



## National FFA Collegiate Scholarship Program Advisor Tips

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*New to FFA.org? Contact your state FFA staff for your advisor username and password.*

### IMPORTANT

#### Students must have an account in FFA.org to access the scholarship application.

- Renew your advisor Roster in FFA.org (one, three or four years)
  - Do not create new memberships for existing members
  - Do not register active/existing members as "AgEd Only"
- Issue invitations to chapter members
  - To generate **individual** member invitations, go to Manage Roster, Active Roster. Find the student, then select the Print icon in the "Invite Code" column.
  - To generate invitations for **all** active members with invitation codes, go to "Bulk Actions," "Select All Students" then "Print Invitations."
  - No Invite Code showing? Student already has an FFA.org account.

**NEVER have active FFA members create an FFA.org account without using their invite code or their membership number (FFA ID)**

**National FFA will not contact states during scholarship judging to confirm membership status.** Only applicants with an active one, three or four year "nationally approved" membership status in FFA.org will be eligible to compete for scholarships with membership criteria.

**The deadline to ensure active membership is March 1<sup>st</sup>.**

The National FFA Collegiate Scholarship Program goes live Nov. 15<sup>th</sup> each year. Information is available at FFA.org/Scholarships as of that date. High school seniors and collegiate FFA members interested in post-secondary education should be encouraged to apply.

#### Remind students to:

- **Apply early.** The application is available online as of Nov. 15 each year.
- **Be prepared.** Applicants should create or update their profile in FFA.org (My FFA Dashboard/User Profile) before beginning an application.
- **Read carefully.** Avoid errors that could exclude students from consideration for scholarships with specific criteria requirements.
- **Answer questions fully.** SAE and essay text fields are limited, but all answers need to be thoughtful, well-written, thorough and pertinent. Include specifics where applicable – details make a difference.  
NOTE: Students can use the **Sample FFA application** (located under Helpful Tools) to craft SAE and essay responses.
- Review applications carefully prior to submitting for advisor approval.

**Advisor review of applications is critical.** Missing or inaccurate information can cause an applicant to be overlooked during judging. Inaccurate information may also be grounds for disqualification. Advisors access the **Certification** portion of the scholarship application through FFA.org.

#### Submission Deadline

- Students must submit applications online prior to 5 p.m. EST on Feb. 1<sup>st</sup>
- **Advisor Approval & Signature Page Postmark**
  - Advisor approval due prior to Feb. 8<sup>th</sup>
  - Signature Page – must be postmarked no later than Feb. 8<sup>th</sup>

NOTE: A completed **Signature Page\*** is required for eligibility. FFA members cannot print the required Signature Page until **AFTER** advisors electronically approve their application.

(\*The Signature Page link cannot be accessed after 5 p.m. EST on Feb. 8)

#### Have Questions or Need Help?

For Membership, Roster or FFA.org questions, call 317-802-6060.

For scholarship questions, email [Scholarships@ffa.org](mailto:Scholarships@ffa.org) or call 317-802-6099. (Please check FAQs and/or IMPORTANT NOTES first (FFA.org/scholarships)).

When contacting FFA, provide details of problems experienced.