



NATIONAL
FFA ORGANIZATION

Chapter Management ?

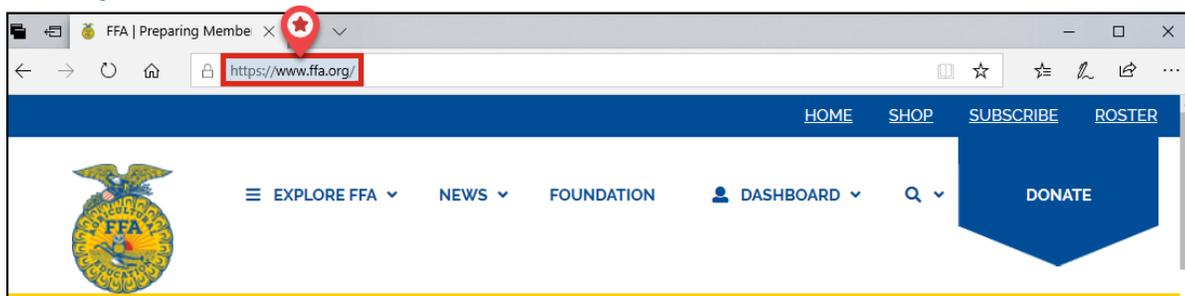
Request Administrative Access to a Chapter

Created: 10/2018
Updated: 3/2020

Brand-new and transitioning teachers/advisors and/or alumni leaders can request administrative access to a chapter via an online application.

GETTING STARTED

Where to begin:



Things to understand:

WHO **CANNOT** USE THE ONLINE APPLICATION?

The following states require their **teachers/advisors** to contact their state FFA association to receive administrative access to a chapter: **California, Georgia, Illinois, Indiana** and **Texas**. As a result, these states are not available in the online application.

SELF-TRANSFERRING YOUR EXISTING TEACHER/ADVISOR OR ALUMNI LEADER ROLE

If you recently transitioned to a different school or chapter, you **cannot self-transfer** your existing teacher/advisor or alumni leader role to your new chapter. **Instead**, complete this application to request administrative access to your new chapter. If your previous leader role is still active, you can expire the role in the Role(s) section. If no roles are found, your previous roles have already been expired.

FFAID	State	Chapter	Role	Effective Date	Expiration Date
552524956	NC0000	NC0078	Advisor/Teacher	4/26/2019 5:12:35 PM	

Role(s)

i If a role is no longer needed, click the **X** to expire it.

ACCESS TO MULTIPLE CHAPTERS

If you manage more than one chapter, you can use this form to request administrative access for each chapter you manage. **A separate request must be submitted for each chapter.**

FFA.ORG LOGIN IS REQUIRED

An FFA.org login is required to access the application. If you are not already logged in to FFA.org, you will be prompted to log in when you click the application link. If you do not have a personal FFA.org login, you will be required to create one to move forward.

NO SHARED CHAPTER LOGIN CREDENTIALS

For system security and data privacy purposes, we do not have shared chapter logins. Each teacher/advisor and alumni leader must have his/her own personal FFA.org account.

REQUIRED INFORMATION

Certain information is required by national and/or state. If you attempt to submit your request without the required data, the system will prompt you to enter the required data. A message will appear at the top of the screen, listing the missing data points.

Teachers/Advisors:

- **National-required data**
 - First Name and Last Name
 - Address with City, State and ZIP Code
 - Date of Birth (MM/DD/YYYY)
 - Email
 - Work Phone
 - Are you a former FFA Member? - Yes/No question
- **State-required data**
 - Varies by state – You may be prompted to enter additional information after clicking **Submit Request**

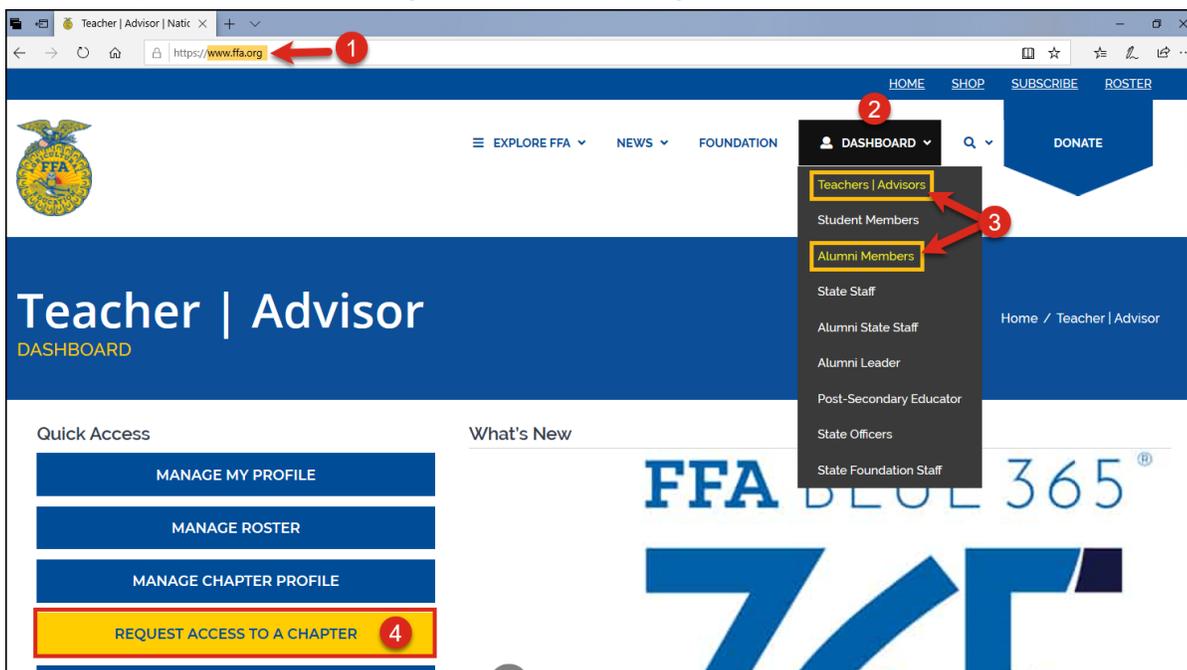
Alumni Leaders:

- **National-required data**
 - First Name and Last Name
 - Address with City, State and ZIP Code
 - Date of Birth (MM/DD/YYYY)
 - Email
 - A Phone Number of any type
- **State-required data**
 - None at this time

STEP ONE – LOCATE APPLICATION

Here is how to get to the application:

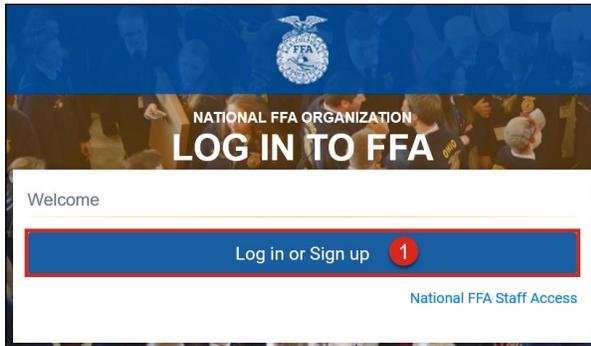
1. Go to [FFA.org](https://www.ffa.org)
2. At the top, click **Dashboard**
3. Select **Teachers/Advisors** or **Alumni Members**
4. Under *Quick Access*, select **Request Access to a Chapter**



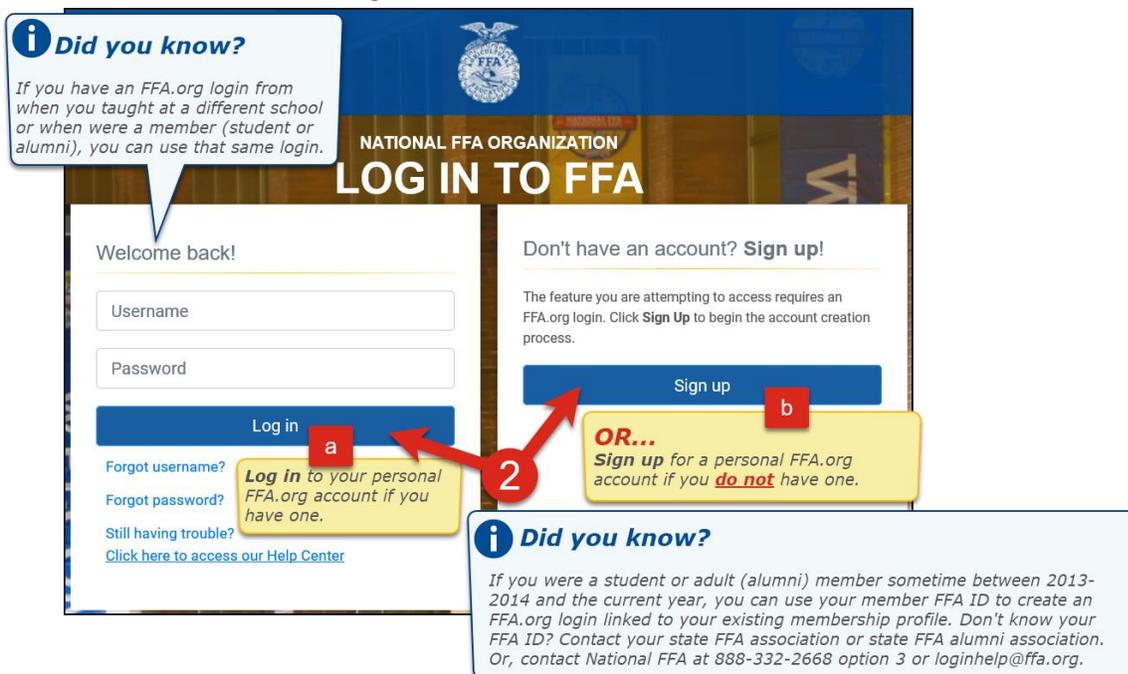
STEP TWO – LOG IN TO FFA.ORG OR CREATE AN FFA.ORG LOGIN

If you are not logged in to FFA.org, you will be prompted to log in.

1. Click **Log in or Sign up**



2. Next
 - a. If you have an existing, personal FFA.org login, enter your **Username** and **Password**, and then click **Log in**
 - b. If you do not have a personal FFA.org login, click **Sign up** to create an account – Go [here](#) for instructions on how to create an FFA.org account.



3. If you just created your FFA.org login, you *may* be prompted to provide additional profile information **before** you can move forward. Enter a phone number (**Home Phone** or **Mobile Phone**) and a valid **Address** (starting with the ZIP Code). Then, click **Complete Profile**.

Welcome Christopher | [Sign Out](#) [Help?](#) [QA](#)

Christopher Jordon

3

First Name **Last Name** **Date Of Birth**

Home Phone **Mobile Phone** **Email**

ZIP Code **City** **State**

Address Line 1 **Address Line 2**

Suite

←

STEP THREE – COMPLETE APPLICATION AND SUBMIT

Once logged in, review and complete the following sections of the application, and then submit your request.

Register:

Identify your role type and chapter.

1. For *Leader Type*, select **Teacher/Advisor** or **Alumni Leader** – The default is *Teacher/Advisor*
2. Keep the default **Membership Year**, **UNLESS** you want your administrative access to begin on **August 1** of the **NEXT** membership year
3. Select your **State**
4. Select your **Chapter**

Self-Registration ?

To register as Teacher/Advisor, please complete the information below and submit your request. Upon submission, your state staff must approve your request before you are an official local leader.

Register

Leader Type **1** Teacher/Advisor Alumni Leader

Membership Year **2** ✕

State **3**

Chapter **4**

Role(s)

Pending Request(s)

Personal Information

! **Teachers/Advisors** from the following states **must** contact their state FFA association: **California, Georgia, Illinois, Indiana and Texas.**

As a result, these states are not available on the state drop-down menu.

State dropdown list:

- FL
- GU
- HI
- IA** **3**
- ID
- KS
- KY
- LA
- MA
- MD
- ME
- MI
- MN

Chapter dropdown list:

- IA0030 - Centerville FFA
- IA0104 - Central City FFA
- IA0063 - Central Community FFA
- IA0013 - Central Lee FFA
- IA0190 - Central Lyon FFA **4**
- IA0083 - Central Plains FFA
- IA0124 - Central Trail FFA
- IA0032 - Chariton FFA
- IA0033 - Charles City FFA
- IA0295 - Cherokee FFA
- IA0036 - Clarion-Goldfield-Dows FFA
- IA0067 - Clay Central Everly FFA
- IA0333 - Clear Creek Amana FFA

Role(s):

In this section, you can view your active teacher/advisor or alumni leader roles. You may need to toggle between leader types (i.e., teacher/advisor and alumni leader) to view all your active roles. If none are found, you do not have any active leader roles.

EXAMPLE OF NO ROLES FOUND

Role(s) ^

No roles found.

EXAMPLE OF ACTIVE ROLES

Role(s) ^

i If a role is no longer needed, click the ✕ to expire it.

FFAID	State	Chapter	Role	Effective Date	Expiration Date
552524956	NC0000	NC0078	Advisor/Teacher	4/26/2019 5:12:35 PM	✕

Pending Request(s):

In this section, you can view your pending requests awaiting approval. If none are found, you have not submitted a request or your previous requests have been approved or canceled.

EXAMPLE OF NO PENDING REQUESTS FOUND

Pending Request(s) ^

No results found.

EXAMPLE OF PENDING REQUESTS AWAITING APPROVAL

Pending Request(s) ^

i If a pending request is no longer valid, click the 🗑️ to delete it.

FFAID	State	Chapter	Role	Requested On
603239750	WY0000	WY0056	Advisor/Teacher	3/14/2020 10:23 AM ET

Personal Information:

Some fields will automatically populate with data from your profile. Review your personal information and make any necessary changes.

⚠️ First Name, Last Name, Date of Birth, Work Phone and Email are required by National FFA.

Personal Information ^

Prefix: Mrs. ✕ First Name: Ruth Middle Name: Elly Last Name: Mills Suffix:

Date of Birth(mm-dd-yyyy): 3/3/1993 Mobile Phone: (168) 906-8621 Mobile Carrier Type: AT&T ✕ Home Phone: (168) 895-7510

Work Phone: (168) 784-6409 Ext.: 1234 Email: 5DCA23B2@agriculture.agriculture

! Your state may require other fields (e.g., Mobile Phone and Home Phone). After submitting your request, you may be prompted to enter additional data required by your state.

Mailing Address:

The primary mailing address on your profile will automatically populate here. If you have not identified a primary mailing address (*on your profile*), the most recently added or updated mailing address will be shown. Review your mailing address and make any necessary changes.

Mailing Address

Mailing Address is required by National FFA.

ZIP Code	City	State
<input type="text" value="92822"/>	<input type="text" value="Zupemic"/>	<input type="text" value="IA"/>
Address Line 1 (Street Address)		Address Line 2 (i.e. APT#, BLDG#, STE#, TRLR# ..)
<input type="text" value="3223 Nadu Mill"/>		<input type="text"/>

Additional Information:

Items displayed in this section depend upon the selected Leader Type (*i.e., Teacher/Advisor or Alumni Leader*) and State. Please provide as much information as possible. **After submitting your request, you may be prompted to enter additional data required by your state.**

Additional Information

Items displayed here will vary based on the selected **Leader Type** (*i.e., Teacher/Advisor and Alumni Leader*) and **State**.

Gender	Race/Ethnicity	Highest Degree Completed	Current Degree Enrolled
<input type="text" value="Female"/>	<input type="text" value="White, Non-Hispanic"/>	<input type="text" value="Bachelor's"/>	<input type="text" value="Select"/>
Was your bachelors in Ag Ed? If not, enter your college major	Total # of Years Teaching Ag Ed	First Year of Teaching	
<input type="radio"/> Yes <input checked="" type="radio"/> No - <input type="text" value="Ag Science"/>	<input type="text" value="2"/> (including this year)	<input type="text" value="2017"/>	
Extended contract days	Extra duty pay for FFA	Age Range	Retirement Eligibility
<input type="text" value="30"/>	<input type="text" value="1000.00"/>	<input type="text" value="20-29"/>	<input type="text" value="10+ years"/>
Current employment status for Ag Ed duties	Are you former a FFA member?	Do you have membership with your State Ag Ed Assoc. this year?	
<input type="text" value="Full Time"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	

What CASE courses are you certified to teach?

<input type="checkbox"/> Introduction to Agriculture, Food, and Natural Resources (AFNR)	<input type="checkbox"/> Principles of Agricultural Science - Animal	<input type="checkbox"/> Principles of Agricultural Science - Plant
<input type="checkbox"/> Agricultural Power and Technology	<input type="checkbox"/> Natural Resources and Ecology	<input type="checkbox"/> Animal and Plant Biotechnology
<input checked="" type="checkbox"/> Food Science and Safety	<input type="checkbox"/> Mechanical Systems in Agriculture	<input checked="" type="checkbox"/> Environmental Science Issues
<input type="checkbox"/> Agricultural Research and Development	<input type="checkbox"/> None	

In what subjects are you endorsed?

<input type="checkbox"/> Secondary Agriculture/Vocational Agriculture	<input checked="" type="checkbox"/> Secondary Biology/Science	<input type="checkbox"/> Building Leadership
<input type="checkbox"/> Transition to Teaching	<input type="checkbox"/> Emergency CTE Certification	<input type="checkbox"/> Praxis II
<input type="checkbox"/> Out of State Ag Ed		

What certifications do you hold??

<input type="checkbox"/> Secondary Agriculture/Vocational Agriculture	<input checked="" type="checkbox"/> Secondary Biology/Science	<input type="checkbox"/> Building Leadership
<input type="checkbox"/> Transition to Teaching	<input type="checkbox"/> Emergency CTE Certification	<input type="checkbox"/> Praxis II
<input type="checkbox"/> Out of State Ag Ed		

The **"Are you a former FFA member?"** field is required by National FFA.
Your state may require other fields, which will vary by state.

Submit Request

Click **Submit Request** and watch for a green success message at the top of the screen.



STEP FOUR – WAIT FOR AN EMAIL

Requests must be approved at the state or local level. Please allow adequate time for your request to be received and reviewed. You should receive an email if your request was approved or disapproved.

Teachers/Advisors:

Your request can only be approved by your state FFA association. If a few days have passed and you haven't received an email, contact your [state FFA staff](#).

Alumni Leaders:

Your request can be approved by an active alumni leader, alumni advisor (*i.e., teacher/advisor of the associated student chapter*) or your state FFA alumni association. If a few days have passed and you haven't received an email, contact your local alumni leader/advisor or state FFA alumni staff.

Questions/Concerns

If you have any questions or concerns, please contact the National FFA Membership Team at 888-332-2668, option 3, or membership@ffa.org