From: PA FBLA--Bruce Boncal
To: adviserlist@pafbla.org
Subject: [adviserlist] FBLA Membership Processing Area Open
Date: Monday, September 05, 2011 11:22:40 PM

Dear FBLA Advisers

The membership processing area of the PA FBLA web site has been open since August 22, and I can already see members being entered into the system. Last year, we had an outstanding membership year ending as the third largest state chapter in the nation with 13,400 members in 292 chapters.

The instructions to process membership are found on the main page of the PA FBLA web site, and I am including them in the body of this e-mail. If you do not remember your username and password to access the membership site, please send me an e-mail. All membership is to be processed through the PA FBLA web site; chapter advisers should not process membership on the national web site. Once dues are received on the state site, I will electronically transfer the paid members to the national site.

You may enter names into the system at any time and as many times as you wish during the school year. However, once you enter a name into the system and click the "submit" button, you have committed that the students you entered will be members and that payment will be made for those members. Membership is not transferrable from one student to another; membership dues are not refundable. If a student moves from one school system to another, a student's membership may be transferred to his/her new school.

For those attending the State Leadership Workshop in State College, advisers must have all those names entered into the membership system; anyone attending the State Leadership Workshop must be entered into the system because online SLW registration and lodging will be outlined in another e-mail.

2011-2012 Membership Processing Procedures:

1. All membership processing will be done online at the state site. **Do not enter student information on the national web site**.

2. Advisers will generate an invoice for membership entered on the for state and national dues.

3. Advisers will send the invoice and the membership check to the state office, or the adviser can pay the membership dues via credit card.

4. Once dues have been received at the state office, the state office will export the membership to the national site and pay the national dues.

5. Adviser usernames and passwords have been changed. Each adviser will receive a username and password for membership processing and other secured areas of the web site. Previous usernames and passwords no longer are active.

6. Click here for a set of step-by-step instructions to process membership on the PA FBLA web

site.

7. Advisers, if you do not remember your username and password, please send an e-mail from your school e-mail account, and the information will be sent to you. A reminder e-mail will be sent to all advisers on Tuesday, September 6.

Dues Information: $12 per member--$6 state dues and $6 national dues. One check for both state and national dues is made payable to: Pennsylvania FBLA. All checks (along with printed invoices) are mailed to the Executive Director's office:
Mr. Bruce E. Boncal
PA FBLA Executive Director
PO Box 5085
Jersey Shore, PA 17740

8. For middle-level advisers, new this year is a membership system for middle-level students that will calculate the correct amount of dues--$3 middle-level state dues and $4 middle-level national dues. Your login will automatically take you to the middle-level system if you are a middle-level adviser.

I am looking forward to another great Pennsylvania FBLA membership year.

Bruce

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