

STATE LEADERSHIP CONFERENCE PAYMENT OPTIONS

The following forms of payment will be accepted for the 2019 State Leadership Conference:

1. School check
2. Personal checks
 - a. Parents may submit personal checks to the FBLA chapter to submit for SLC payment. The check must be made payable to: PA FBLA. The student name and chapter must be in the "memo" line.
 - b. The chapter may submit these individual parent checks to the state office for processing and application to the chapter's account.
3. Money Orders
 - a. Parents may submit money orders to the FBLA chapter to submit for SLC payment. The check must be made payable to: PA FBLA. The student name and chapter must be in the "memo" line or somewhere on the money order.
 - b. The chapter may submit these individual parent money orders to the state office for processing and application to the chapter's account.
4. School Purchase Orders
5. School Credit Card (3% convenience fee applies)
6. Personal Credit Card (3% convenience fee applies)
7. School ACH Payment (transfer from bank account to bank account via PA FBLA's Quickbooks or via the school system's electronic payments process)
8. Parent ACH Payment (transfer from bank account to bank account via PA FBLA's Quickbooks)
9. Chapter Payment Plan
- 10. CASH IS NOT ACCEPTED!**

All forms of payment must be made payable to: PA FBLA

Do not make any checks payable to an individual.

Registration Payment Postmark Deadline is: January 20, 2019

Commuter Form Postmark Deadline is: January 20, 2019

Lodging Payment Postmark Deadline is: January 31, 2019

All payments made by check, money orders, or school purchase orders must be mailed to:

Pennsylvania FBLA SLC

PO Box 5085

Jersey Shore, PA 17740

*****Include a copy of the registration list AND/OR a copy of the lodging assignment form with your check, personal checks, money orders, or school purchase orders.

School Purchase Orders

A complete copy of the school purchase order (not just the PO number) is to be emailed to:

bboncal@pafbla.us

If submitting a school purchase order, full payment is not due until March 3, 2019.

The chapter adviser will receive an invoice for what appears on the school purchase order to submit to the school district for payment.

Chapter Payment Plan

PA FBLA understands that chapters may need to conduct fundraisers to cover the costs of the State Leadership Conference. Chapter advisers have the option of completing a "chapter" payment plan which will delay final payment until March 21, 2019. However, there are certain financial benchmarks that must be met that are outlined below.

Link to Chapter Payment Plan Online Submission Form: <https://pafbla.wufoo.com/forms/r1mxzvwa1q7mvlo/>

Financial Benchmarks Under Chapter Payment Plan

January 20, 2019 – 10% of all registration fees due by your chapter must be paid.

February 21, 2019 – 25% of all fees (registration, lodging, commuter) must be paid.

March 7, 2019 – 50% of all fees (registration, lodging, commuter) must be paid.

March 21, 2019 – 100% of all fees (registration, lodging, commuter) must be paid.

School ACH Payments

This year, we are providing schools a way of transferring payment electronically to PA FBLA.

If your school prefers to make its payments digitally through electronic transfer, please have your school district send the necessary paperwork to Bruce Boncal, PA FBLA Executive Director: bboncal@pafbla.us

Another option to pay digitally: PA FBLA will invoice your school district with an option to pay by ACH directly to PA FBLA's bank account via Quickbooks. Please contact Bruce Boncal if your district would like that option.

Parent ACH Payments (feel free to share with parents)

If parents would like to pay directly from their bank accounts to PA FBLA's bank account via Quickbooks, please have the parent fill out the following online form: <https://pafbla.wufoo.com/forms/s14sfixj10rl6u3/>

Once I receive it, the parent will be issued an invoice by email from which they can directly pay PA FBLA. The invoice will be sent to you for your records and copied to the parent from which they may pay. The parent may then pay PA FBLA directly by ACH (bank account to bank account) without any fees. I will then notify you of the parent's payment for your records. **Remember, the parents must abide by the January 20 or January 31 registration or lodging deadlines.** If they pay later than January 20, they must pay the higher registration fees based on the schedule found at the end of this email.

The parents will need to know:

1. The registration fee due per person for the student(s)
2. The lodging fee due per person for the student(s)
3. The commuter fee due per person for the student(s), if applicable

Credit Card Payments

School Credit Card Payments

Schools may choose to pay with their credit cards. There is a 3% convenience fee for using a credit card that must be added to the total as PA FBLA cannot sustain a loss of income should a district choose to pay by credit card.

Schools can pay directly from the invoice issued by PA FBLA.

Parent Credit Card Payments (feel free to share this portion with your members to share with their parents)

Parents may choose to pay with their credit cards. There is a 3% convenience fee for using a credit card that must be added to the total as PA FBLA cannot sustain a loss of income should a parent choose to pay by credit card.

If parents would like to pay by credit card via Quickbooks, please have the parent fill out the following online form: <https://pafbla.wufoo.com/forms/s14sfixj10rl6u3/>

2018 PA FBLA Registration Fee Schedule

There will a 3-tier registration fee schedule for the 2019 SLC.

1. **Early-bird Registration Fee:** \$85 per person (includes advisers, members, guests, chaperones) IF payment is postmarked by January 20, 2019.

2. **Regular Registration Fee:** \$110 per person (includes advisers, members, guests, chaperones) IF payment is postmarked between January 21, 2019, through March 20, 2019.
 - a. This \$110 fee does not apply if a payment option is made by January 20, 2019.
 - b. Remember, you have all options to choose from including establishing a separate payment schedule for your chapter if fund raising needs to occur.

4. **Late Registration Fee:** \$150 per person (includes advisers, members, guests, chaperones) IF payment is postmarked March 21, 2019, through the opening of the State Leadership Conference.
 - a. This \$150 fee does not apply if a payment option is made by January 20, 2019.
 - b. Remember, you have all options to choose from including establishing a separate payment schedule for your chapter if fund raising needs to occur.

If your chapter has made its registration payment by the January 20, 2019, deadline and students are then added, there is no late registration fee for those students. The rate is equal to the initial early-bird registration fee.