMMUNITY SUPPORT

- Speak one-on-one.
- Speak to a small group.
- Speak to a large group.
- Facilitate a workshop.
- Write letters.
- Write invitations.
- Write thank you cards.
- Issue press releases and/or multimedia advertisements; post on social media outlets such as Facebook, Twitter and/or blogs.

SCHOOL OFFICIALS SUPPORT

- Discuss the Agriculture, Food and Natural Resources (AFNR) content standards.
- Promote 21st century job skills through the use of My Journey.
- Develop program goals with school officials.
- Assist in providing scholarships or other monetary donations to aid in the purchase of student pins, travel expenses or banquet needs.
- Speak positively about the local chapter.
- Attend a chapter event.
- Hire FFA members for internships and/or permanent positions.
- Submit articles to newsletters or local media.
- Wear FFA apparel.
- Chaperone.

COMMUNITY SERVICE

- Help provide scholarships or other monetary donations to aid in the purchase of student pins, travel expenses or banquet needs.
- Speak positively about the local chapter.
- Attend a chapter event.
- Hire FFA members for internships and/or permanent positions.
- Submit articles to newsletters or local media.
- Wear FFA apparel.
- Chaperone events.
- Communicate tactfully with various groups outside of agricultural education.

Agricultural Education/FFA Program Development

STUDENT RECRUITMENT

- Create a promotion plan for incoming freshmen.
- Identify opportunities and resources to promote agricultural education.
- Identify and plan engagement opportunities for stakeholders to promote agricultural education.
- Facilitate opportunities for FFA programming focused on elementary and/or middle school.

COOPERATION

- Teach others how to implement the problem-solving model for a given situation.
- Identify potential stakeholders to provide time and talent as it relates to team building and cooperative skills.
- Serve as a community partner at service engagement opportunities.
- Seek resources to develop healthy relationships.

TEACHER SUPPORT

- Act as classroom and lab resources.
- Share time, talent and resources.
- Assist the teacher in promoting agricultural education and/or FFA program impacts/successes to internal and external stakeholders.
- Aid in the development of business cases for creation, continuation or expansion of agricultural education and/or FFA programs.
- Support a strong work-life balance for teachers by providing assistance as needed.
- Support professional development, paying dues or continuing education units (CEU).
- Become a certified substitute in order to allow teacher(s) to experience professional development.
- Create strong relationships with teachers to have a higher level of trust and accountability/dependability for both parties.
- Foster cooperation by reporting on alumni efforts.
- Ask the question, "How can I be of service?"

FINANCIAL

- Cash donation or acquisition.
- In-kind donations such as volunteering time and resources.

*Student Development***LEADERSHIP**

- Serve as a coach and mentor.
- Apply personal strengths to an independent project.
- Assess personal qualities and areas of weakness.

PERSONAL GROWTH

- Conduct personal assessments.
- Set goals.
- Create emotional development plans.
- Discuss time management priorities.
- Incorporate journaling.
- Seek resources to support healthy relationships.
- Encourage the use of My Journey for career preparation.

CAREER SUCCESS

- Promote student use of My Journey.
- Job shadow.
- Mentor.
- Assist with supervised agricultural experiences (SAEs).
- Train CDE teams.
- Provide college scholarships.
- Provide job opportunities.
- Serve as a "content expert presenter" to classrooms.
- Arrange campus tours.
- Provide transportation.
- Chaperone district, state or national CDE competitions.

ADDITIONAL RESOURCES

Visit FFA.org to find resources for planning and organizing your alumni chapter. Under the National FFA Alumni Association tab, you can access all of these items listed below, plus more!



UPDATED Alumni Resource Guidebook

Combination of several ready-to-use resources with the Growing Quality program guide.

BUSINESS OPERATION FOR ALUMNI

Agricultural Education Organization Chart

Organizational chart showing hierarchy of the organization in business terms and structure.

Alumni Affiliate Constitution and Bylaws

A sample outline that chapters can use to create their own.

Alumni Leader to Leader Newsletter

Electronic archive of past issues.

Alumni Organizational Chart

Organizational chart and structure handout to use with new members.

Growing Quality: National FFA Alumni Quality Program Guide

Tool used to conduct an evaluation of the local FFA Alumni program and develop clear goals and objectives for the program.

How-to Guides

Step-by-step guides with graphics on how to use the new website. Specifically geared to alumni and alumni leaders.

Important Dates

Application and registration due dates.

Less Time, More Impact Resources

Quick guides that are suggestions for surviving in organizations. These can be used to help the chapter and members grow and become the most effective.

National FFA Alumni Manual

Includes the national constitution and bylaws as well as everything you need to know about the alumni.

Starting a Local FFA Alumni Affiliate Handbook

Everything you need to get a new chapter up and running.

Tax Forms and Information

Find all of the required tax forms for your alumni chapter along with the necessary information and steps on how to become part of the organization's 501(c)(3) status.

What Are Our Roles

Chart identifying the roles and daily responsibilities of the instructor/advisor and the alumni and how the two can work together.

FFA ALUMNI MEMBER DEVELOPMENT

NEW - Membership Information and Materials

Find the latest information regarding membership and the affiliation program, including all of the necessary agreements and ready-to-print brochures.

Development Conferences

Agendas and registration information for all of alumni's conferences.

Session Materials and Resources

Presentations and materials from past conferences.

ADVOCACY FOR AGRICULTURAL EDUCATION

Affiliate Impact Excel Form

Forms to use when collecting Impact Data to be input into the FFA.org data collection system.

New Visions

Electronic archive of past issues.

AGRICULTURAL EDUCATION/FFA PROGRAM DEVELOPMENT

Chapter Request Form

A form that the local agricultural education program can use to make requests for the year to the alumni so that they can provide their time, talent, and resources and plan their yearly Program of Activities.

Volunteer Resource Inventory/Excel

An inventory sheet used to identify personal time, talents and resources available to their local agriculture educator.

Volunteer Resource Inventory Database

Editable electronic database that accompanies the Volunteer Resource Inventory. Record your volunteer data in this document and then present to your local agriculture educator so that they can easily sort their volunteers based on need.

Volunteer Resource

Training modules that a chapter can use to train their members.

STUDENT DEVELOPMENT

NEW - 2015 Alumni Leadership Scholarship Report Form

This form must be completed and returned by Oct. 1, 2016, to the National FFA Alumni Association for your state to be eligible for 2016 funds.

Possible Activities/Ideas

A list of promising practices to provide ideas for your alumni chapter.

American Farm Bureau Foundation for Agriculture Food & Ag Resource Guide

A list of promising practices to provide ideas for your alumni chapter.

Appendix A

Give Me 10

This program is designed to develop FFA Alumni Chapters that can help agricultural education teachers, involve volunteers and expand opportunities for current and future FFA members.

TO THE TEACHER:

Yes, everyone has heard the war stories about community members wanting to run the program, and the best way to prevent that scenario is developing the Alumni correctly from the beginning. It is true that most members of the community have no idea the demands on your time from school, FFA, and family, but if they did, they would be willing to help without adding to your already full plate. Alumni members can give you more time to teach.

TO THE ALUMNI:

Thank You for stepping up and asking to become part of an organization this is going to allow the agricultural education program and FFA chapter to grow and offer the members expanded opportunities. As an Alumni member you can provide three things that every agriculture teacher needs to move their students to the next level: extra time, the ability to raise funds, and expertise and experiences to share.

10 Steps to the “GIVE ME 10” Program

STEP 1

Agricultural education teachers with no alumni chapter or an inactive alumni chapter:

Invite 3 or 4 community members to your school that you feel will help develop a support group for your agriculture program.

Alumni chapters with new agriculture teachers:

Set up a meeting with the teacher and 3 or 4 Alumni members to start the process.

Alumni Chapters that want to do more with the agriculture education program:

Select 3 or 4 Alumni members and set up a meeting with the agriculture teacher.

STEP 2

After introductions, spend just a few minutes talking about the future, but stop short of setting goals.

STEP 3

Set a date to trade your “10” list, with time for each side to address their list. Set this date at least 10 to 14 days later but no more than a month. Both sides need time to think and consider the 10 items they want to trade.

STEP 4

Decide who will attend the "10" list review meeting:

- 3 or 4 Alumni members max- we want representatives, not the chapter
- Agriculture teacher
 - Consider inviting your principle and/or a school board member, so that they can see the support you have and better understand the help and support you need.
- 2 or 3 FFA Officers – to see where the agriculture teacher needs help, what the alumni chapter is willing to offer, and how students can get involved

STEP 5:

Build Your "10"

- **Agriculture Teacher:** Build your list of 10 with things that you need and things that would make the job easier. You may want to compile a list of 15 to 20 items and then cut it to the 10, and only 10. Your list also needs to be somewhat specific. Don't just ask for money, but what it is for. If you need help with a team, which team, and if you need help with a field trip, where and what time of year.
- **Alumni:** Involve as many members as possible to compile the list and brainstorm a lot of ideas, but realize that not everyone's ideas will make the list. As you build the list, discuss what you can do and identify people that could help with each item. Realize that you do not know what the teacher is going to ask for, and that they can identify what should be at the top of the list. You are building a list of items that could help support the program, not telling the program what to do.
 - Remember to build your list with a range of small simple tasks (someone to run to the store one or two days a week) to events that are going to raise several hundred dollars to fund the program and/or FFA Members.
 - Realize the agriculture teacher is going to only select 4 items off of your list and that they are going to become your top priority to accomplish during the year. That does not mean you can't do other things on the list, but they should not start until the prioritized events are planned.
 - Understand that you are going to get a list of 10 activities that the agriculture teacher is going to give you to work on, and from that list of 10 you are going to commit to working on 5 of them this year, as well as working to help with several more.
 - Remember you are building a list that your group is willing to do. These may involve the teacher and students, but should not require their time or presence. They could be asked but should not be expected to be involved. We want to help give them time, not take more of it.
 - This is a group commitment, not just one person. You may want to vote on your final list.

STEP 6:

Trade your lists. You may need to clarify some of the things on the list. Set the time/date for your list selection meeting, giving you plenty of time to review and discuss. The teacher should select 4 from the alumni list and the alumni should select 5 from the teacher's list.

- Remember that our goal is to develop long term working relationships between agriculture teachers, FFA members, and alumni. Rome was not built in a day, and neither will this relationship.

STEP 7:

Meet to address your selections. Enter this meeting with a very open mind. Both groups selected items that they felt were meaningful, so work with that thought process. The agriculture teacher should also be able to trade for something that they see a major need for. Alumni efforts are to meet the program and agriculture teacher's needs. Upon leaving this meeting, the alumni should be smiling and excited and the agriculture teacher should be able to see more off their plate.

STEP 8:

Build the alumni chapter program of activities. Use the list to build the activities and committees, and set the calendar for the year in accordance to what fits best with the FFA chapter program of activities. (Ask the agriculture teacher for theirs.) Share the final alumni program of activities with the agriculture teacher so that the teacher and students are aware of all alumni activities.

STEP 9:

The alumni chapter has offered to help and support, and should follow through with that plan in order to ensure the success of the relationship.

STEP 10:

Complete the National FFA Alumni Chapter Award Program and report to National FFA your volunteer hours and money raised. This can help you advocate for your chapter and reflect on what you can do to continue to build for the future!



NATIONAL
FFA ORGANIZATION

THE FFA MISSION

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

THE AGRICULTURAL EDUCATION MISSION

Agricultural education prepares students for successful careers and a lifetime of informed choices in global agriculture, food, fiber and natural resources systems.

The National FFA Organization is a resource and support organization that does not select, control or supervise state association, local chapter or individual member activities. Educational materials are developed by FFA in cooperation with the U.S. Department of Education as a service to state and local agricultural education agencies.

The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.

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The National FFA Alumni Association is located at the National FFA Center in Indianapolis. It is where the majority of the National FFA Alumni Association's day-to-day operations are performed.

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