



## Georgia FFA Association FFA Membership / Affiliation

Once your students have their enrollment and student profile updated, you can submit them for FFA membership. While logged in to your Georgia AgEd profile, follow these directions.

### **Affiliation –vs- Dues**

There are two options for FFA membership.

- Option #1 is to pay a standard dues for each student of \$11 per (\$4 for state and \$7 for national).
- Option #2 is to Affiliate your AgEd program. To Affiliate means to account for all students in your AgEd program for the entire year and pay one fee to make them all FFA members.
- A fee schedule has been established with tiers. Each tier (101-125, 126-150, etc...) has a set price.
- For that price, every student in the AgEd program is an FFA member.
- By Affiliating, a program is committing to not charge students any dues.
- Programs must have an alternative funding source (fund raiser, sponsor, etc...) to cover their Affiliation fee. You cannot collect dues from students to raise the affiliation fee.
- The 2017-18 Affiliation fee schedule is available on the Georgia FFA website ([www.georgiaffa.org](http://www.georgiaffa.org))
- Click on the FFA link in the top menu bar, then select the Georgia FFA Membership link.

**If your chapter plans to use the Affiliation option, you must declare Affiliation by September 1.**

**1. Affiliation Declaration** – If you plan to be an Affiliated Chapter, you must declare Affiliation **BEFORE** submitting students for FFA membership. Chapters wishing to Affiliate must declare Affiliation by September 1.

- In the Student Enrollment tab on the left side of your screen, click the Affiliation Declaration link.
- Select the appropriate tier of enrollment for your program this year from the dropdown box.
- Be sure to account for all students in all AgEd classes for the entire year (all teachers).
- Hit the “Submit Declaration & Create Invoice” button.
- Your Affiliation invoice will then show up in your Account Balance tab.
- Once your program has declared Affiliation, follow the steps below to submit FFA members.

**2. Submitting Students for FFA Membership** – Once your students have been updated in the Student Enrollment link, they are ready to be submitted for FFA membership. Remember that if you plan to be an Affiliate chapter, you must declare Affiliation before submitting students for FFA membership.

- Click on the FFA roster tab in your left side menu bar.
- Students who are ready to be submitted for FFA membership (their profiles have been updated and saved) will appear on the right side of the screen with a check mark beside their name.
- If a student is missing any profile information, their name will appear, but there will be an alert telling you what information is missing.
- You can return to your Student Enrollment page, click on that student’s name and update their profile then return to the FFA roster.
- When you are ready to submit students for FFA membership, make sure that you review the names listed on the right side that have check marks by their name.
- If you are not ready for a student to be submitted for FFA membership then remove the check mark from beside their name by clicking on it.



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- What if a student's name is listed twice on the right side of my page?
  - Remove the check mark beside both names and do not submit them.
  - Go back to your Student Enrollment page and determine which profile for that student to delete.
  - If a student already had a profile, but somehow a second one was created, delete the extra profile.
  - If one student profile already has an FFA membership number but the other does not, delete the profile without the FFA membership ID number.
  - Delete the extra profile by clicking the red X to the left of the student's name.
- When you are ready to submit students for FFA membership (on the FFA Roster link) make sure that everyone listed on the right side of the page with a check mark by their name is ready to be submitted.
- Then click the "Submit Pending Membership" button at the top of the page.
- The students who had check marks by their names on the right side of the page will then move to the left side of the page as submitted members.

**3. Membership Confirmation & Invoices** - Once a student's name shows up on the left side of the page in the "Submitted Members" column, they are FFA members for the year. They cannot be "un-submitted" at that point.

- Please submit students in groups for FFA membership.
- Try to avoid submitting students for FFA membership one at a time.
- Each submission will generate its own unique invoice.
- If you submit 50 students for membership one at a time, you will receive 50 individual invoices.
- If you submit one group of 50, you will receive one invoice for 50 students.
- You can download and print invoice(s) in the Account Balances tab on the left side of the page.

**4. Dues/Affiliation Payments** - All dues payments and Affiliation fees are due payable to the Georgia FFA Association. We will process members and payment and forward the National dues portion on to National FFA. Please submit your payment to the Georgia FFA Association at the address below.

Georgia FFA Association  
316 Poultry Science – UGA  
Athens, GA 30602

**If you have questions, please call the State FFA Office at (706) 552-4456.**