



How to Organize a Local FFA Alumni Affiliate

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

<u>Estimated Time</u>	<u>Task</u>
5 minutes	A. 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 the FFA Organization has already developed in your area.
10-15 minutes	B. Develop a tentative constitution and bylaws prior to the meeting. (Suggested constitution and bylaws found at www.ffa.org/alumni/index.html)
28-29 minutes	C. Call a nucleus meeting to:
5 minutes	1. Review the purpose and benefits of a local affiliate and how it will help local FFA members and the program.
3 minutes	2. Define membership eligibility.
3 minutes	3. Discuss the procedure for chartering a local affiliate.
5 minutes	4. Review the suggested FFA Alumni bylaws, constitution and application for local charter.
2-3 minutes	5. Appoint a chairperson to assign duties.
10 minutes	6. Make a list of potential members and divide the responsibility of contacting each prospect between nucleus committee.
20 minutes	D. Publicize an organizational meeting that is open to the public, the alumni affiliate and community members:
10 minutes	1. Write and deliver a news release to the local media and announce meeting date, location and purpose.
5 minutes	2. Have FFA members send handwritten invitations to parents, administrators and community leaders.
5 minutes	3. Nucleus members contact potential members in person or by telephone. Ask people to spread the word to at least five other individuals.



How to Organize a Local FFA Alumni Affiliate (Continued)

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| 60 minutes | E. Conduct the organizational meeting: |
| 5 minutes | 1. The temporary chairperson and committee should present the purpose of the meeting, explain purposes and objectives of a local FFA Alumni Affiliate 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. Temporary chairperson asks for motion to form affiliate. 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 an affiliate. The president then takes over the meeting to conduct the election of the vice president, secretary and treasurer. A local constitution and bylaws should be handed out and each item discussed. From this, draw up the permanent constitution and bylaws. A motion to accept the constitution and bylaws is then in order. |
| 10 minutes | 5. Establish local dues and set date for next meeting. National and State (annual and life) membership dues amounts should be mentioned. The length of time from this first organizational meeting in which a potential member can be considered a charter member should be set. Most chapters allow one month, the shorter the time, the better. |
| 10 minutes | F. Publicize the results. Publicity of the meeting should go to all media sources. Successful activities of a local FFA Alumni Affiliate will make a successful organization. |

SPECIAL NOTES:

- 1. Have all members pay dues immediately following the meeting. This will insure they will be charter members.*
- 2. Complete a roster with each member's first name, last name, complete mailing address (street name, P.O. Box #, City, State and Zip Code).*
- 3. If the member is currently a member of another affiliate and would like to transfer to the new affiliate, please include all information plus current affiliate number and member number if known.*