

## Steps for Starting a New FFA Chapter in Kentucky

FFA is a co-curricular organization for students enrolled in an approved program of Agricultural Education. In order to have an FFA chapter, a school must first have the following in place:

- A Teacher of Agriculture who is deemed certified by the Educational Professional Standards Board.
- A curriculum that leads students to the completion of at least one Career Pathway in Agriculture. The curriculum must be approved by the Agricultural Education Consultants in the Kentucky Department of Education, Office of Career and Technical Education.
- Facilities necessary to teach the courses that are part of the instructional program.

The Agricultural Education Consultants in the Kentucky Department of Education are happy to work with schools interested in establishing new Agricultural Education programs. They are available to answer questions related to the requirements above and can work directly with schools to develop the framework for an Agricultural Education program that is right for the school and community.

After a school has an approved program of Agricultural Education in place, the next step is to request a charter from the Kentucky Association FFA. To do this, the school should send the following information to the Kentucky FFA Executive Secretary:

- Complete contact information for the new chapter including
  - Official chapter name
  - Mailing Address
  - Advisor(s)
  - Phone number
  - Fax number
  - Email contact
- List of chapter officers
- Copy of chapter constitution and bylaws (a sample copy is available at [www.kyffa.org](http://www.kyffa.org))
- List of chapter activities planned for the year

Upon receipt and approval of these materials, the FFA Executive Secretary will request a chapter number and charter from the National FFA Organization.

The Executive Secretary will notify the local advisor of the chapter number and provide credentials for the Agriculture Career Network System (AgCN). It is the responsibility of the local advisor to enter members in AgCN and to insure that regional, state, and national dues are paid for each member.

Newly chartered chapters are recognized on stage at the State FFA Convention in June. This recognition includes the presentation of the actual charter document.

Questions related to chartering a new chapter should be directed to the Kentucky FFA Executive Secretary.