

# STEP-BY-STEP FFA CHAPTER DEVELOPMENT

Check off these steps to ensure your FFA chapter is ready for a year of exciting action.

## EXISTING CHAPTERS

- Review chapter records. Ensure the chapter has a constitution and is chartered. Check students' membership status. (Some may have already affiliated for three or four years. Past years' membership rosters will reflect these payments.)
- Obtain a copy of last year's Program of Activities (POA). See what results were achieved and which areas might attract further member involvement in the coming year.
- Meet with elected officers (many chapters select their leaders in the spring). Help them plan ways to obtain members' input, involve members in planning, develop a written POA and keep members involved. Use as a guide for FFA events throughout the year. Make sure they are clear on their chapter roles and responsibilities. Provide them with key resources like the [National FFA Manual](#).
- Support members as they set goals, develop activities and evaluate the results of their Program of Activities.
- Ensure an accurate chapter roster and state and national FFA dues are remitted by the deadline date.
- Contact the National FFA Organization for a packet that will guide you through establishing and chartering an FFA chapter.
- Discuss your intentions with school administrators. Explain how FFA experiences will enhance student learning and career preparation. Ask administrators to support your efforts.
- Inform students about FFA and get them excited to participate. The National FFA Organization offers many promotional publications and audiovisual products that can help. Link to national FFA promotional material. There are also additional ideas for student recruitment in this manual's Marketing Your Program section.
- Convene a meeting to organize the chapter, create the chapter's constitution and bylaws, and elect student officers.
- Complete the official membership roster and remit it, with dues payment, by the deadline date.
- Develop a basic Program of Activities to help guide the chapter's purpose. Ask an established chapter for a copy of their Program of Activities to assist the development of your POA.
- Take students to FFA meetings and events, including district or state meetings, leadership retreats, 212, 360, Greenhand, etc.

## NEW CHAPTERS

- Contact the state FFA advisor and state Agriculture Education Specialist to express your interest in establishing a chapter. Ask the state advisor to provide information and materials that will help you do so.