

CHARTERING TIMELINE

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Email

Membership Coordinator

membership@mnffaalumni.org

In the email provide your name and local FFA Chapter name, college, corporation name. The membership coordinator will send you a blank roster document template and by-laws template, as well as the chartering application.

2

Complete the chartering application and the roster

**note all listed on the roster must have an email, phone and full name.*

<https://ffa.app.box.com/v/start-an-alumni-chapter/file/1014970585190>

Send your chartering application and completed roster to membership@mnffaalumni.org. This will be the first step in setting up your chapter. The coordinator will upload your application into the chartering system and send you a confirmation email. Once you receive the chartering packet in the mail from National FFA you will find all the information about your new chapter number, tax information and getting your chapter started. If you have questions you should email membership@mnffaalumni.org

***Your address for the chapter should be a P.O. Box if possible or a permanent address that will not likely change.

3

Apply for your EIN number

<https://ffa.app.box.com/s/vh1d4ibsgbyskfu2401yv58wmeahcpxn/file/295018735953>

This number is your 501c3 status. You must have the following information to complete this document.

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Apply to the Minnesota Secretary of State

You must have the following information to complete this document. There will be a \$90 fee, which can be paid online

How to register:

<https://www.sos.state.mn.us/business-liens/start-a-business/how-to-register-your-business/>

How to start a non-profit in MN (step by step):

<https://www.findlaw.com/sm/allbusiness/starting-a-business/how-to-start-a-nonprofit-in-mn.html>

Charitable Organization Initial Reg. Form:

https://www.ag.state.mn.us/charity/Forms/Char_InitRegForm.pdf

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An email will be sent to the admin on your roster, when the state is notified that your charter will be approved by National FFA

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Create a login account (if you haven't already)

Go to ffa.org
Click on Login,
If you don't have an account click on "Create Account"

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Contact the Chapter FFA Advisor to link the Alumni and Supporters Account to the Chapter account

<https://ffa.app.box.com/v/AlumniResources/file/416007989683>

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Encourage potential members to register as a member of your chapter

<https://ffa.app.box.com/v/AlumniResources/file/416009954194>

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Complete your bylaws using your starter document

Use this document as a template:
<https://ffa.app.box.com/v/start-an-alumni-chapter/file/322108479179>

Keep a copy of your bylaws and this will be downloaded when you have access to your chapter account in the chapter (hover over profiles and go to chapter profile)

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Click on "Manage Leadership"

The person that was indicated as the primary leader will be in the system already. If not, you can put your information in and click request and this will be approved by state leaders.

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Go open your Chapter's checkbook

You will need your 501c3 paperwork, and you may need to bring your charter information, bylaws and list of chapter leaders.

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Creating a login for a leader that doesn't have one created yet

<https://www.ffa.org/dashboard-alumni-leader/>

Click on Resources
In the Resources FFA Box folder, click on how to guides. click "Registering as an FFA Alumni & Supporters Leader"

<https://ffa.app.box.com/v/AlumniResources/file/508932348610>

Contact your FFA Advisor to approve your chapter leadership in their FFA.ORG account.

you have problems contact:
membership@ffa.org

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National FFA will send an Alumni and Supporters packet in the mail (this may take time)

Find your chapter number the certificate.

Quick Guide to Submitting the FFA Alumni and Supporters Annual Fee and Membership Rosters is the sheet providing information on how to manage the roster.

Quick Guide to Submitting FFA Membership (beyond your initial roster) is the sheet that explains how to submit your roster and payment to add additional members to state and they will submit to nationals.

OBTAINING TAX-EXEMPT STATUS - If you haven't applied for your EIN number this sheet will help you with how to do that process.