



## Application for Alumni Chapter Chartering/Reactivating/Renaming

*(To ensure accuracy, handwritten applications will not be accepted - ALL applications must be typed.)*

### Required Fields in **RED**

CHARTERING       REACTIVATING       RENAMING

Alumni Chapter Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
     City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_  
     City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
     City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Remit to Address: \_\_\_\_\_  
     City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Main Contact Phone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

*If officially renaming your alumni chapter, please complete the next two lines additionally.*

Chapter formerly known as: \_\_\_\_\_  
 Chapter ID (ex: alumIN99012): \_\_\_\_\_

This FFA Alumni serves the following agricultural education programs/FFA chapter(s):

*FFA Chapter Name & City* \_\_\_\_\_  
*FFA Chapter Name & City* \_\_\_\_\_  
*FFA Chapter Name & City* \_\_\_\_\_

Participating in the Affiliation Program?      YES       NO

[Affiliation program details can be found online at:  
www.ffa.org/support/alumni/about/become-a-member](http://www.ffa.org/support/alumni/about/become-a-member)

# Application for Alumni Chapter Chartering/Reactivating/Renaming Pg. 2

*Required Fields in RED*

## Administrative Access

Please identify one local FFA alumni leader who will need immediate administrative access (Alumni Leader role) to *Manage Roster* in FFA.org, our online membership and volunteer management system. This individual will receive an email from national staff with instructions on how to set up their FFA.org login and how to submit the membership roster. Once the roster has been entered, the state FFA Alumni can assign an Alumni Leader role to other members in the affiliate. Do NOT list the agricultural instructor(s), as the system will automatically grant them the Alumni Leader role.

Alumni Leader      Name: \_\_\_\_\_  
                                 Email: \_\_\_\_\_

Additional Comments:

Example:  
*(Members Name) needs to be transferred from X Affiliate to this affiliate.*  
*(Members Name) already has a student/community member account on FFA.org.*

Submit this completed application for Chartering/Reactivating/Renaming 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/advisors 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.