

## **GUIDELINES FOR PROCESSING PA FBLA STATE/NATIONAL MEMBERSHIPS VIA SPREADSHEET**

- The spreadsheet will calculate state and national dues automatically.
- Enter a date for each member in this format: 09/09/08 (will format automatically).
  - a. This date should reflect the date you submit the membership to Bruce Boncal for processing.
  - b. Save time: enter a date in the first cell and fill down.
- First Name: Use initial caps (not all capital letters)
- Middle Initial: Use one cap letter with no period
- Last Name: Use initial caps (not all capital letters)
- Grade Level: enter a number (9, 10, 11, 12)
  - a. Do not use rd, st, or spell it out
- School Name: enter name in initial caps followed by the abbreviation HS or MS or AVTS or CTC
  - a. Example: Jersey Shore Area HS
  - b. Example: Brandywine Heights HS
  - c. Beaver County AVTS
  - d. Lebanon County CTC
    - i. Save time; enter one and fill down
- Enter chapter number
  - a. Do not use leading zeroes or hyphens
  - b. Example: (1304—not 001304-00)
    - i. if you do not know your chapter number, contact Bruce Boncal or check the online directory at the PA FBLA website.
- Office Held
  - a. Spell it out
  - b. Only submit the following offices:
    - 1. president, vice president, secretary, treasurer, historian, reporter, parliamentarian
- E-mail (optional, but helpful)
  - a. Will be used for direct mailing to members
  - b. At least enter officer e-mail addresses
- Gender: use M or F

---Ethnicity: use the following codes:

- a. AF: African-American
- b. AI: American Indian
- c. AS: Asian
- d. CA: Caucasian
- e. HI: Hispanic
- f. OT: Other

---The spreadsheet is set with the panes frozen so that the numbers in Column A display and the headings in Row 9 display.

**What to do with the spreadsheet?**

1. E-mail the spreadsheet roster to Bruce Boncal at [pafb1a@comcast.net](mailto:pafb1a@comcast.net)
2. Print out spreadsheet membership roster and attach a check for state/national dues of \$12/member.
3. Mail the membership roster with check to:  
Bruce E. Boncal  
PA FBLA Executive Director  
P.O. Box 5085  
Jersey Shore, PA 17740
4. ***Membership is not active until the check for state/national dues is received.***
  - a. Postmark date for membership check is date by which membership will become active and qualify for competitive events.\*\*\*\*
5. Bruce Boncal will import into online registration system.
6. The spreadsheet is set to print up to 300 members. Make sure you only print the pages you need.