



Alabama FFA Alumni & Supporters Manual

Note: This manual was written from the National FFA Alumni Manual and was edited in order to include information specific to Alabama FFA Alumni

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REASONS TO HAVE A FFA ALUMNI CHAPTER IN ALABAMA

By joining or chartering a FFA Alumni, you can be an active part of FFA. It does not matter if you were a student member or not. Let's repeat that; Alumni **DOES NOT** mean you have to have been a member of the FFA while in school. The alumni and supporters serve as a support group of former student FFA members AND anyone interested in helping FFA members.

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.

1. · By providing quality resources and professional development, we support our instructors.
2. · 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.
3. · By recognizing the work of our instructors to deliver the three-component model of agricultural education, we raise awareness of their accomplishments
4. · 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:

1. · Recruiting, educating and motivating members to use their influence at the local, state and national levels to advocate for agricultural education.
2. · 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

WHY FFA ALUMNI VERSUS BOOSTERS?

Why it's important to establish a local FFA Alumni chapter on the state and national levels.

Independent Entity from School

One of the advantages to the Alumni is to be able to raise money and provide that money to the students. 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.

FFA Alumni Chapters Are Like Booster Clubs with Structure

Your chapter will be a part of the National FFA and will be able to piggyback off their 501c3 making your chapter a non-profit. Click this link to apply for [National FFA's 501c3 status](#). 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.

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

Grants are available to Alumni chapters. Go to the following link for information: <https://www.ffa.org/alumni-and-supporters/chapter-opportunities/>. *Grant deadlines are March 2, June 1 and Sept. 1.* 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 <https://www.ffa.org/alumni-and-supporters/alumni-member-benefits/> (look at these discounts!) And professional development and training <https://www.ffa.org/alumni-and-supporters/events/>. 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

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. Check out this template! **Copy and Paste in Word**

Suggested Bylaws (This is a guide to be edited as desired by the local Alumni)

ARTICLE I. NAME

The name of this society 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 society shall be to support and promote the 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. Annual local dues shall be recommended by the executive board and fixed by the membership if the chapter is not affiliated. They shall include National FFA Alumni and Supporters dues or affiliation fees and any state FFA Alumni and Supporters dues or affiliation fees which may be applicable. A member is considered in good standing with full voting privileges if their dues or the chapter's affiliation fees are paid in full based on the fiscal year of the National FFA Organization (Aug. 1 to July 31).

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 dues-paying members of the chapter in good standing.

ARTICLE VI. EXECUTIVE BOARD

A quorum shall consist of a majority of dues-paying members of the chapter in good standing.

Section 1. Board Composition.

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

Section 2. Board Duties and Powers.

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

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 society. 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 society. 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 society 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.

REQUIREMENTS FOR CHARTERING/REACTIVATION continued

3. Have a council of elected officers. (President, Vice President, Secretary, Treasurer or Secretary/Treasurer, Reporter, other.
4. Complete the [Application for Chartering/Reactivating](#).
5. Submit the completed [Application for Chartering/Reactivating](#) to the Alabama FFA Alumni & Supporters Director, Dr. Barry Bailey. Send the application to: bbailey@alabamaffa.org. The Director 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.

Alabama is an Affiliation Program State

\$100 ANNUAL FEE + \$100 STATE ANNUAL FEE PER ALUMNI CHAPTER

The dues in Alabama (an Affiliation State) are \$200 per year. These are due at the beginning of the school year. 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 membership type allows for the chapter to have as many members as they wish. **MINIMUM MEMBERSHIP IS 10**

Life Member for Individuals

\$160 (\$150 ONE-TIME INVESTMENT + \$10 PROCESSING FEE)

Why would anyone want to do this, given that you can be an annual member without paying this? Lifetime membership is a one-time investment in the future of our organization. The more Life membership we have the more Alabama receives for yearly National FFA Alumni Association Leadership Scholarships.

Nontraditional FFA Alumni Chapter

Nontraditional chapters are available to groups, businesses and corporations to provide their members/employees an opportunity to individually and collectively support agricultural education programs and FFA chapters without being tied directly to a local FFA chapter. Nontraditional chapters connect geographically separate, yet otherwise-linked individuals to one another. It also allows them to rally around nearby chapters, even if those chapters are not their home chapters. This connection allows them to lend a helping hand to local FFA advisors, as well as state associations and the national organization.

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* will be sent electronically

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.

NATIONAL FFA ALUMNI MEMBER DISCOUNTS

Wyndham Hotels & Resorts Discount Program *Wyndham Hotels & Resorts is offering 10 percent off your stay! FFA members, alumni, friends, families, sponsors - anyone can use the code 1000005345 for the discount, and a portion of the proceeds goes to support FFA.*

Firestone Partners Plus Program Bridgestone is offering tires and services to FFA Alumni members! After going to <http://www.bsro.com/partnersplussavings/>, enter your name and FFA's Partner Code **1918** (click Get Coupon.) The Discount Certificate will display (print page.) Discount certificates can be redeemed at any of the 2200 Bridgestone Retail Operations locations (Firestone Complete Auto Care, Tires Plus, Hibdon Tires Plus, Wheel Works.)

\$500 RAM Discount for FFA Members As an official National FFA student or alumni member, you are eligible for a \$500 cash allowance to be applied to the retail purchase (Type Sale 1 B) or lease (Type Sale L or E) of an eligible RAM vehicle.

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.

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 are 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

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.

YEARLY MEMBERSHIP & DUES TIMELINE (\$200 PER CHAPTER)

Sept. 1 *Membership year begins-Chapters need to send dues to state*

April 1 *Membership HAS to be received by STATE to qualify for awards, grants and delegate counts*

May 15 *Membership due to NATIONAL from STATE for individual chapters to qualify for awards, grants and delegate counts*

Aug. 15 *Last day membership is accepted for current year (Too late for awards, etc. but will keep your chapter ACTIVE)*

Aug. 31 *National FFA Alumni Association Membership Year Cycle (membership year ends)*

HOW TO ORGANIZE A LOCAL FFA ALUMNI CHAPTER

Identify potential members.

- Former members
- FFA Parents
- Local Business people
- Teachers
- Students

Develop tentative bylaws (example above in REQUIREMENTS FOR CHARTERING/REACTIVATION)

Organize an organizational meeting to:

1. Request the Alumni Director to attend and speak, if desired
2. Publicize the first official organizational meeting that is open to the public, the alumni chapter and community members:
3. Write and deliver a news release to the local media and announce the meeting date, location and purpose.
4. Have FFA members send handwritten invitations to parents, administrators and community leaders.
5. Have nucleus members contact potential members in person or by telephone. Ask people to spread the word to at least five other individuals.

Conduct the organizational meeting:

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.
2. Have the Alabama FFA Director speak to the benefits of the program.
3. Invite an FFA Alumni state or national council member to assist in presenting the purpose and objectives of the alumni association.
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.
5. Discuss the alumni affiliation program and the potential for donations to help cover the fee.
6. 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.

VERY IMPORTANT!! Get everyone's to sign in and fill out a form with their:

- **Name, Home address, Email address, Phone number**

ALABAMA FFA ALUMNI ANNUAL EVENTS

AWAC-This leadership event for middle school students, is sponsored and coordinated by the Alabama FFA Alumni & Supporters with funding from the Alabama Farm Credit

COC- This leadership event for high school students, is sponsored and coordinated by the Alabama FFA Alumni & Supporters with funding from the Alabama Farm Credit

Area Alumni Meetings-These meetings are for adult Alumni members and students. They are held in 5 areas of the state to bring members together for an evening of fellowship and learning from each other.

Alabama FFA Alumni & Supporters Annual Conference-This conference is held in connection with COC for adult Alumni members. Attendees participate as delegates to vote on important matters of the Alabama FFA Alumni & Supporters including the election of officers to the Alumni

Alabama State FFA Convention Meeting-The Alumni has a presence at the State FFA Convention. The Alumni conducts the FFA Store at convention and a silent auction. Members are on stage to give out Alumni awards. Also, there is an Alumni meeting held during the convention.

ALABAMA FFA ALUMNI AWARDS

Alabama Outstanding Affiliate-For the best state chapter

Alabama Outstanding Achievement Award-For the best local member

Alabama FFA Alumni Association Student Leader Award-For a student in a community with an alumni chapter that is enrolled or enrolling in a university to be an agriscience teacher.

These award applications will be emailed to teachers and alumni each spring



Alabama FFA Alumni Association
 Student Leader Award
 Scholarship Awards
 General Information



1. Scholarship awards are available to support Alabama FFA members enrolled or enrolling in a program leading to a career as an agriscience teacher.
2. Only FFA chapters who have active FFA Alumni Affiliates that have submitted paid membership for the CURRENT membership year are eligible for this scholarship.
3. Interested FFA members (maximum number of two applicants per chapter) must complete the Student Leader Application form, which must be typed, and submit it by May 15 to the Alabama FFA Director.



Alabama FFA Alumni Association
 (256) 523-1468
 bbailey@alabamaffa.org

Alabama Outstanding Achievement Award Application Nomination to be Made by an Individual or Local Affiliate

Local Affiliates: Submit to the Alabama FFA Alumni, 245 County Road 53 Cedar Bluff, Al. 35959
 Entries must be submitted/postmarked by **May 15**



Alabama FFA Alumni Association

(256) 523-1468
 bbailey@alabamaffa.org

Alabama Outstanding Affiliate Award Application

Local Affiliates: Submit to the Alabama FFA Alumni, 245 County Road 53 Cedar Bluff, Al. 35959
 Entries must be submitted/postmarked by **May 15**

GIVE ME 10

Take a look at this helpful program!,

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 that 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 principal and/or a school board member, so that they can see the support you have and better understand the help and support you need.

With 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 5 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!

Quick List of Important Links

[National FFA's 501c3 status](#)

<https://www.ffa.org/alumni-and-supporters/chapter-opportunities/>

<https://www.ffa.org/alumni-and-supporters/alumni-member-benefits/>

<https://www.ffa.org/alumni-and-supporters/events/>

[Application for Chartering/Reactivating.](#)

bbailey@alabamaffa.org

[National FFA's 501c3 status](#)

[FFA.org/alumni.](http://ffa.org/alumni)

<http://www.bsro.com/partnersplussavings/>