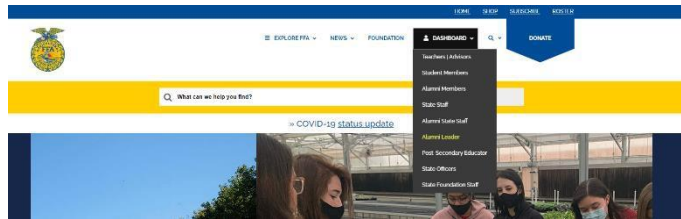




# Quick Guide to Submitting the FFA Alumni and Supporters Annual Fee and Membership Rosters

## Local Leaders

1. Go to the [Alumni Leader Dashboard](#) on FFA.org.

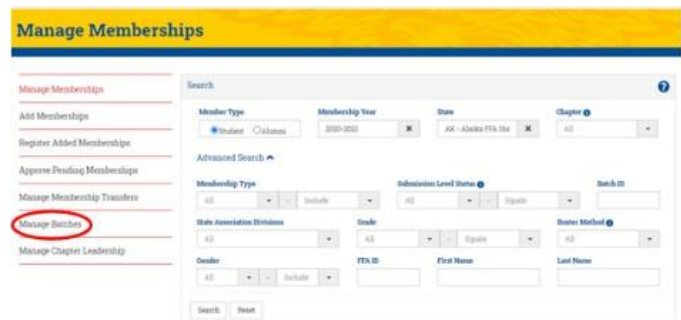


2. Select the [Manage Roster](#) Quick Access box on the left side of the page.



3. Log into your FFA.org account.
  - a. If you do not have an account or your current account does not have the Alumni Leader role on it, please use the appropriate How-To Guides under the Resources Quick Access folder on the Alumni Leader Dashboard.

4. Go to the [Manage Batches](#) tab on the left side of the page.



5. Scroll down to the Annual Fee Detail section and click on the printer icon to print your Annual Fee Detail and mail a copy of it with your payment to your state at the Remit To address listed.

Annual Fee Details

Chapter to State  State to National

<input type="checkbox"/>	State	Chapter ID	Chapter Name	Status	Last Approval On	Invoice #	Fees	Actions
<input type="checkbox"/>	AK	AKA0005	Silent Springs FFA Alumni	State	6/16/2021		\$100.00	✓ 🖨️

1 Annual Fee Details

Annual Fee Actions

[Submit to National FFA](#)

[Reset to Original Status](#)

[Print Annual Fee Detail\(s\)](#)

6. Once the state has received your payment and advanced your Annual Fee Detail onto the **National** level (this can be monitored in the **Status** column), use the [Quick Guide to Submitting FFA Memberships](#) (found under the Resources Quick Access folder on the Alumni Leader Dashboard) to submit your annual membership roster.

Annual Fee Details

Chapter to State  State to National

<input type="checkbox"/>	State	Chapter ID	Chapter Name	Status	Last Approval On	Invoice #	Fees	Actions
<input type="checkbox"/>	AK	AKA0005	Silent Springs FFA Alumni	State	6/16/2021		\$100.00	✓ 🖨️
<input type="checkbox"/>	AK	AKA0006	Northern Sky FFA Alumni	State	6/16/2021		\$100.00	✓ 🖨️
<input type="checkbox"/>	AK	AKA0007	Agvocate FFA Alumni		7/29/2021		\$100.00	🖨️

3 Annual Fee Details

Annual Fee Actions

[Submit to National FFA](#)

[Reset to Original Status](#)

[Print Annual Fee Detail\(s\)](#)

## State Alumni Leaders

1. Go to the [Alumni State Staff Dashboard](#) on FFA.org.
2. Select the [Manage Roster](#) Quick Access Box on the left side of the page.
3. Log into your FFA.org account.
  - a. If you do not have an account or your current account does not have the Alumni State Staff role on it, please contact National FFA Alumni and Supporters at [alumni@ffa.org](mailto:alumni@ffa.org) for assistance.
4. Go to the [Manage Batches tab](#) on the left side of the page.
5. Select the **State to National view button** on the top right side of the Annual Fee Details section.
  - a. Select **ONLY** those chapters that have submitted payment and that you have received including the State Association/At-Large chapter if you wish to utilize the Annual Fee Benefits as a State Association.
    - i. *REMINDER that by submitting a chapters Annual Fee Detail to the national level is an electronic agreement that the state will pay the annual fee whether they receive payment from the local chapter or not. Do not submit anything to National FFA if the state is not willing to pay for it.*
  - b. Select **Submit to National FFA**.
    - i. *Local chapter will NOT be able to submit their annual roster until this step has been completed.*
    - ii. *ANNUAL membership rosters will no longer need to be approved once you submit a chapter's annual fee to national, they will automatically go straight to National FFA for approval.*
6. National FFA will invoice you for only those chapters that you have submitted onto nationals. Invoices are normally generated monthly on the 16 and the last day of each month. Please remit payment within 30 days of receiving each respective invoice.

For additional assistance please email [membership@ffa.org](mailto:membership@ffa.org) or [alumni@ffa.org](mailto:alumni@ffa.org).