



NATIONAL
FFA ORGANIZATION

Middle School Flat Fee Philosophy, Policy and Procedures

For assistance or questions on membership issues, contact the National FFA Organization membership team at membership@ffa.org or 888-332-2668 option #3.

For questions or clarifications regarding operation procedure and National FFA policy, contact Lee Anne Shiller at lshiller@ffa.org or 317-802-4227.

MIDDLE SCHOOL FLAT FEE MEMBERSHIP PHILOSOPHY

WHAT IS THE MIDDLE SCHOOL FLAT FEE PROGRAM

The middle school flat fee program allows students who are enrolled in a secondary agricultural education program (grades 7-12, as defined by the National FFA Constitution) and assigned to a middle school chapter ("Program Type" is "Middle School" their chapter's profile) to be eligible for the benefits and opportunities of FFA, as part of the total program delivery. Under the middle school flat fee program, all agricultural education students are FFA members. Instead of paying membership dues for each member, chapters pay a flat fee for all students enrolled in their agricultural education program.

Philosophy

- 1) *Involvement in FFA is an integral part of an agricultural education program serving 7th - 12th grade members and therefore should not be optional.*
- 2) *Participating in FFA activities helps students develop additional employability skills that cannot be duplicated at the classroom level.*
- 3) *Students understand the role and importance of professional associations in America's workforce.*
- 4) *Students engaged in a complete school-based agricultural education program will experience a well-rounded education that leads to increased academic performance, lower dropout rates and career success.*
- 5) *Twenty-first century skill development through FFA is not only for a select few, but should be offered to every student, in every class, every day.*

WHAT ARE THE BENEFITS OF THE MIDDLE SCHOOL FLAT FEE?

- 1) **Multiple Fee Collection Options.** One fee covers all students in the agricultural education program. How fees are collected are up to the local chapter. Consider utilizing local FFA Alumni or booster clubs, sponsors, incorporating in annual budget and fundraising. Or, talk to school administration about including it in the annual operational budget.
- 2) **FFA is Integral.** Repositions FFA as an integral part of agricultural education in the classroom and helps remove the “club” connotation. Every student is a member, providing the teacher the option to engage all students in the school based agricultural education, three-component model.
- 3) **Easy to Budget.** Allows the ability to budget the middle school flat fee in advance for local programs and states.
- 4) **Missing Students.** If a teacher/advisor, state staff or national staff member discovers a student has accidentally been left off a roster, the student can be added at any time without having to pay additional fees.
- 5) **Potential State-Specific Benefits:**
 - a) Ability to collect fees sooner due to earlier billing process.
 - b) More accurate accounting of all students enrolled in agricultural education at local and state levels.
 - c) Provides all students enrolled in agricultural education access to FFA activities, awards and programming, regardless of socioeconomic situations.
 - d) Increased membership numbers resulting in the following:
 - i) Increased potential with sponsors, as we serve more students.
 - ii) Increased numbers of students who are available to participate in FFA activities, awards and recognition programs.

FFA MIDDLE SCHOOL FLAT FEE OPERATING POLICIES AND PROCEDURES

1) State Set-Up

- a. Before chapters can request the middle school flat fee option, states need to select the "State allows middle school flat fee" option on their state profile, in the "Association Program Data" section, on the "Dues/Fees" tab. See the examples below for how it will look before and after selecting the option.

View before selecting option

The screenshot shows the 'Association Overview' page with the 'Dues/Fees' tab selected. Under the 'Options' section, there are two main areas:

- State Affiliation Options:** A dropdown menu is set to 'State allows chapters to be affiliated' with an 'Update' button next to it.
- Middle School Flat Fee Program Options:** A dropdown menu is set to 'State does not allow middle school flat fee' with an 'Update' button next to it. To the right of this section, a message reads: 'Middle school flat fee option has been requested for the 2018-2019 membership year. [Cancel Request](#)'.

View after selecting option

The screenshot shows the same 'Association Overview' page with the 'Dues/Fees' tab selected. Under the 'Options' section:

- State Affiliation Options:** The dropdown menu remains 'State allows chapters to be affiliated' with an 'Update' button.
- Middle School Flat Fee Program Options:** The dropdown menu is now set to 'State allows middle school flat fee'.

A note is displayed below the options: 'Note: If your state allows middle school flat chapter fee program, we will not allow you to select a different option on your profile. You will need to make the request via email at membership@ffa.org. If you are not allowing middle school flat chapter fee program now but want to allow it, you can make this change online as long as it is completed by July 31st for the following membership year.'

- b. **State Fees** – If the state is going to charge a fee, then prior to approving the first batch, the state middle school flat fee needs to be completed on their state profile, in the "Association Program Data" section, on the "Dues/Fees" tab. See the examples below for how it will look before and after selecting the option.

View before setting up the fees

The screenshot shows the 'Middle School Flat Fee' configuration form with the following fields:

- Effective Membership Year:** A dropdown menu set to '2018-2019'.
- National Middle School Flat Fee:** A text input field containing '\$ 300.00'.
- State Middle School Flat Fee:** A text input field containing '\$ 0.00'.

An 'Update' button is located at the bottom left of the form.

View after setting up the fees

Middle School Flat Fee

Effective Membership Year	National Middle School Flat Fee	State Middle School Flat Fee
2018-2019 ▼	\$ 300.00	\$ 100.00
<input type="button" value="Update"/>		

- c. **Chapter Approvals** – States will be notified via email to approve chapter requests. Once approved, the chapter will be notified of the approved request via email and the chapter’s profile will be updated accordingly.

Association/Charter Information

Association Program Data

Association Teacher/Advisor Data

Association Student/Member Data

Association Annual Report Data

Declaration/Certification/Registration

Setup Required Data

Approvals

Approval Items

Status

New/Reactivate Chapter

Chapter Affiliation

Chapter Middle School Flat Fee

		Chapter Name	Chapter ID	Status	Effective Membership Year	Created Date	
Approve	Disapprove	Ashworth Middle FFA	GA1055	In Progress	2018-2019	7/17/2018 10:54:08 AM	
Approve	Disapprove	Whigham Middle FFA	GA0497	In Progress	2018-2019	6/7/2018 1:36:30 PM	

2 Chapter Middle School Flat Fee Program Request(s)

2) **Chapter Set-Up**

- a. To request the middle school flat fee option, chapters need to click “Middle School Flat Fee Program Request” on their chapter profile, in the “Program/Chapter Data” section, on the “Dues/Fees” tab.

The view will look like the example below.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

Chapter Overview ▼

[Demographics](#) [Dues/Fees](#) [Documents](#)

Dues

Affiliate Chapter: No [Affiliation Request](#)
Middle School Flat Fee Program: No [Middle School Flat Fee Program Request](#)

National Dues	State Dues	Local Dues:																
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Membership Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>One Year</td><td>\$7.00</td></tr> <tr><td>Three Year</td><td>\$20.50</td></tr> <tr><td>Four Year</td><td>\$27.50</td></tr> </tbody> </table>	Membership Type	Amount	One Year	\$7.00	Three Year	\$20.50	Four Year	\$27.50	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Membership Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>One Year</td><td>\$4.00</td></tr> <tr><td>Three Year</td><td>\$11.50</td></tr> <tr><td>Four Year</td><td>\$15.50</td></tr> </tbody> </table>	Membership Type	Amount	One Year	\$4.00	Three Year	\$11.50	Four Year	\$15.50	
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- b. Read the policy by clicking the “Middle School Flat Fee Policy” link. After reading the policy, click the checkbox for “Middle School Flat Fee Program Policy Acknowledgement” and then click “Submit”. This will send the request to the state for approval.

Chapter Middle School Program Request

[Email Questions](#)

Policy and Acknowledgement

Click [Middle School Flat Fee Program Policy](#) to read document.

Middle School Flat Fee Program Policy Acknowledgement

I have read the philosophy, procedure and requirements of the Middle School Flat Fee Program policy and understand that it is my responsibility to comply with the policies contained in this document.

c. After the state has approved the request, the view will look like the example below.

Chapter/Charter Information

Program/Chapter Data

Teacher/Advisor Data

Student/Member Data

Annual Report Data

Certification/Registration

Profile/Membership Options

Chapter Overview

Demographics Dues/Fees Documents

Dues

Affiliate Chapter: No Affiliation Request
Middle School Flat Fee Program: Yes

National Middle School Flat Fee: \$ 300.00 State Middle School Flat Fee: \$ 1000.00

Middle School Flat Fee Program Status

Membership Year	Is Enrolled
2018-2019	Yes
2017-2018	No
2016-2017	No
2015-2016	No
2014-2015	No

- 3) **States must approve all middle school flat fee requests by November 15 annually.** This is to ensure invoicing is completed correctly and resolve other potential issues.
- 4) **The total middle school flat fee amount is determined by adding the national fee and the state fee.**
- 5) **Chapters participating in the middle school flat fee program will submit roster(s)** with required information. This information will be gathered in accordance with current state FFA membership processes.

The middle school roster will include all national and state-required data. National-required data includes the unduplicated legal name of the student, mailing address, graduation year and graduation month (students in 12th grade). States may require gender, ethnicity/race and/or email, of the following:

- All **secondary school students** (grades 7-12 as defined by the National FFA Constitution) enrolled in all agricultural education classes offered by the school and/or other eligible students for active FFA membership. See National Constitution Article V, Section B to determine other eligible students.

“One Year” is the ONLY membership type available on the middle school roster.

Previously approved multi-year (i.e., Three Year and Four Year) memberships will remain on the chapter roster until they expire. Current, unapproved (by state) multi-year memberships on the roster will automatically be changed to “One Year” memberships.

- 6) The state FFA association and the National FFA Organization will not request payment of membership dues from any student who moves from a middle school flat fee chapter to a non-middle school flat fee chapter. Once a roster is received and membership is established, a student will remain a member for the entire membership year.

- 7) **Participation in the middle school flat fee program is designed to be ongoing.** Chapters that sign up for the middle school flat fee program must remain a middle school flat fee chapter unless they receive approval from the state association to revert to a non-middle school flat fee chapter.