



Future Business Leaders of America

Pennsylvania State Chapter

TO: Prospective FBLA Adviser

FROM: Bruce E. Boncal
PA FBLA Executive Director

SUBJECT: Organizing a Future Business Leaders of America Chapter

This packet contains the information needed to organize a chapter of the Future Business Leaders of America, an organization for middle and high school students in 299 schools in Pennsylvania with a membership of nearly 13,500.

If your school decides to organize or reactivate a chapter, the following items should be sent to Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.

1. Completed copy of the enclosed new chapter/reactivation application.
2. Bylaws—either complete the enclosed or prepare your own.
3. One check for state and national dues (\$12 per member) made payable to: PA FBLA. (*see note below).
4. A reactivation fee of \$20 included in your check made payable to PA FBLA. If your school is organizing a new chapter, PA FBLA will pay the fee for the new chapter and you do not need to include the fee. If your school is reactivating your chapter, you must include the \$20 fee in your check.
5. Listing of members (two paper copies OR enter membership once at the PA FBLA state site; please include grade levels of each student). You may request a username and password to submit membership online by contacting PA FBLA Executive Director Bruce Boncal by e-mail: bboncal@pafbla.us.

Upon receipt of your charter application and dues remittance, membership cards, handbooks, informational mailings from the state and national offices to local chapters, and other pertinent materials will be forwarded to you. You will also be placed on our FBLA e-mail list.

If you have any questions about this material or the procedure for organizing a chapter, please don't hesitate to call or write. I will give your request immediate attention and will do whatever is necessary to help you organize your chapter.

***Note:**

PA state dues for students in grades 9-12 are \$6; national dues are \$6 for a total of \$12 per member.