

QUALITY 1: BUSINESS OPERATIONS FOR FFA ALUMNI

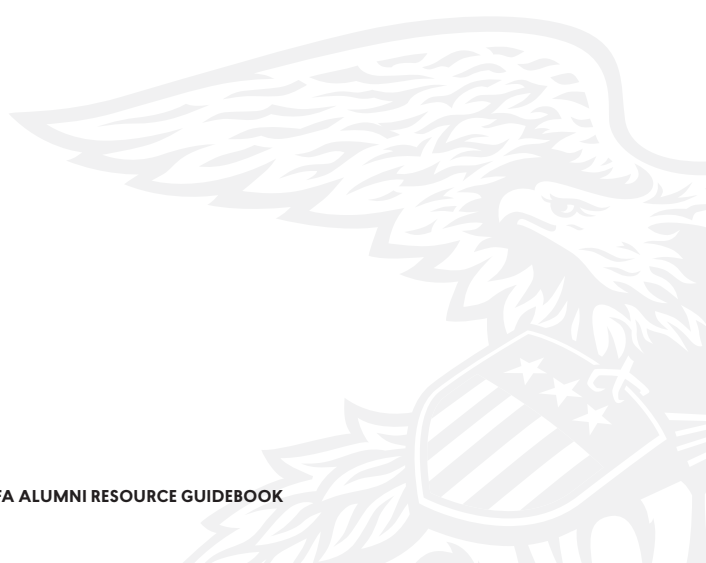
Quality Statement – Premier Leadership: FFA Alumni members ensure the organization has talented and dedicated leadership to direct the work of the association.

Quality Indicators:

1. The activities for ensuring strong leadership include:
 - a. electing and training FFA Alumni member leadership
 - b. conducting board training
 - c. defining officer roles and responsibilities
 - d. clearly defining the relationship roles and responsibilities of the teacher and the FFA Alumni member

* The term member refers to FFA Alumni members.

| Exemplary 3 | Intermediate 2 | Novice 1 | Non-Existent 0 | Indicator Score |
|--|---|---|--|--------------------|
| The member ensures strong leadership by including all four quality indicator components. | The member ensures strong leadership by including two to three of the quality indicator components. | The member ensures strong leadership by including one to two of the quality indicator components. | The member does not utilize any of the quality indicator components. | |
| Evidence, comment and suggestions: | | | | |



{CONTINUED} QUALITY 1: BUSINESS OPERATIONS FOR FFA ALUMNI

Quality Statement - Stewardship: FFA Alumni members ensure that legal, financial and ethical integrity are met.

Quality Indicators:

2. FFA Alumni members:
 - a. follow accurate accounting practices
 - b. ensure annual filing with the Internal Revenue Service (IRS) to maintain the Employee Identification Number (EIN) status
 - c. maintain accurate record keeping
 - d. follow appropriate legal practices as it relates to programs and activities such as: raffle license, bonding/liability insurance, background checks, conflict of interest forms, interactions with minors
 - e. maintain active status with state and national FFA Alumni

*The term member refers to FFA Alumni members.

| Exemplary 3 | Intermediate 2 | Novice 1 | Non-Existent 0 | Indicator Score |
|---|--|---|--|--------------------|
| Member ensures legal, financial and ethical integrity by including all five quality indicator components. | Member ensures legal, financial and ethical integrity by including three to four quality indicator components. | Member ensures legal, financial and ethical integrity by including one to two quality indicator components. | Member does not follow quality indicator competencies. | |
| Evidence, comment and suggestions: | | | | |

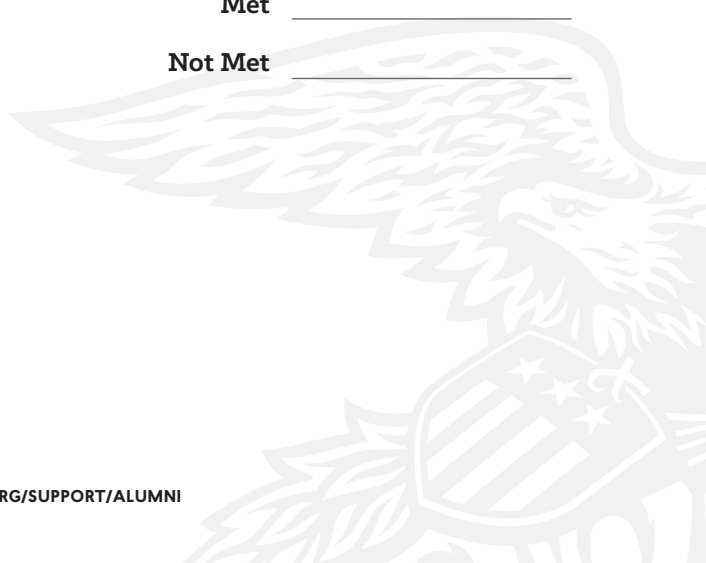
SUMMARY SCORING RUBRIC

| Quality Indicator Scores Exemplary = 3 Intermediate = 2 Novice = 1 Non-Existent = 0 | Score Summary |
|---|----------------------|
| 1. The activities for ensuring strong leadership include: <ul style="list-style-type: none"> a. electing and training FFA Alumni member leadership b. conducting board training c. defining officer roles and responsibilities d. clearly defining the relationship roles and responsibilities of the teacher and the FFA Alumni member | |
| 2. FFA Alumni members: <ul style="list-style-type: none"> a. follow accurate accounting practices b. ensure annual filing with the Internal Revenue Service (IRS) to maintain the Employee Identification Number (EIN) status c. maintain accurate record keeping d. follow appropriate legal practices as it relates to programs and activities such as: raffle license, bonding/liability insurance, background checks, conflict of interest forms, interactions with minors e. maintain active status with state and national FFA Alumni | |
| Total | |

| | Exemplary | Intermediate | Novice | Non-Existent |
|--------------|-----------|--------------|--------|--------------|
| Range | 6-5 | 3-4 | 1-2 | 0 |

The score for the Quality 1: Business Operations for FFA Alumni must be 4 or above to meet this quality.

Met _____
Not Met _____



SUGGESTED CONSTITUTION AND BYLAWS

ARTICLE I. NAME

The name of this society shall be the _____ FFA Alumni. It is a chartered local affiliate of the _____ (State) FFA Alumni Association that in turn is chartered by the National FFA Alumni Association.

ARTICLE II. OBJECT

The object of this affiliate shall be to support and promote 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. They shall include National FFA Alumni Association dues and any state FFA Alumni dues which may be applicable. A member is considered in good standing with full voting privileges if their dues are paid in full based on the membership year of the National FFA Alumni Association (Sept. 01 to August 31).

ARTICLE IV. OFFICERS

Section 1: Officers and Duties.

- The officers of the affiliate 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 society.

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 affiliate shall be held on the (first) (Thursday) of each month unless otherwise ordered by the affiliate.

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.

{CONTINUED} ARTICLE V. MEETINGS

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 affiliate in good standing.

ARTICLE VI. EXECUTIVE BOARD

Section 1: Board Composition

- The officers of the affiliate, an ex officio current representative from the FFA chapter, and a 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 affiliate, and perform such other duties as are specified in these bylaws. The board shall be subject to the orders of the affiliate, and none of its acts shall conflict with action taken by the affiliate.

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 affiliate. Additional special meetings of the board may be called by the president.

ARTICLE VII. COMMITTEES

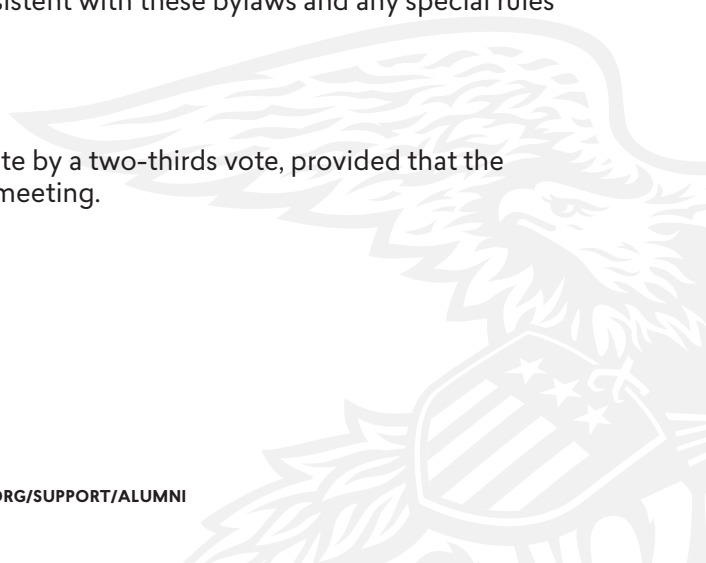
Standing or special committees shall be appointed by the president as the affiliate or executive board shall from time to time deem necessary to carry on the work of the affiliate. The president shall be ex officio a member of all committees.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

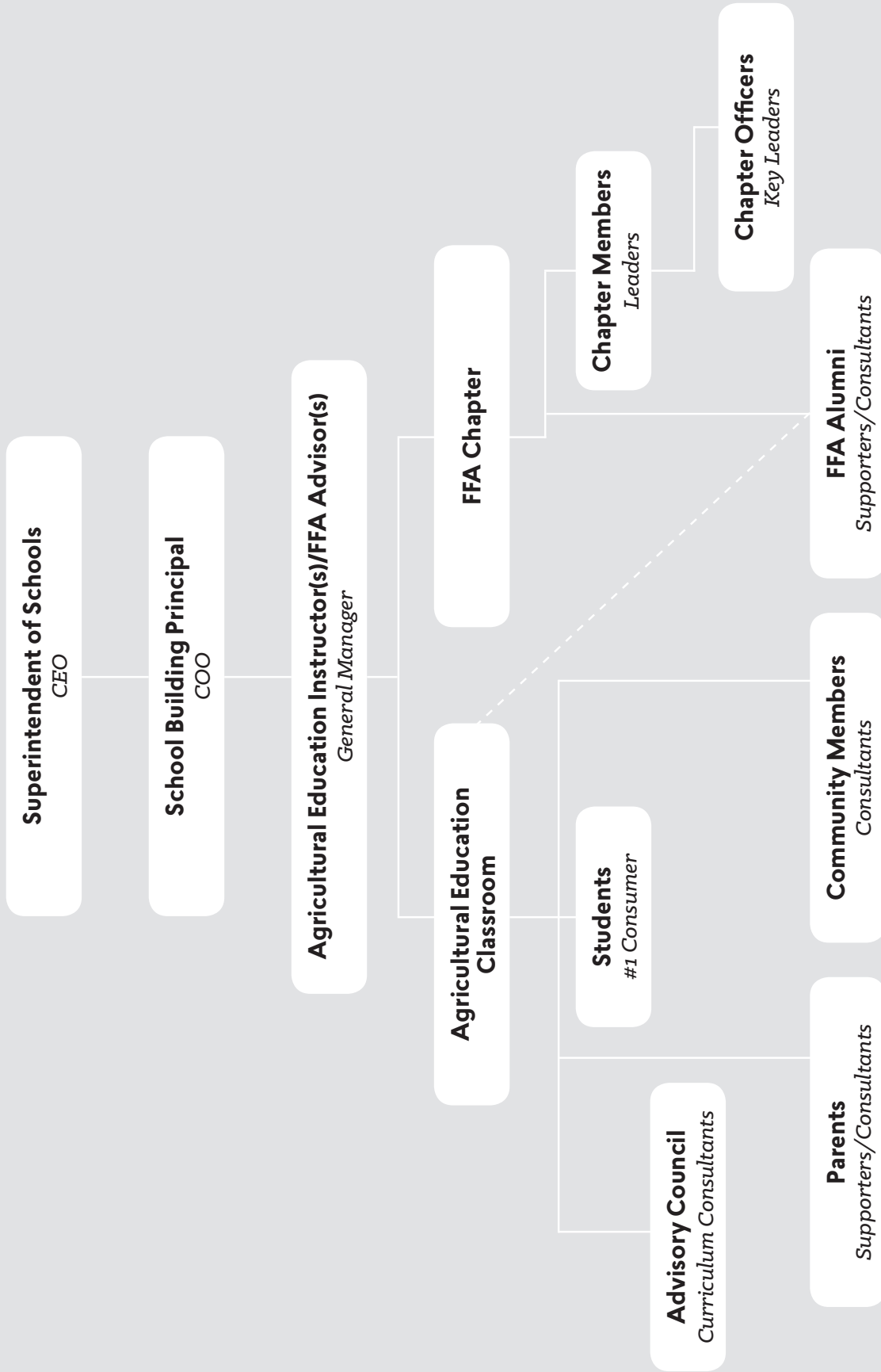
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the affiliate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the affiliate may adopt.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the affiliate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

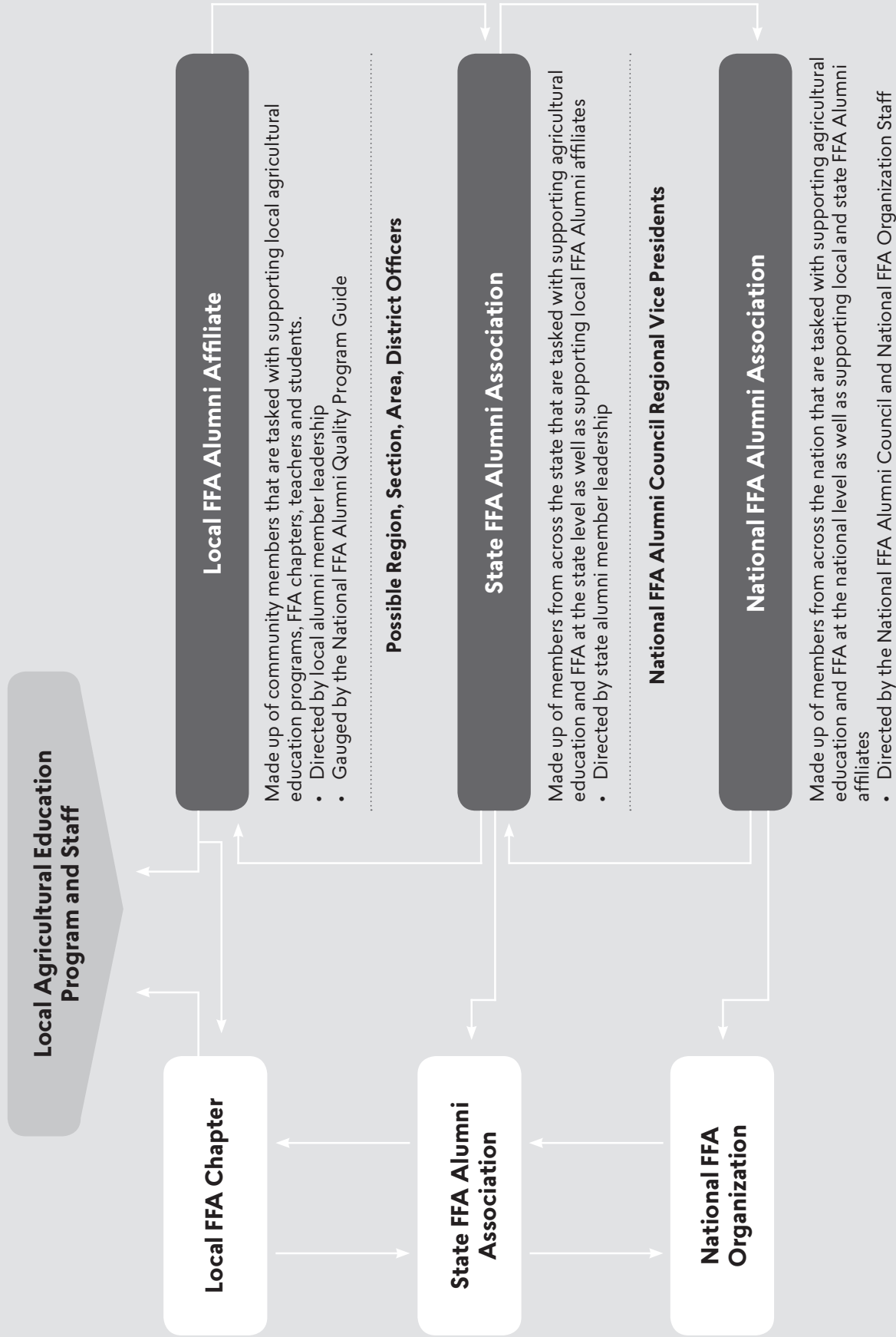


AGRICULTURAL EDUCATION ORGANIZATIONAL CHART



FFA Alumni Mission: To support and advocate for agricultural education and FFA through gifts of time, talent and financial resources at the local, state, and national levels.

ALUMNI STRUCTURE CHART

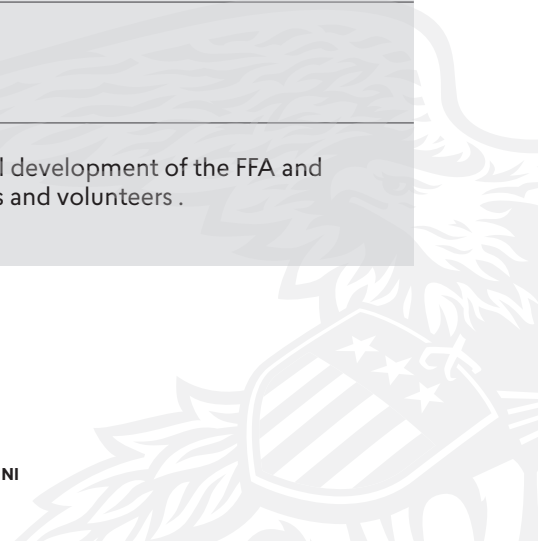


FFA Alumni Mission: To support and advocate for agricultural education and FFA through gifts of time, talent and financial resources at the local, state, and national levels.

WHAT IS ALUMNI'S ROLE?

| Agricultural Educator/Advisor | Alumni |
|---|---|
| Educate, develop, inspire and grow ALL levels of students (regular ed., special ed., homebound, etc.) from all types of backgrounds (rural, urban, economically advantaged, economically disadvantaged, etc.) on the importance of the Agriculture, Food, Fiber, and Natural Resource System. | Assist, encourage and support the local agricultural education Instructor. |
| Enhance, prepare and operate a highly interactive and effective classroom (visual aids, exams, homework assignments, parent/teacher conferences, IEP meetings, etc.) | Arrange and contribute resources to enhance interactivity of the educational classroom. |
| Advocate for the ag ed program on school committees, testing discussions, building plans, district initiatives, etc. | Support and promote the local agricultural education and FFA program on the local, state and national levels. (time, talents financial resources, etc.) |
| Facilitate discussions with local advisory committee to ensure instructional content is current and relevant to today's practices. | <i>No alumni role</i> |
| Master local, state and national mandates/programs/ initiatives and infuse them effectively into current curriculum. | Encourage and support professional development of the local agricultural educator/FFA advisor. |
| Manage and maintain district provided facilities (equipment, supplies, classroom cleanliness and safety). | |
| Deliver agricultural information (Operate a greenhouse, school farm/nursery, aquaculture facility and answer community members questions). | Serve as resources to share professional expertise and experiences in personal agricultural areas. |
| Counsel ag. program students on: career planning (identify and apply to college, financial aid opportunities, part-time jobs, etc.) and personal problems. | |
| Enforce school rules/policies, police school facilities (hallways, bathrooms, lunch rooms, etc.) and complete appropriate paperwork/phone calls/meetings. | <i>No alumni role</i> |
| Manage and complete departmental budget, requests, and requisitions. | <i>No alumni role</i> |

| Agricultural Educator/Advisor | Alumni |
|---|---|
| Publicize department accomplishments and programs Recruit and retain students to ensure the future of the ag ed program. | Prepare press releases and/or train students on how to generate press releases. |
| Create and maintain program websites, data bases, social media sites and online content specific resources. | |
| Cultivate industry connections to secure real-world professionals and education opportunities for students. | Provide a tie to local agricultural professionals and opportunities to aid the local agricultural instructor in educating students and members. |
| Assist and supervise students' supervised agricultural experience (SAE). | Provide/recruit SAE host sites and mentor's for FFA members. |
| Serve as an advisor to the local FFA chapter. | <i>No alumni role</i> |
| Integrate FFA and SAE into the classroom instruction. | |
| Develop and prepare students for FFA leadership positions for the local, state and national level. | Volunteer to serve as coaches, mentors, helpers, etc. with preparation of students. |
| Operate and effective FFA Program of Activities. | Contribute assistance in local program of activities. |
| Coach FFA members and teams (24 career development events, agriscience fair, etc.) | Serve as a coach for FFA members and teams. |
| Support and aid FFA members with award applications (five star areas, 49 proficiency areas, etc.) | Aid the local instructor in proofing, completing, and submitting applications. |
| Establish and maintain FFA budget and fundraising activities. | Contribute to the local FFA chapter through gifts of financial assistance. |
| Transport FFA members to leadership, personal growth and career success opportunities. | Procure volunteers to transport or chaperone FFA events/conferences. |
| Recruit and retain FFA members for continued success of FFA program. | |
| Recruit, develop, and retain community members to serve as FFA Alumni to provide support of FFA members and programming. | Promote the personal development of the FFA and FFA Alumni members and volunteers . |



QUICK GUIDE TO SUBMITTING YOUR ALUMNI MEMBERSHIP

How to access the Alumni Portal:

1. Go to www.FFA.org
2. Click **My FFA Registration and Log in** to sign into FFA.org (top right of page)
3. Open your **FFA Dashboard** (top right of page)
4. Under *My Account*, select **My Toolbox – Alumni Leader**
5. Under *Roster Tools*, select **Manage Roster**

How to Add New Members:

1. Go to the **Add New Alumni** tab
2. Go to the **Add New Alumni Membership** section (lower portion of page)
3. Enter the required information (annotated by a red *) for your first new member
4. Click **Save & Add Another**
5. Follow steps 3 and 4 for the rest of your new members
6. After entering all your new members, go to the **Pending Alumni** tab
7. Review the list and delete any duplicates
8. Select all the members and click **Create Membership & Approve Locally**
9. All your new members will appear on the **Active Roster**

How to Renew Members:

1. Go to the **Expired Roster** tab
2. Click the blue circle beside “# Alumni Membership(s) found” to extend your view to 25 members per page
3. On Page 1 of the **Expired Roster**, click the check box (under Bulk column) for returning members
4. Under *Bulk Actions*, select a the **State Renewal Type** and **National Renewal Type**
5. Click **Renew National Membership** and then click **OK** when asked if you are sure you want to renew the members
6. Go to Page 2 on the **Expired Roster**, follow steps 3 through 5
7. All your renewed members will appear on the **Active Roster**

How to Submit your Roster to State:

1. On the **Active Roster** tab, go to the Bulk Actions area (below list of members)
2. Click the checkbox for “Act upon all # alumni membership(s) in grid”
3. Select **Submit for State Approval**
4. Click **OK** when asked if you are sure you want to submit your members for state approval
5. A “success” message should appear at the top of the page with a link to a batch invoice

Once you have submitted your membership to the state for approval, make sure to print off your invoice and mail with your membership check to your state membership contact.

For additional How-To-Guides regarding membership please go to the Alumni Resources page on FFA.org.

OBTAINING TAX-EXEMPT STATUS FOR YOUR LOCAL OR STATE ALUMNI AFFILIATE

How do we obtain Federal Tax-Exempt Status for our affiliate?

Visit www.FFA.org/alumni and click on the “Start an Affiliate” link from the left menu to obtain paperwork for starting/reactivating a local affiliate and to obtain tax-exempt information and documents.

Step 1

Ensure “active” status with the National FFA Alumni Association by either starting or reactivating a local FFA Alumni affiliate. To start/reactivate submit an Application for Charter, copy of your constitution and bylaws and dues for at least 10 members. “Active” affiliate status requires at least 10 members annually to maintain status and qualify for tax-exempt status under the FFA umbrella.

Step 2

Obtain an Employee Identification Number (EIN) from the IRS. Obtain an SS-4 application and instructions from www.irs.gov or by contacting National FFA Alumni at alumni@ffa.org. Visit our website’s “Start an Affiliate” page and select from the right hand menu, “Tax Exemption Information.” This document provides instruction on what to write in various boxes on the application. Submit the application via phone, online or mail. **DO NOT BE CONCERNED WITH INCLUDING A SSN OR THE REQUESTED GEN AS THIS IS JUST A VERIFICATION PROCESS.**

Step 3

Complete and submit the “Return Form to FFA” found on the “Start an Affiliate page” from the right hand menu. Once received by FFA, they will contact the IRS and have your EIN linked to the FFA Group Exemption Number. A letter will then be sent to the affiliate indicating they’ve been linked and provide information verifying the GEN.

Step 4

Obtain state tax-exempt status. In order to be **sales tax exempt** in your state, your affiliate will have to contact the state agency that manages sales taxes. This is the State Department of Revenue in some states; it may be a different agency in your state. The agency should have a form for you to use to request exemption from sales tax and you can indicate that you are exempt from federal income taxes under the National FFA Organization’s GEN and include that information with your application. That may be enough to get the exemption. Has your affiliate applied for income tax exemption in your state? If not, you may need to do so in order to be eligible for sales tax exemption. Each state has different requirements so visit your government websites to learn more.

Step 5

File annually with the IRS to maintain your EIN. Pay dues annually to National FFA Alumni to maintain your active status. Each year the IRS requires FFA report any affiliates that no longer qualify.

What happens if we don’t file a 990?

The law requires FFA Alumni affiliates to file an annual Form 990, 990-EZ, or to submit a Form 990-N e-Postcard to the IRS. If an affiliate fails to file an annual return or notice as required for three consecutive years, it will automatically lose its tax-exempt status. Late fees can be accrued for affiliates filing late each year.

Visit www.irs.gov for additional information.

WHAT FORM MUST BE FILED ANNUALLY BY YOUR AFFILIATE?

| 2010 Tax Year and later (Filed in 2011 and later) | Form to File | |
|--|---------------|---|
| Gross receipts normally ≤ \$50,000 Note: Organizations eligible to file the e-postcard may choose to file a full return | 990-N | The e-postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday or legal holiday, the due date is the next business day. You cannot file the e-postcard until after your tax year ends. File at: http://epostcard.form990.org . The form must be completed and filed electronically. There is no paper form. |
| Gross receipts < \$200,000, and Total assets < \$500,000 | 990-EZ or 990 | Due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. Can file electronic or hard copy. Online Courses: Preparing Form 990 and 990-EZ Case Study: On-line walk-through of Form 990 filed by a hypothetical tax-exempt organization NEW Form 990 Preparation Checklist (Publication 4740) Visit: http://www.irs.gov/charities/index.html and click on the link "Form 990 Resources and Tools". |
| Gross receipts ≥ \$200,000, or Total assets ≥ \$500,000 | 990 | |
| Reinstatement after automatic revocation | Form 1023-EZ | <ol style="list-style-type: none"> 1. You were eligible to file either Form 990-EZ or Form 990-N for each of the three consecutive years that you failed to file. 2. This is the first time you have been automatically revoked pursuant to section 6033(j). 3. You are submitting this application not later than 15 months after the later of the date of your Revocation Letter or the date on which the IRS posted your name on the Revocation List at www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check. |
| Application to Adopt, Change, or Retain a Tax Year | Form 1128 | Used to change your local affiliates tax year from the National FFA Organization's automatic tax year of January 1 to December 31. |

What if we don't know if our affiliate has an EIN or if that EIN was submitted to FFA to be linked to the GEN?

- If you do not know if your affiliate has ever filed for an EIN you may contact the IRS at 1-800-829-4933.
- If you are unsure if your EIN was submitted and is linked to the FFA GEN, you may email a request for verification to alumni@ffa.org.
- If you know your EIN was not submitted to be linked to the FFA GEN, email a request for a "Tax -Exempt Return Form" to or visit: https://www.ffa.org/documents/alum_tax_exempt_returnform.pdf

Contact alumni@ffa.org or 317-802-4332 with questions or to receive the EIN application and FFA Return form via email.

For more tax information visit the About page under Alumni on [FFA.org](http://ffa.org)

LESS TIME, MORE IMPACT RESOURCES

This list of **Less Time, More Impact Resources** are quick guides that are suggestions for surviving In organizations that can be used to help your affiliates and members grow and become the most effective that they can be. To find the links to these resources please visit the Affiliate Resources page under Alumni Resources on FFA.org.

- Agendas...Yours, Mine, Ours?
- Conflict... Oh no!
- Conflict... Not all Bad
- Delegating
- Effective Committees
- Effective Meetings
- How to make it happen (Part 1)
- How to make it happen (Part 2)
- Liability Risk Management
- Minutes – The official record of your organization
- Mission and Vision Statements
- Position Descriptions for volunteers
- Time Management

The **Less Time, More Impact** handouts are a University of Wisconsin-Oconto County Extension Leadership Development Fact Sheet series.