



ALUMNI CHAPTER CHARTERING PROCESS

Updated: 8/2/2022

The following are the internal steps for completing the chartering process for a new FFA alumni chapter.

Step 1: Receive New Alumni Chapter Application – Notice email in alumni@ffa.org inbox

Step 2: Search for alumni chapter profile using [Chapter/State Profile Search](#) in [ManageMyFFA](#) on FFA.org

Step 3: Open alumni chapter profile

Step 4: Create new [Charter Certificate](#) and [Charter letter](#) using templates

Step 5: Save charter certificate on computer using naming system of [Chapter ID – Chapter Name](#)

Step 6: Upload saved charter on the [Charter Tab](#) of the Alumni Chapter Profile

Cherokee FFA Alumni

Chapter/Charter
Information

Program/Chapter Data

Membership Data

Awards/Recognition/Leaders

Volunteer Activities

Alumni Chapter Overview

Contacts Addresses **Charter** Chapter Name Web / Social

Charter Information

Official Chapter Charter Name: Cherokee FFA Alumni

Chapter Charter Date: 5/11/2009

Chapter Creation Date:

Charter:

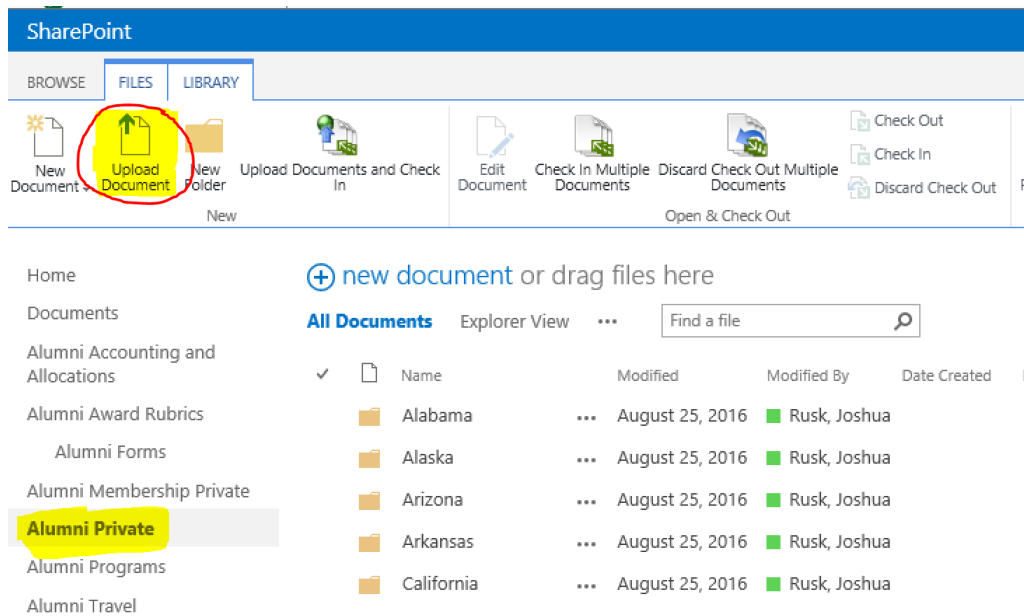
Constitution/Bylaws:

Upload a new Charter.

Original Charter Certificate

Add

Step 6: Upload saved charter on FFA.net in Alumni Private, Alumni Chapter Original Documents, State Folder.



Step 7: Print saved charter to be sent to new alumni chapter

Step 8: Print blank roll of charter members to be sent to new alumni chapter

Step 9: Complete new alumni chapter charter packet
Items to put into packet

- Charter Letter
- Charter Certificate
- Blank Roll of Charter Members
- Dates/Reminders/Resources flyer
- RDC flyer

Step 10: Mail completed packet