

Tab 1

Minnesota FFA: Standard Operating Procedures

Board Approved Date: January 21, 2026

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1. Acronyms Defined:

- AET - Academic Experience Tracker
- CAPC - Career and Alumni Program Coordinator
- CDE - Career Development Event
- ED - Executive Director
- ET - Executive Treasurer
- LDC - Leadership Development Coordinator
- LDE - Leadership Development Event
- MAAE - Minnesota Association of Agricultural Educators
- NGS - Not in Good Standing
- PAT - Performance Assessment Tool
- POA - Program of Activities
- PSEO - Post Secondary Education Option
- SAE - Supervised Agricultural Experience
- SOP - Standard Operating Procedures
- UMN - University of Minnesota
- WLS - Winter Leadership Summit

2. Minnesota FFA Standard Operating Procedures - Finance Procedures

a. Check Requests

- i. All check requests created by staff will use the current form in the Finance Folder.
- ii. The form will be emailed to the Executive Director (ED) for approval and signature.
- iii. When signed, the ED will place the document into the Check Requests folder (In Finance) for the correct month.
- iv. Staff will email ED and Executive Treasurer (ET) and then place all invoices to be paid in the Check Request Folder.
- v. ET will create the checks and send them out in a timely manner.
- vi. The ET will put the paid requests/invoices into the Paid Folder when done.
- vii. The ET will use this form for payment of contract time/mileage.

b. How Invoices are Paid

- i. The Invoices will be placed in the Invoice Requests folder (in Finance) for the correct month.
- ii. The ET will put the paid requests/invoices into the Paid Folder when done.

c. How Expenses are Paid

- i. **Staff, State Officers, and Region Presidents** - Expense forms are filled out in the Excel form. Receipts need to be placed into the receipt folder for the correct month. Staff, State Officers, and Region Presidents will share the Excel document with the ED when done. The ED will verify and approve expense forms for Leadership Development Coordinator, Career and Alumni Program Coordinator, and ET. When approved, the ED will change the tab color to green so the ET knows they are ready for payment. After payment has been received the tab is colored purple.
- ii. **Executive Director** - Expense form will be filled out in the Excel form. Receipts are placed into the receipt folder for the correct month. The Finance committee will approve the ED Expense Form. When approved, the ED will change the tab color to green so the ET knows this is ready for payment.

d. How Employees are Paid

- i. The Leadership Development Coordinator (LDC), Career and Alumni Program Coordinator (CAPC), and ED are paid through a grant with the University of Minnesota.
- ii. The ET is paid directly from Minnesota FFA as a contract position.

e. Region Treasurer Procedures

State will:

- Do yearly invoicing for dues/chapter fee and reconcile Region accounts on a monthly basis. (Note: Chapter Fee invoicing is only done for those who request it. Some do Chapter Fees through Region MAAE Accounts. This is up to the Region, but may be requested for the state to invoice.)
- A Google folder was created for each region with monthly folders inside it for uploading receipts. Region Treasurers should upload their receipts to the folder for reconciling and audit needs.
- In addition, a blank invoice template is available if the regions need/request one.
- If requested by the region, the state will handle their invoicing of Chapters for Region Events.

Region Treasurers will:

- Handle all invoicing and deposits for region events.
- Check with their region for a stipend for the Region Treasurers if they are not getting one. Can use the information provided from the other regions for amount and need request.

f. Outstanding Invoices Procedures

- i. Send invoices to individual chapters, not a list of all who owe money for everyone to see
- ii. Past 90 days - Not in Good Standing (NGS)
 - 1. Consequences
 - a. State Participation in Events including (WLS, State Convention, State Camps, etc.)

g. Repeat Outstanding Invoice Chapter Procedures

- i. Invoice/Notice goes to Advisor, Region Rep, Business Office, School Superintendent

h. Minnesota FFA Association Account Procedures

- i. MN FFA will maintain at least 2 people on all finance accounts to ensure ease of transition.

3. Adult Board Responsibilities

- a. Teacher Board Members serve a 4-year term
- b. The Adult Board of Directors Chair is elected by the Adult Board members on an annual basis.
- c. Board Members need to attend in-person/virtual board meetings & participate in active discussions
 - i. Regular: March, July/August, November
 - ii. Additional meetings: January, May, September
 - iii. If board members cannot attend, they need to designate a substitute for the absence from meetings
- d. Board members need to attend assigned committee meetings (operations/finance), monthly & as needed, & participate in active discussion
 - i. The first two years of a full board term, board members are on the Operations Committee
 - ii. The last two years of a full board term, board members are on the Finance Committee
 - iii. Committee Chairs are appointed as the senior most reps on the committee (in their 2nd year)
 - iv. Board members may designate a substitute for the absence from committee meetings
- e. Board members should:
 - i. Board members should review meeting materials before meetings (agenda, budget, statement of activity, regional reports, etc.)
 - ii. Engage feedback from Regional colleagues to provide to the board meetings
 - iii. Ask questions.

- iv. Act professionally with State Staff, Regional Representatives, and the Student Board of Directors
- v. Act as liaison between State Staff and Region FFA Advisors
- vi. Encourage Region FFA Advisors to follow policies and procedures set by the MN FFA Association
- vii. Serve on the State Officer Nominating Committee (1-time minimum during 4-year term)
- viii. Engage in feedback when presented with questions/topics of discussion via all forms of communication (email, in-person, virtual meetings, etc.) in a timely manner
- f. Additional duties may require:
 - i. Serve on additional special committees
 - ii. Research additional information on pertinent topics
 - iii. Assist Region FFA Advisors with POA submissions, Constitution & Bylaws submissions, and maintain finance communications
 - iv. Enforce chapters not in good standing
 - v. Transport the Region FFA President/representative to board meetings
- g. Three partner representatives of school administration, the FFA Foundation, and the FFA Alumni serve two-year terms.
- h. Term limits - Any member of the Adult Board should not serve more than 3 consecutive terms.
- i. The FFA State Executive Director is an ex-officio member of all committees and Board of Adult Directors. Other Minnesota FFA state staff serve in ex-officio roles.
- j. Role of Finance Committee:
 - i. Reviews Financials Each Month
 - ii. Approves ED Expenses
 - iii. Reviews the Budget
 - iv. Hears about Grants Written/Submitted
 - v. Performance Review of ET
 - vi. Discusses/Approves Large Finance additions to the Budget
 - vii. Discusses anything else Finance Related
- k. Role of Operations Committee:
 - i. Policy Manual Review
 - ii. SOP Document Updates
 - iii. CDE/LDE Monthly Updates
 - iv. Discusses anything else related to Upcoming Organization Operations
- l. The ED/Board Chair will provide a summary of the Board Meetings to the Listserv.
 - i. Board members can provide additional region specific information to their region if desired.
- m. The ED provides the agenda to Operations and Finance Committees as well as the Full Board agenda to appropriate committee/board members.

- n. The ED sends out the minutes of Operations and Finance Committee meetings as well as the Full Board meeting minutes to appropriate committee/board members.

4. How Applications are Turned in

a. State Officer, Nominating Committee

- i. JotForm application, LDC will place in folders after due date and will go to respective groups/selection committees

b. Band & Choir

- i. JotForm application, ED will help manage access with directors, directors select students for band and choir

c. State Degree

- i. Region SAE Rep will turn in the list of applicants with their version numbers to the state office by the 3rd Friday in February.
- ii. Late submissions will not be accepted.

d. American Degree

- i. Students will sign up for an interview with state staff, state staff (can include ED, LDC, and CAPC)
- ii. State staff will complete interviews with students and review applications, students have until February 28 to complete edits.
- iii. Once edits are complete, staff will submit the newest version number in the AET system, initials of who submitted the application in the notes box, and ***MUST click the box for state approval*. *Will not be submitted to National FFA if this step is not completed.***
- iv. Star Candidates- Updated policies in SAE Handbook

5. Performance Review for Employees

- a. UMN employees: follows the guidelines/directives of the UMN evaluation system on an annual basis.
 - i. The LDC and CAPC work with the ED to set and go over their goals in the Performance Assessment Tool (PAT) on the My U website. The ED evaluates these employees.
 - ii. The ED uses the PAT system as well and is supervised and evaluated by their University of Minnesota Supervisor as well as representatives of the board.
 - iii. Contracted staff: Executive Treasurer
 - 1. The ET is evaluated utilizing a Google form which includes a summary of main employee characteristics & work-related skills.

2. Annual review to be completed by November 1 and put to the board meeting in November to approve or not approve the contract for the upcoming year.
3. For the ET, there is a Self-evaluation as well as evaluations to be completed by Finance Committee Co-chairs, Board of Directors Chair, and Executive Director

6. FFA Membership FAQ's

a. Homeschool

- i. FFA membership rules are the following:
 1. Active Membership - To be eligible for active membership in a chartered FFA chapter, a student must be enrolled in a secondary agricultural education program in their home district. State associations may consider "secondary agricultural education programs" to be grades 7-12.
 2. If the homeschool student lives in a district that does not have an agricultural education program, their home district can work with another district to provide this opportunity through a partnership agreement.
 3. To become an active member and retain membership, a student must:
 - a. While in school, be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.
 - b. Show an interest in the affairs of the organization by attending meetings, striving for degrees of membership and participating in other organized activities of the chapter.
 - c. Pay all current state and national dues by the date determined by the chapter.
 - d. Display conduct consistent with the ideals and purposes of the National FFA Organization.

b. Intermediate's with Agricultural Education Programs

- i. If a student is enrolled in an Intermediate school, they may be a member of the Intermediate School's FFA Chapter.
- ii. If the student is enrolled in Agriculture courses at their home district and the Intermediate, the school where they take a majority of their Ag. classes should be the FFA Chapter they are a member of.

- c. PSEO
 - i. To be an FFA member, you must be enrolled in an agricultural education course at your school. The key to balancing a full-time PSEO schedule and FFA membership is to coordinate with your high school.
 - ii. So it is up to the local school to work with the student to provide this opportunity.

7. Chapters in Good Standing Procedures

- a. Submit: POA and Membership annually by November 15th as well as a Chapter Constitution every three years.
- b. Invoices must be paid and not past due by 90 days
- c. If a chapter is Not in Good Standing by the November Board Meeting:
 - i. Email reminders will be sent prior to deadline(s).
 - ii. Email notice of Not in Good Standing will be sent after the Board Meeting.
 - 1. Chapters have one week to respond with materials/proof of working towards getting back in Good Standing.
 - iii. Letter will be sent to advisor & building principal one week after meeting to all schools that have not had email response/notice of working on NGS items.
 - iv. Letter will be sent to advisor & building principal two weeks after meeting to all schools still NGS.
- d. Chapters Not in Standing - Cannot participate in State Events.
- e. Chapters return to "In Good Standing" status upon submission of requested materials.

8. Chapter Affiliation

- a. Chapters may choose traditional membership or Affiliation in Minnesota.
- b. Chapter affiliation fee is based on total agricultural education enrollment at the high school or middle school where the associated agricultural education program is offered.
- c. Chapters must opt into Affiliation on the National FFA Membership system.
- d. The Chapter Affiliation deadline to turn in the contract is September 30.
- e. If chapters choose Affiliation, participation in the affiliation fee program is designed to be ongoing.
- f. Chapters that sign up for affiliation must remain affiliated chapters unless they receive approval from the state association and national organization to revert to non-affiliated chapter dues process.
- g. [Chapter Affiliation Form](#)

- h. If an affiliated chapter chooses to leave the program, that chapter can no longer participate in the affiliation program until one of the following occurs:
 - i. The chapter advisor(s) submit a request for waiver of rules to their state leadership by August 15 or by the state approved deadline.
 - 1. If request for waiver of rules is approved by state leadership, state leadership must forward the waiver or rules with a letter of support and approval to National FFA on or before September 1.
 - 2. National FFA will review and rule on the request for waiver of rules within 15 business days of receiving request. National FFA staff will inform state leadership of decision to approve or deny request for waiver of the rules by October 1.
 - ii. A chapter will return to affiliated status as such time the state adopts 100 percent affiliation membership.

9. Staff Access

- a. After a staff member has left their position with Minnesota FFA, their access will be deactivated for the ListServ, Teams/Google, Banking, Insurance, etc.
- b. Current staff will work to make sure this is done quickly to uphold the integrity of the Minnesota FFA Association.

10. Minnesota FFA Band/Choir Directors

- a. The Minnesota FFA Association will select Band and Choir Directors for the State FFA Convention and possibly the State Fair.
 - i. The directors will be selected by a committee of 3 board members (adult/student).
 - ii. The selection will be based on materials provided by the candidates (resume, video of themselves conducting a band/choir).
 - iii. A stipend of \$500 will be offered to the candidates each year, along with paying their convention expenses (mileage, food, hotel, sub).
- b. The Band/Choir Directors will be provided a FFA email (i.e. MNFFABand@mnffa.org) to conduct official emails to students as well as have access to the music in Google.
- c. Music purchased will be kept in the Google folder for future use.

11. AI Documents

- a. [Standard Operating Procedures on the Use of Artificial Intelligence \(AI\) for Minnesota and National Programs and Events](#)
- b. [Best Practices for AI](#)

12. Late Membership/Buyback Membership/State Fair Membership

- a. Any member not submitted by the April 1 deadline will be assessed a \$10 late fee per member in addition to original dues fees.
- b. These members are submitted through AET and then submitted to state in FFA.ORG.
- c. State Fair Membership
 - i. Buyback Members for State Fair - DUE JULY 15.
 - 1. The absolute deadline for adding additional members to this year's roster is July 15.
 - 2. Reminder that there is a late fee assessment as April 1 was the dues deadline.
 - 3. The buyback fee is \$10 late fee plus the original membership fees.
 - 4. This would be for any member not currently on your roster that plans to show at the MN State Fair that is currently in an Ag. Class.
 - ii. For incoming freshmen wanting to show at State Fair that are not current Ag. students, that is a different process.
 - 1. You will let the ED know their name and chapter before they register for the State Fair.
 - 2. The ED will give you a temporary membership number.
 - 3. When membership opens in August for the 2026-27 school year, there will be a week window for adding those members in AET for the upcoming school year and pushing them through to FFA.ORG and submitting them to State.
 - 4. You will have from August 4-10 to add these members! Questions - ask the ED.
- d. Buyback members for Other Reasons (Typically State/American Degrees, Proficiency Applicants)
 - i. Some members getting their American/State Degree or applying for Proficiencies have a gap in membership due to the advisor not submitting membership each year for the student. The student may not qualify because of the missing year(s).
 - ii. If transcript proof of an Ag. class for the student is provided, the advisor can buyback the membership with the \$10 late fee assessment for each member in addition to the original dues amounts.



ACCOUNTS PAYABLE

Minnesota FFA Association Check Request Form

PO Box 130354
Roseville MN 55113
Phone: (605) 695-1861

CHECK REQUEST INFORMATION:

Payee Name:

Payee Address:

City: State: Zip Code:

Reason/Purpose for Request:

CHARTFIELDS: (Required)

Class/Event:

Project/Expense:

Amount: \$

Mail Check: ☐ Yes ☐ No

Requested By: Date:

Financial

Approver: _____ Date: _____

Print Name: _____

DO NOT WRITE BELOW THIS LINE – FOR AP OFFICE USE ONLY:

Request ID #: _____ Check#: _____ Check
Date: _____

SUB REIMBURSEMENT CLAIM FORM
(For Band/Choir Directors)

I, _____ attended the State FFA Convention on
April 20 and 21, 2026 as the State FFA Band/Choir Director. Please reimburse my
school, _____ at a sub reimbursement rate of
_____ (actual expenses) **per day**.

TOTAL: _____

MAIL TO:

MAKE CHECK PAYABLE TO:

Attendee's Signature	Date
_____	_____

Business Office Signature	Date
_____	_____

Braindump

If there are any thoughts of things that may fit somewhere else, please put them here!

1. Recommended that 2-3 people be on all financial accounts
2. Fiscal year dates?