

2022 – 2023 Wisconsin FFA Alumni & Supporters

Membership Information for Chapter Leaders

Welcome to the 2022 – 2023 FFA Alumni Membership year, which officially began August 1, 2022 and will run through July 31, 2023.

PLEASE NOTE: If you are no longer the current chapter leader responsible for membership rosters, please forward this to them and let us know the contact email and phone number of that person so that we can ensure the membership process runs smoothly again this year

As our FFA chapters gear up to gather their members, it is time for us to do the same. **In order to ensure that chapter members are receiving the greatest value of their membership, and that you are compliant with active membership requirements, here are the details:**

A. This membership process is still being updated at the national level, **but they have assured me that as of September 1, the invoices will be accessible, as well as rosters.** You should have been notified via email of the membership invoicing process from national FFA, and if you did not get it, that means the national organization does not have your current leader emails. If you did receive their email, they have a quick how to submit membership pdf document attached. (I can not attach that in the email, as I am only allowed to post one pdf per large email, but please email me if you need a copy.)

If you follow these directions, it should be a smooth and easy process. I suggest printing this document and using it as a guide.

Once again, this year, and thus moving forward, they are requiring payment of the annual affiliation fee prior to submitting a roster. To complete that process, I have the following directions:

- Go to <https://www.ffa.org/>
- Choose alumni leader in your dashboard.
- Choose the manage roster tab.
- You will then have to provide your login information.
- Once in, you will automatically be at the roster site.
- Choose the manage batches tab on the left side, it is the second one from the bottom.
- Scroll down that page and you will find a box that says annual fee details. (This is below the batch actions section).
- You should see your chapter listed.
- On the very right side of the page, you will see a printer icon.
- Click that icon and this will generate a PDF, which you can open and print. You may send that invoice with the check to Wisconsin FFA Alumni. My mailing address is on the invoice. But, for quick reference it is: Wisconsin FFA Alumni, W2680 US Hwy 10, Granton, WI 54436. and it will generate the invoice for your annual fee. **PLEASE NOTE..... If you submit the check postmarked prior to October 1, you may subtract \$ 50, as Wisconsin is offering an early bird discount again this year to try and get everyone on track. So, it will be \$ 250 vs \$ 300. If sent after October 1, it will be \$ 300.**

- Once the check is received in the state office, it will be processed and your status will be changed to say at national level, instead of state.
- Once it is at national status, you will be able to log in again and complete the roster.

To do the roster,

- Choose alumni leader in your dashboard.
- Choose the manage roster tab.
- You will then have to provide your login information.
- Once in, you will automatically be at the roster site.
- Choose the manage roster option.
- When you get to that page, the year automatically defaults to the current year 2021-22. You need to go to the year and change it to 2020-21.
- Choose membership type as annual and then hit search.
- There you will find all of the annual members from last year.
- For each annual member, go to the box in front of their membership number and click on the box. Do that for all annual members on the whole page that you wish to renew. Then just below the list of membership names you will find a couple of action options. You want to find the one that says renew membership, but before clicking renew, make sure you have the 2021-22 year and annual membership box marked correctly.
- You will need to do this same process for each page with the annual members.
- Once you have done all of the pages, you should go back up to the very top of the page and switch the year back to 202-23.
- Hit the search button again and all of the annual members you renewed should appear on the roster. Please note they will say local under the status column.
- You need to click on each of them again in front of their membership number, but when you get to the bottom of the page, you will need to choose the submit to state option, instead of renew membership.
- Once you do that you will see that the status changes from local to national.
- Do this for all of the pages.
- You are also able to add as many new members as you want throughout the year. You need to choose the add membership tab on the left. Once you add the members, you then need to choose register added members tab and select those members to get a membership number.
- Once that is done, you will also need to choose the approve membership tab for the new members, so they can be added to your roster.
- If you have any addition questions, please do not hesitate to give me a call at 715-937-4838.

If you are not a registered leader for the local chapter yet, meaning that you are new to the process, please follow these steps first. Then once accepted as a local leader, you will be able to use the alumni leader option on the dashboard moving forward.

- Go to <https://www.ffa.org/>
- Choose alumni member in the dashboard
- Then on the left, the 4th blue tab will say request access to a chapter. Click that.
- You will be asked to provide your login information.
- If you have never been registered before, you will need to choose sign up and create a username and password. Be sure to write that down for future use. If you have a login that you have used before, you may use the same one.

- Once you are logged in, you will be asked for some personal information and at the bottom of that page, you will find a button that say submit request.
- I will then have to approve the request. You can email or call me when you have done that and I will be sure to process it as soon as I am in the office, but I usually will approve them on a weekly basis.

Please remember, there are no longer any annual dues for members and Nationals is no longer waiving their annual fees for chapters that have 25 or more lifetime members. All chapters are being charged the same fee.

New Lifetime members may be added on your roster at any time also, for the investment fee of \$ 350. Those funds allow a member forever renewed membership, while helping to raise funds that are invested for specific leadership programs at both the state and national level.

Special notes to remember:

- October 1 – Early bird payment discount deadline. Any chapters submitting payment after October 1, must pay the full \$ 300 fee this year.
- November 1 - Any chapters submitting payment after November 1, will not be eligible for awards and grants this year.
- Lifetime and Associate Members are automatically renewed by nationals each year. It is up to the local leaders to ensure that the contact information for all of these members is updated and accurate when submitting the roster.
- If a lifetime member has passed, please contact the executive director at execdir@wisconsinffaalumni.org and she will help you the process to remove them for the roster and see if there are leadership funds available for that member's dues.
- Associate members can be switched to annual members at any time by contacting the executive director.
- Each added lifetime member investment cost is an additional \$ 350.

B. Please go to <https://stayforeverblue.com/>

This website is specific to Wisconsin FFA Alumni & Supporters and contains regularly updated information.

Once at that website, you will find a blue box on the right side that says submission form, under local leadership. Please click on that box.

That will take you to a fillable form so that you can register your chapter leaders. You no longer need to submit a written copy. The chapter advisor, president and treasurer information are required so that we can provide current information as needed from the state and national level. Secretary and vice president are also encouraged to be provided, though they are not required upon submission.

We ask that you put the current leaders in and then you can go back and update later in the year if elections arise and things change.

Once you have entered the data, you may click the submit button. You will also need to click that box that indicates that you are not a robot, as this protects us from spam, etc.

You should then receive a message that phase one is complete and there will be a link that will take you directly to <https://www.ffa.org/>

Several chapters did not do this last year, so I have included a hard copy form at the end of this letter, which you could also return with your check for fees, if that is more convenient. We do need the leader's information however to ensure you are kept up to date with information and any changes.

SPECIAL UPDATES & CLARIFICATIONS NEEDED:

1. All lifetime members from the past year, automatically renew. However, many do not have emails, phone numbers or current mailing addresses, so please take time to review and update them. By clicking on their membership number, you will enter their membership profile to make updates.
2. Just because lifetime members automatically renew, this does not exempt a chapter from submitting a list of annual leaders or paying the annual affiliation fees. In order to remain active, a chapter must have a minimum of 10 active annual and/or lifetime members and their leaders must be registered with the state.
3. Associate members do not count as the 10 required members to remain active, only the lifetime and/or annual members count.
4. A Local FFA Alumni is eligible to receive state or national level awards or grants for individuals, membership, and as an FFA Alumni Chapter, only if they are in current active status.
5. Whether your chapter was affiliated in the past or not, all chapters are automatically affiliated this year. It is the local leader's responsibility to register all of the annual members on the roster. You must submit the annual fee according to the deadline and the roster must be updated. Just sending the annual fee is not completing the process.
6. This is also a reminder that if you need a copy of the logo for your local chapter, please contact execdir@wisconsinffaalumni.org.
7. Please do not hesitate to ask for help. The sooner the better to get started. If you cannot access the roster, you may not be properly registered as a leader. Please ask for help. If you are already a local administrator for your FFA Alumni Chapter, go ahead and use your same log in information from the previous year. If you have never been online before, you will need to create a user name and password. You may do this by going to www.ffa.org.

2022 - 2023 FFA ALUMNI CHAPTER OFFICER SHEET

FFA Alumni Chapter Name: _____ Section Number: _____

President: _____

E-Mail: _____ Telephone: _____

Vice President: _____

E-Mail: _____ Telephone: _____

Secretary: _____

E-Mail: _____ Telephone: _____

Treasurer: _____

E-Mail: _____ Telephone: _____

Advisor: _____

E-Mail: _____ Telephone: _____

Please return to:

Wisconsin FFA Alumni Association

W2680 US Hwy 10 Granton, WI 54436

Or email to: execdir@wisconsinffaalumni.org