

WISCONSIN FFA ALUMNI ASSOCIATION, INC.

2010 Roster Instructions

In 2007, the National FFA Alumni switched from paper rosters to using Microsoft Excel for roster updates. National provides a file for each Affiliate along with an Excel Membership Roster Manual which is distributed by the Wisconsin FFA Alumni Association. This manual is sent with every roster and is also available on the national website, www.ffa.org or by contacting the state office.

Membership dues are for September 1 through August 31 of a calendar year.

Annual Dues: \$16.00 (\$6.00 State and \$10.00 National) Life Dues: \$200.00 (\$50.00 State and \$150.00 National)

In addition to following the national membership manual, there are few additional steps to track your state membership.

State Due Defaults:

It is very important that as soon as you get to the "Totals" page in the Excel spreadsheet, you change the defaults for the state dues. Wisconsin's state annual dues are \$6.00 and state life dues are \$50.00. Once you've changed this default you will notice the amount of your state dues will increase considerably. **There is an additional step when calculating state dues this year.**

State Member Type Field:

New for 2009, National has added a "State Member Type" field that is designed for state's like ours that once offered state life dues only. We have some members that do not need to pay annual state dues and this field will allow the exception. This field affects only a few affiliates but is necessary in our overall submission to National. So, when making changes to your membership roster, follow this additional step:

In the State Member Type Field all members have been auto-populated to pay annual dues and an "R" appears in the field. Anyone with an "R" will automatically be charged \$6.00 for state annual dues. Here is how you adjust this field for each member to calculate what your affiliate owes:

- If you are an annual renewal, leave the "R" in this field. You will owe \$6.00.
- If you are already a life member, delete the "R" in this field and leave it blank. You owe no dues.
- If you have already paid state life dues, remove the "R" from this field and leave it blank. You owe no dues. In the State Use Field enter "State Life" as the reason.
- If you are a new life member for both state and national, remove the "R" and insert an "L" in this field. You owe \$50.

Once you have made these changes on the roster, the amount due will automatically recalculate your state dues on the totals page. For affiliates with "State Life Members Only" we encourage you to have those members consider paying their national life dues so they will appear on the roster in the future. If you do not appear on the roster it is because you have not paid any national dues. A supplemental roster for additional members you may receive after the March 1st deadline is available. Please let me know and I will forward the file as needed.

Once your roster is complete, please send the following to the State office:

1. Complete the remittance form. Print a copy of the "Totals" form and mail with your payment for State and National dues. Wisconsin submits the National payment for you. All payments and rosters must be post marked by **March 1, 2009** to be eligible for State and National awards. **Checks should be made payable to Wisconsin FFA Alumni.**
2. Provide a copy of your completed roster on CD or submit via e-mail to execdir@wisconsinffaalumni.org. You will receive an e-mail confirmation after I have reviewed your completed roster. If you do not receive a confirmation, please call the state office at 608-989-2187.
3. Complete the officer's sheet.

Mail to: Wisconsin FFA Alumni Association, N29452 Brekke Ridge Road, Blair, WI 54616.

Rosters must be postmarked by **March 1, 2009** to be eligible for State and National awards. (This includes WLC scholarships.)

If you have any questions, please contact Regina Oldendorf at 608-989-2187 or execdir@wisconsinffaalumni.org.