



NEW YORK FFA

ALUMNI AND SUPPORTERS

Starting Your FFA Alumni & Supporters Chapter Guidebook



NEW YORK FFA

ALUMNI AND SUPPORTERS

Dear Alumni Members,

Welcome to the NYS FFA Alumni & Supporters.

This handbook was created to aide in setting up your Alumni & Supporters Chapter, by giving you step by step instruction on getting started, obtaining your charter and your 501c3 status.

FFA Alumni & Supporters play an important part in keeping agricultural education and FFA program in our local schools. FFA programs around the state rely on its alumni & supporters to garner support for FFA from their local communities, raise funds for state & chapter activities and scholarships, assist at FFA leadership camps and conferences, and much more.

Thank you for your commitment to the NYS FFA Alumni & Supporter, to New York FFA and to NY Agriculture Education.

We look forward to working with you to make NY FFA the best it can be!

Thank you for your support,

NYS FFA Alumni & Supporters

Paulette Schiebel – President
Roger Barkman – Vice President
Heather Perry – Secretary
Sheila Sreca – Treasurer

2020 FFA Yearbook
2020 FFA Yearbook

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FFA Alumni Chapter Checklist

- Meet with District Administrators for approval.
- Recruit members to form the nucleus or organizing committee.
- Set a first meeting date to accomplish:
 - Develop preliminary officer positions and duties.
 - Determine your affiliate name (needs to include FFA Alumni and Supporters)
 - Develop a preliminary Constitution & Bylaws.
 - Develop preliminary membership structure.
 - Develop preliminary signature programs based on advisor feedback.
 - Develop a preliminary budget to establish the affiliate.
- Charter with National FFA Alumni through the NYS FFA Alumni & Supporters
- Obtain EIN and open bank account(s).
- Obtain tax exempt status – National 501c3 and NYS Tax Exempt

Ways to Recruit & Retain New Members

- Invite new members to a local meeting.
- Plan orientations for new members at meetings or at the chapter headquarters.
- Plan special activities for members in your chapter.
- Consider planning a 'bring a friend' meeting.
- Send welcome letters to new members.
- Identify new members at meetings.
- Thank members for their chapter involvement in your publications or at your events.
- Get a list of chapter member's parents and contact them. Email them a copy of the newsletter.
- Make sure members are informed about meetings and events including place and time.
- Provide copies of your achievements to advisors and administration.
- Acknowledge renewals.
- Appoint a membership committee.
- Recruitment through your social media resources.
- Get to know your volunteers and let them take ownership of tasks.
- Send invitations to newly graduated FFA members inviting them to join.
- Consider presenting associate membership to your local alumni chapter to all graduating seniors at your chapter's spring banquet.

Start an FFA Alumni and Supporters Chapter

To charter as an active FFA Alumni Chapter, your group must:

1. Have at least 10 annual and/or lifetime members and set your first meeting.
2. Develop a written constitution and/or bylaws that works in harmony with the National FFA Alumni Constitution and Bylaws.
3. Have the group elect officers.
4. Complete and send in your application to Reactivate or create a new chapter.
5. When completing your application, note that contact information and address should NOT be your local agricultural education school address. By listing the local agriculture education school address may void your ability to operate as an independent organization from the school and will allow for the school district to have authority over your activities and financial accounts.

Current Membership Dues and Fees

New York participates in the Membership Affiliation Program with annual dues being \$100. The Membership Affiliation Program is designed to easily mobilize volunteers to support local agricultural education programs and their FFA chapters. An annual fee is charged per local FFA alumni chapter for the affiliate program providing basic support to all volunteers at the local level. A minimum of 10 members is required. There is no maximum number of members you can have.

Associate Membership

A free five-year membership is given to graduating and recently graduated, high school students. Associate Membership entitles the member to electronic information from the National FFA Alumni Association. There is a five-year limit eligibility from high school graduation date on the associate membership.

Obtain an EIN:

In order to open any bank accounts, your Alumni & Supporters chapter must 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. Answering all questions as it relates to Non-Profit Organizations.
4. When you complete the online application, please make note of the EIN. Print several copies of the certificate and keep in a safe place.
5. NOTE: Mailing address 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.

Tax Exempt Information

The FFA alumni associations/chapters (local, state, and national) are considered for Internal Revenue Service exemption purposes as a subordinate to the National FFA Organization, which at time of nonprofit exemption approval in 1976 was the Future Farmers of America Organization. The central organization, according to the Internal Revenue Service, is the National FFA Organization. The National FFA has been designated a group exemption number (GEN) by the Internal Revenue Service. All subordinates of the National FFA, which includes all chartered and active local alumni and supporters' chapters and state FFA alumni associations, must use this GEN number to verify tax exempt status on all reports to the IRS. Local and state FFA alumni associations must file for their own employer identification number (EIN) which is required when filing the IRS Form 990/990-N.

Once your membership dues are paid in full, Complete and submit the "Application for National FFA's 501c3 Status". Once received by National FFA, they 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 have been linked and provide information verifying the GEN.

Then you will apply for NYS Sales Tax Exempt by going to their website <https://www.tax.ny.gov/bus/st/exempt.htm> and download form ST-119-2. Attach a copy of the letter you received from National FFA with the 501c3 information and mail that to NYS Department of Taxation.

Annual Business Operations

There are several yearly tasks and requirements associated with operating a local alumni chapter. Yearly Schedule:

1. Membership year runs from Sep 1- Aug 31st Rosters must be renewed yearly.
2. Annual report of local Alumni Chapter officers and contact information due to State Alumni Secretary yearly.
3. 990N form or equivalent must be filed annually, to maintain non-profit status, to the IRS by May 15th unless an alternate fiscal year end has been filed.
4. Requirements to be Considered an Active Local FFA Alumni Chapter:
 - o Ten (10) or more registered members.
 - o Executive committee of at least (3) officers.
 - President
 - Secretary
 - Treasurer
 - o Hold at least 1 meeting annually.
 - o Have current By-Laws.
 - o Annual Membership fee of \$100 paid to NYS FFA Alumni & Supporters
5. Financial records shall be kept by all local chapters.
6. Annual audits of local chapters shall be performed at the discretion of the local chapter.
7. Local chapters members shall not engage in any activity in conflict with the aims, purposes and/or goals of either the New York FFA Alumni and Supporters Assn. or the National FFA Alumni Assn.

Rosters

The National FFA Alumni Membership year runs from September 1 to August 31. To qualify for awards, scholarships, grants and delegates, national membership dues/fees must be paid to the National FFA Alumni or shown by postmark or other reliable evidence to have been mailed to the State FFA Secretary on or before May 15.

All membership must be submitted through the roster system (Manage My FFA) on FFA.org. Members whose dues are received at nationals between May 16 (postmarked) and the Monday of the last full week in August will be considered current members but will not qualify for delegate counts and awards. Rosters submitted after the Monday of the last full week in August will be held for the new membership year.

FFA.org Alumni Roles

Alumni Role - Every FFA Alumni member has the opportunity to create their own personal FFA.org account. You can utilize this account to update contact information, manage your membership, including subscription and transferring capabilities, locate contact information, as well as access member only information.

Alumni Leader Role - Each local FFA Alumni chapter should identify 2-3 individuals in leadership and membership management to be granted administrative rights over the local alumni chapter. These individuals are responsible for updating FFA alumni chapter information, submitting membership and have additional features available to them to communicate and engage their membership. Please contact your state FFA alumni leader to be granted administrator rights.

Alumni leaders must be active alumni members unless they are also the FFA advisor for the local FFA chapter. Email nysffaalumni@gmail.com to request state leader status or contact information.

For help, please go to the Alumni Membership & Rosters page of FFA.org under How-To Guides
(<https://www.ffa.org/support/alumni/resources/membership-and-rosters>).

National FFA Alumni Association

What are OUR roles?

Agricultural Educator Advisor	Alumni
Educate, develop, inspire and grow ALL levels of students (regular ed., special ed., homebound, etc.) from all types of backgrounds (rural, urban, economically advantaged, economically disadvantaged, etc.) on the importance of the Agriculture, Food, Fiber, and Natural Resource System	Assist, encourage and support the local agricultural education Instructor
Enhance, prepare and operate a highly interactive and effective classroom (visual aids, exams, homework assignments, parent/teacher conferences, IEP meetings, etc.)	Arrange and contribute resources to enhance interactivity of the educational classroom
Advocate for the ag. ed. program on school committees, testing discussions, building plans, district initiatives, etc.	SUPPORT and PROMOTE the local agricultural education and FFA program on the local, state and national levels. (time talents, financial resources, etc.)
Facilitate discussions with local advisory committee to ensure instructional content is current and relevant to today's practices	<i>No Alumni Role</i>
Master local, state and national mandates/programs/initiatives and infuse them effectively into current curriculum	Encourage and support professional development of the local agricultural educator/FFA advisor.
Manage and maintain district provided facilities (equipment, supplies, classroom cleanliness and safety)	
Deliver agricultural information (Operate a greenhouse, school farm/nursery, aquaculture facility and answer community members questions)	Serve as resources to share professional expertise and experiences <i>in</i> personal agricultural areas
Counsel ag. program students on: career planning (identify and apply to college, financial aid opportunities, part-time jobs, etc.) and personal problems	
Enforce school rules/policies, police school facilities (hallways, bathrooms, lunch rooms, etc.) and complete appropriate paperwork/phone calls/meetings.	<i>No Alumni Role</i>

National FFA Alumni Association

Agricultural Educator Advisor	Alumni
Publicize department accomplishments and programs	Prepare press releases and/or train students on how to generate press releases.
Recruit and retain students to ensure the future of the ag. ed. program	
Create and maintain program websites, data bases, social media sites, and online content specific resources	
Cultivate industry connections to secure real-world professionals and education opportunities for students.	Provide a tie to local agricultural professionals and opportunities to aid the local agricultural instructor in educating students and members
Assist and supervise students' supervised agricultural experience (SAE)	Provide/recruit SAE host sites and mentor's for FFA members.
Serve as an advisor to the local FFA chapter	<i>No Alumni Role</i>
Integrate FFA and SAE INTO the classroom instruction	
Develop and prepare students for FFA leadership positions for the local, state and national level	Volunteer to serve as coaches, mentors, helpers, etc. with preparation of students
Operate and effective FFA Program of Activities	Contribute assistance in local program of activities
Coach FFA members and teams (24 career development events, agriscience fair, etc.)	Serve as a coach for FFA members and teams.
Support and aid FFA members with award applications (five star areas, 49 proficiency areas, etc.)	Aid the local instructor in proofing, completing, and submitting applications
Establish and maintain FFA budget and fundraising activities	Contribute to the local FFA chapter through gifts of financial assistance
Transport FFA members to leadership, personal growth and career success opportunities .	Procure volunteers to transport or chaperone FFA events/conferences
Recruit and retain FFA members for continued success of FFA program	
Recruit community members to serve as FFA Alumni to provide support of FFA members and programming	Promote the personal development of the FFA and FFA Alumni members and volunteers



SUGGESTED BYLAWS

Revised: January 2021

ARTICLE I. NAME

The name of this chapter shall be the _____ FFA Alumni and Supporters. It is a chartered local chapter of the (State) FFA Alumni and Supporters that in turn is chartered by the National FFA Organization.

ARTICLE II. OBJECT

The object of this chapter shall be to support and promote the (local FFA chapter name) FFA, FFA activities, and agricultural education on local, state and national levels; to provide engagement opportunities to former FFA members and supporters of FFA and agricultural education; to promote greater knowledge of the agricultural industry and support education in agriculture; to cooperate with the local FFA chapter, and FFA at the state and national level; to promote and maintain an appreciation of the American free enterprise system; and to promote the personal development aspect of FFA.

ARTICLE III. MEMBERS

Section 1. Membership shall be open to all who support agricultural education and FFA.

Section 2. A member is considered in good standing with full voting privileges if their name is listed on the membership roster and the chapter's annual fees are paid in full based on the membership year of the National FFA Organization (August 1 – July 31). Annually the chapter must pay an annual fee that includes the National FFA Alumni and Supporters fee and any corresponding state FFA Alumni and Supporters fees which may be applicable.

ARTICLE IV. OFFICERS

Section 1. Officers and Duties.

- The officers of the chapter shall be a president, vice president, secretary, and treasurer. Other officers may be elected as needed. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the chapter.

Section 2. Nomination Procedure, Time of Elections.

- Nominations and election of officers shall occur at the annual meeting.

Section 3. Ballot Election, Term of Office.

- The officers shall be elected by ballot to serve for one (1) year or until their successor is elected and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. Office-Holding Limitations.

- No member shall serve for more than three (3) terms in the same office.

ARTICLE V. MEETINGS

Section 1. Regular Meetings.

- The regular meetings of the chapter shall be held on the (first) (Thursday) of each month unless otherwise ordered by the chapter.

Section 2. Annual Meetings.

- The regular meeting in (May) shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section 3. Special Meetings.

- Special meetings may be called by the president, the executive board, or a quorum of the members with two weeks' notice. No business should be conducted except those items stated in the call of the special meeting.

Section 4. Quorum.

- A quorum shall consist of a majority of members in good standing that are present at the meeting.

ARTICLE VI. EXECUTIVE BOARD

Section 1. Board Composition.

- The officers of the chapter, an ex officio current representative from the FFA chapter, and all ex officio local chapter advisors shall constitute the executive board.

Section 2. Board Duties and Powers.

- The executive board shall have general supervision of the affairs of the chapter between its business meetings, fix the hours and place of meetings, make recommendations to the chapter, and perform such other duties as are specified in these bylaws. The board shall be subject to the orders of the chapter, and none of its acts shall conflict with action taken by the chapter.

Section 3. Board Meetings.

- Unless otherwise ordered by the board, regular and special meetings of the executive board shall be held immediately preceding regular and special meetings of the chapter. Additional special meetings of the board may be called by the president.

ARTICLE VII. COMMITTEES

Standing or special committees shall be appointed by the president as the chapter or executive board shall from time to time deem necessary to carry on the work of the chapter. The President shall be an ex officio non-voting member of all committees.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the chapter may adopt.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the society by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE IX. DISSOLUTION OF THE CHAPTER

Upon the dissolution of this FFA Alumni and Supporters chapter, all remaining assets, account balances, FFA branded materials, social media and financial account logins, organizational materials and records shall be turned over to the (local FFA Chapter name) FFA Chapter in which this organization was chartered to support. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



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 US](#)

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
 2. Open the **ALUMNI MEMBERS Dashboard** (top right of page)
 3. Select **REGISTER AS A CHAPTER LEADER** under Quick Access
 - Returning members with an FFA.org account just need to login and register
 - 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
- **FFA ADVISORS:** will automatically receive the Alumni Advisor role once you connect your FFA Alumni and Supporters chapter to your FFA Chapter in your FFA Chapter profile on ffa.org.

CURRENT LOCAL LEADERS & FFA ADVISORS:

Once a member notifies you that they have requested to be a Chapter Leader you will then need to complete the following steps in order to approve them as a Local Chapter Leader.

1. Open your **ALUMNI LEADER Dashboard** (top right of page)
2. Under **QUICK ACCESS**, select **MANAGE ROSTER**
3. Select the *Manage Chapter Leadership* tab
4. Scroll down the page to the **PENDING REQUESTS** section and approve those individuals you want to have access to your FFA Alumni and Supporters **PROFILE** and **ROSTER**.
5. 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



NATIONAL
FFA ORGANIZATION

Application for National FFA's 501c3 Status

The following chapter/association is officially chartered with the National FFA Organization. We have obtained an EIN number in order to be a part of the National FFA Organization group exemption (GEN). Please add our information to the IRS listing maintained by the National FFA Organization.

Select which type of entity you are:

_____ FFA Alumni & Supporter Chapter/Association _____ FFA Chapter/Association

Chapter/Association Name: _____

Chapter/Association ID: _____

Chapter/Association Address: _____

Chapter/Association City: _____ State: _____ Zip: _____

Federal ID number (EIN) _____

Contact Information:

Name: _____

Phone number: () _____

Email address: _____

Please complete and return to:

National FFA Organization
C/O Joshua Rusk
6060 FFA Drive, PO Box 68960
Indianapolis, IN 46278-1370
Phone: (317)802-4204
Fax: (317)802-5204
jrusk@ffa.org

Volunteer Resource Inventory

Your talents, skills, time, and resources will help OUR FFA program go from great to OUTSTANDING!

NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:		EMAIL:			
Birthdate:		Graduation Year:			

Areas of Expertise/Experience:

Agribusiness Systems

<input type="checkbox"/>	Farm Business Accounting
<input type="checkbox"/>	Farm Business Management
<input type="checkbox"/>	Fundraising
<input type="checkbox"/>	Job Interviewing
<input type="checkbox"/>	Marketing/Advertising
<input type="checkbox"/>	Parliamentary Procedure
<input type="checkbox"/>	Public Speaking
<input type="checkbox"/>	Resumes & Applications
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Animal Systems

<input type="checkbox"/>	Aquaculture
<input type="checkbox"/>	Beef Cattle
<input type="checkbox"/>	Dairy Cattle
<input type="checkbox"/>	Dairy or Meat Goats
<input type="checkbox"/>	Guinea Pig/Cavies
<input type="checkbox"/>	Horses
<input type="checkbox"/>	Poultry
<input type="checkbox"/>	Rabbits
<input type="checkbox"/>	Sheep
<input type="checkbox"/>	Swine
<input type="checkbox"/>	Veal Calves
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Environmental Service Systems

<input type="checkbox"/>	Forestry/Christmas Trees
<input type="checkbox"/>	Logging
<input type="checkbox"/>	
<input type="checkbox"/>	

Food Products & Processing Systems

<input type="checkbox"/>	Meats Processing
<input type="checkbox"/>	Dairy Processing
<input type="checkbox"/>	
<input type="checkbox"/>	

Natural Resources Systems

<input type="checkbox"/>	Fishing
<input type="checkbox"/>	Hunting
<input type="checkbox"/>	Wildlife
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Plant Systems

<input type="checkbox"/>	Floral Design
<input type="checkbox"/>	Greenhouse Management
<input type="checkbox"/>	Hydroponics
<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Nursery Management
<input type="checkbox"/>	Plant Propagation/Grafting
<input type="checkbox"/>	Soils
<input type="checkbox"/>	
<input type="checkbox"/>	

Power Structural and Technical Systems

<input type="checkbox"/>	Welding
<input type="checkbox"/>	Tractor/Heavy Equipment Operation
<input type="checkbox"/>	Tractor/Heavy Equipment Repair
<input type="checkbox"/>	Irrigation & Plumbing



NEW YORK FFA

ALUMNI AND SUPPORTERS

Contact Information

Paulette Schiebel – President
4830 Day Road
Vernon NY 13476
pschiebel@tds.net
315-335-3075

Seth Browe – District Rep
BroweS410@cobleskill.edu
802-353-3201

Roger Barkman – Vice President
rogerbarkman@yahoo.com
518-231-3054

Tina Douglass - District Rep
douglasfarm1@yahoo.com

Heather Perry -- Secretary
200 Wood Road
Whitesboro NY 13492
hockeyheather@roadrunner.com
315-368-3971

Victor Rodriguez – District Rep
vicffa@gmail.com

Sheila Sreca -- Treasurer
PO Box 488
Vernon NY 13476
nysffaalumni@gmail.com

Sam Forenz – District Rep
sjforenz@gmail.com

Visit us on the web

[New York FFA Alumni & Supporters \(nysffaalumni.org\)](http://NewYorkFFAAlumni&Supporters(nysffaalumni.org))

Check us out on Facebook

Email us at

nysffaalumni@gmail.com

