

Item #		Points Per Activity	Maximum Points	Points Earned
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Membership

1 green	Initial state and national dues were paid (postmarked) by October 20 (current FBLA year). Attach a letter of receipt and label it "Item 1-1."	5	5	
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suggestion: (1) Create a folder for OCC Item #1 and store in a file cabinet. (2) Place a copy of this page in the folder. (3) Advisers will receive a confirmation e-mail if dues are paid by this date from the PA FBLA Executive Director's office; print the e-mail and place it in the folder.

information: Dues may be submitted as many times during the year as a chapter wishes. Submit the names of your officers for the October 20 deadline. Send others later if you are still recruiting members.

completion: Write the words "Item 1-1" in the upper-right corner of the e-mail. When ready to submit your OCC, you will place this item as an attachment immediately behind OCC Item #1 in your packet. Enter the 5 points on this spreadsheet.