

How to organize a local FFA Alumni affiliate

- ___ Identify potential members. Begin with three to five interested people at a nucleus meeting.
- ___ Develop a tentative constitution and bylaws prior to the meeting. You can obtain sample copies from the State or National offices.
- ___ Call a meeting of your nucleus people. Include your Wisconsin State Council sectional representatives for their assistance.
 - ___ Review the purpose and benefits of a local affiliate and how will help local FFA members and the agricultural education program.
 - ___ Discuss the procedure for chartering a local affiliate.
 - ___ Define membership eligibility.
 - ___ Review the suggested FFA Alumni bylaws, constitution, and application for local charter.
 - ___ Appoint a chairperson to assign duties.
 - ___ Make a list of potential members and divide the responsibility of contacting each prospect between nucleus committee members.
- ___ Publicize an organizational meeting that is open to the public, the alumni affiliate and other community members.
 - ___ Write and deliver a news release to the local media and announce meeting date, location and purpose.
 - ___ Have FFA members send handwritten invitations to parents, administrators and community leaders.
 - ___ Nucleus committee members contact potential members in person or by telephone.
 - ___ Ask people to spread the word to at least five other individuals.
- ___ Conduct the Organizational meeting.
 - ___ Present the purpose of the meeting.
 - ___ Review the alumni promotional materials.
 - ___ Invite a State FFA Alumni Council member to assist in presenting the purpose and objectives of the FFA Alumni Association.
 - ___ Temporary chairperson asks for motion to form affiliate. Then, proceeds to pass constitution and elect officers.
 - ___ Establish local dues and set date for next meeting.
- ___ Send Necessary Items to State FFA Alumni Association
- ___ Contact Wisconsin State Executive Secretary for required items in order to establish a Charter.