



Area III FFA Association  
Attn: Amanda Kacal  
23440 Cinco Ranch Blvd  
Katy, TX 77494  
Phone (281) 237-5074

## Submitting Chapter Rosters and Payment

Hello Area III,

Here are some helpful tips when submitting area rosters and payments. Feel free to share with your finance department. There are a few things I wanted to be clear on so we can make sure your payment gets correctly applied to your account in a timely manner. Please read both pages of this document.

### General Reminders:

- District, Area, and State are three **different** entities and checks need to be made payable to and mailed to the addresses listed on the specific invoices for each.
  - Sending one check to cover all will result in an overage on one account, while still owing on the others.
  - Area III FFA **does not** accept credit card payment.
- Most school districts usually take up to a month to process a check, make sure to submit requests with enough time to avoid late fees.
- Schools who do not pay by the deadline will result in a late fee and possibly not participate at the district, area, and state levels.

### Important Deadlines

- Fall dues must be submitted online and payment postmarked by Nov 1.
- Spring dues must be submitted online and payment postmarked by March 1.
- Junior dues must be submitted online and postmarked by Dec 1.
- Any Late payments or submissions are subject to a \$25.00 late fee. This is per transaction.

Helpful Links that Gwen Cain sent out:

Roster tips: [https://www.texasffa.org/docs/Roster%20Tips\\_08202020\\_87669.pdf](https://www.texasffa.org/docs/Roster%20Tips_08202020_87669.pdf)

Roster FAQ: [https://www.texasffa.org/docs/Roster%20FAQ\\_08232021\\_97752.pdf](https://www.texasffa.org/docs/Roster%20FAQ_08232021_97752.pdf)



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### Checklist for submitting Area III FFA Dues

#### Address the envelope correctly

\*\*Include my name in the address line so it gets delivered to my mailbox at Cinco Ranch High School. Without a name, there will likely be a delay in me receiving it. :) The invoice from Texas FFA does not include my name. I wish I could change that.

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#### Include Invoice with Payment

\*\*This is vital so I know which school to apply the payment to, especially if your school district has multiple campuses. Please voice this with your finance department so they make sure to include the invoice with payment.

#### INVOICE

#208328



#### Pay To:

Area III FFA  
6331 Hwy Blvd  
Katy, TX 77494

**Make sure payment is in the mail by the postmark date to avoid a late fee. Also, be aware that changes in your roster after the payment deadline will result in a late fee.**

Fall Deadline-November 1  
Spring Deadline-March 1  
Junior Deadline-December 1

If you have any questions please let me know.

Thank you,

*Amanda Kacal*

Area III FFA Treasurer

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281-237-5074