



Future Business Leaders of America

Pennsylvania State Chapter

August 2007

Dear FBLA Advisers

PA FBLA will continue to follow the dues processing procedure we have used the last three years. That process eliminates duplication of effort by advisers and ensures equal membership information at the state and national levels.

1. PA FBLA advisers will submit **one roster** of members to PA FBLA, and PA FBLA will upload the membership to the national website. You do not need to go to the national website and do anything with membership at that site even though you may have received instructions from the national office to do so.
2. PA FBLA advisers will submit **all** members on a spreadsheet, and that spreadsheet will be used to upload members to the state and national websites. Spreadsheets may be submitted to the state office as many times as desired during the school year.
3. PA FBLA advisers will write one check for both state and national dues, and advisers will mail that one check to the state office. The state office will then submit the national dues to the national office.
4. State dues are \$6 per member; national dues are \$6 per member. You will send one check for \$12 per member.

Follow these steps to submit your membership:

1. Download the membership spreadsheet from the PA FBLA website.
2. Complete the information on the spreadsheet.
3. E-mail a copy of the spreadsheet to: pafbla@comcast.net. It is extremely important that you e-mail me that spreadsheet as that is what I use to upload the information to the state and national websites.
4. Process the paperwork to request a check to be written. If you print a copy of the spreadsheet, this will serve as your invoice to submit to your business office for process.
5. Print your spreadsheet, attach a check, and mail it to:

Bruce E. Boncal
Executive Director
PA FBLA
P.O. Box 5085
Jersey Shore, PA 17740
6. Make sure your checks are postmarked by the published deadlines in order to qualify for participation in competitive events and points for outstanding chapter criteria. It's the check postmark date that activates membership—not the date submitted online. Remember, the PA FBLA state office needs at least a day to process your membership and upload it to the state and national websites. Allow enough time for processing, and don't wait until the last moment.

Sincerely

Bruce E. Boncal
PA FBLA Executive Director