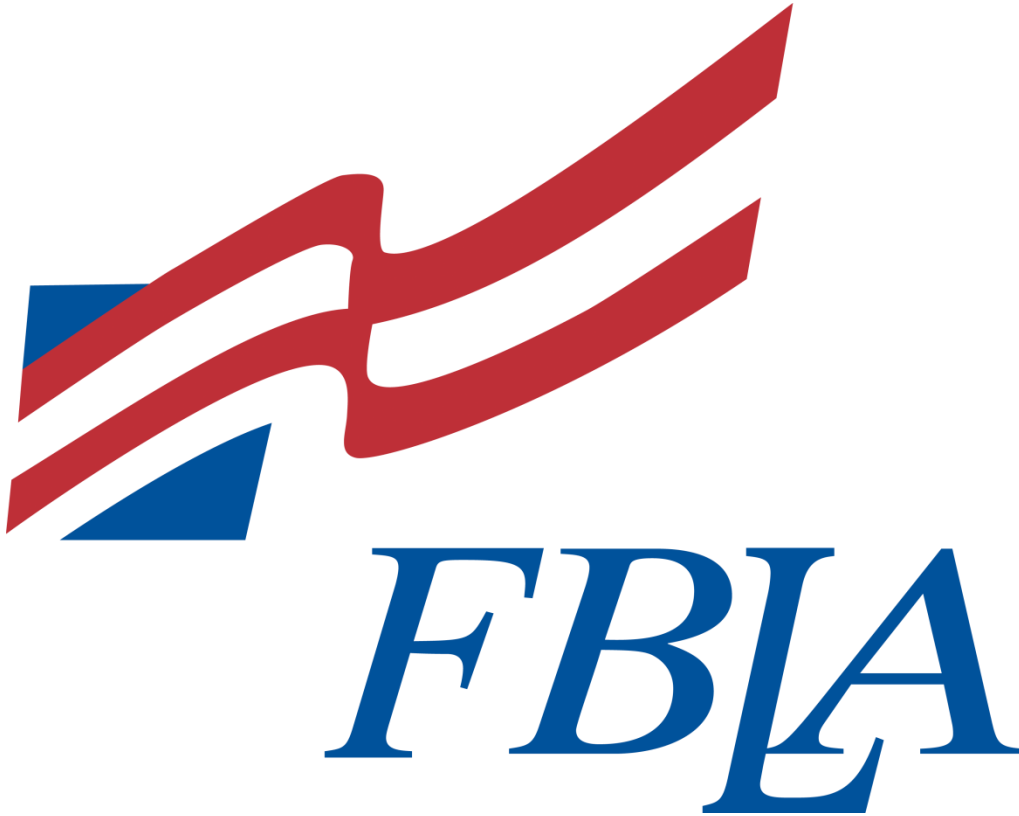


NEW YORK STATE FBLA

2017-2018 MEMBERSHIP MAILING



BUILDING YOUR BRIDGE TO SUCCESS



NEW YORK STATE ASSOCIATION FUTURE BUSINESS LEADERS OF AMERICA

TO: New York State FBLA Advisors
FROM: NYS FBLA Board of Trustees and State Officer Team
DATE: September 5, 2017
SUBJECT: 2017-2018 State/National Membership

"BUILDING YOUR BRIDGE TO SUCCESS." What a terrific theme for New York State FBLA as we enter our 54th year of leadership activities.

Two longstanding goals of New York State FBLA are recruitment of new and reactivated chapters and increasing individual membership statewide. Increasing individual chapter membership (thereby increasing our state membership) begins with your local chapter.

Chapters/members can enroll in either FBLA or the Middle Level divisions of FBLA-PBL, Inc.:

- FBLA – for students in grades 7-12 (FBLA on the national level is grades 9-12). If you register 7th and 8th grade students at the FBLA level, they will be able to compete in specific FBLA events on the state level (such as Introduction to Financial Math). However, if they were to place in the top four at states, they would NOT be eligible to go on to compete at the national level, since the national level is for grades 9-12 only. If you opt to keep your 7th and 8th grade members part of the FBLA level, they would NOT be eligible to compete in Middle Level events.
- Middle Level - for middle level students in grades 7-9 (Middle Level nationally is grades 5-9, but NYS FBLA has opted to have only grades 7-9 eligible for membership). There is a completely separate set of Middle Level competitive events which include chapter reports and presentations and individual events that will require students to attend the State Leadership Conference in April. The winners from these events would then be eligible to compete on the national level at the National Leadership Conference.

Depending on the configuration of your school and how you want to configure your chapter, you could have a maximum of two chapters in your school. For instance, if your school is grades 7-12, you could have a chapter for grades 7-8 as a Middle Level chapter allowing the members to participate only in the Middle Level Competitive Events. Then you could also have an FBLA chapter for grade 9-12 students who can participate in the FBLA Competitive Events. If you elect to have a middle level chapter, when you roster your members nationally, you will need to create a new chapter name that would include the words "Middle Level" or "Middle School" to distinguish the chapter from the FBLA chapter. Middle Level dues are now the same as FBLA dues - \$6.00 on the national level and \$6.00 on the state level – for a total of \$12.00 per member. Schools that are naturally middle schools (grades 7-9), should register as a Middle Level chapter.

The following information regarding state and national FBLA membership will assist you in your recruitment efforts and in adhering to membership deadlines.

MEMBERSHIP RENEWAL FOR 2017-2018

Special instructions for rostering and paying your national AND state dues on-line are enclosed. Your state dues are registered through the national office and paid to the national office along with your national dues. ONE ROSTER, ONE CHECK!!! Easier and more accurate for you. When you enter your member names to your online national roster at the national website, an invoice showing both your state AND national dues will be generated and provide you with the back-up document necessary to have a check cut by your school. That check, along with a copy of the roster print-out should be mailed directly to the national office address indicated on the invoice. The national office will advise NYS FBLA of the receipt of your state dues and will remit state dues to NYS FBLA on a bi-weekly basis.

ADVISORS NOTE: PLEASE DO NOT ALLOW YOUR MEMBERS OR CHAPTER OFFICERS TO ENTER YOUR MEMBERSHIP ONLINE. THIS SHOULD ONLY BE DONE BY ADVISORS.

ALSO PLEASE NOTE: FBLA ACTIVE MEMBERS ARE CONSIDERED TO BE THOSE WHO HAVE PAID THEIR STATE AND NATIONAL DUES TO THE NATIONAL OFFICE BY THE DESIGNATED DEADLINE DATES. SIMPLY BEING ON THE CHAPTER ONLINE ROSTER IS NOT ENOUGH TO BE CONSIDERED ACTIVE FOR RECOGNITION OR PARTICIPATION IN COMPETITIONS.

PROFESSIONAL DIVISION MEMBERSHIP

Membership in the FBLA-PBL Professional Division is open to all persons interested in supporting and further promoting FBLA-PBL, Inc. and its goals. Possible groups to consider for membership would be: educators, school administrators, community leaders, businesspeople, parents, and alumni. The \$25.00 membership fee provides discounts and benefits that include:

[Alamo Rent A Car](#)
[Amazon](#)
[Brainbench](#)
[Extended Stay America](#)
[GEICO](#)
[HP Inc.](#)
[Men's Wearhouse](#)
[Office Depot and OfficeMax](#)
[Uber](#)

The national professional division dues should be sent directly to the national office by utilizing the bottom of your membership roster or by filling out one of the Professional Division brochures available from National FBLA. New members will be added to the mailing list to receive national mailings, a membership card, and will be eligible for all the benefits of the Professional Division. The state dues the national office receives will be forwarded to the state office on a quarterly basis.

WHAT IS INCLUDED IN THIS MAILING

1. **Membership Reporting Guidelines (for returning chapters from 2016-2017).** This is a step by step set of guidelines for completing your local chapter membership roster and submitting dues to the national office.
2. **Intent To Roster Form.** This form is an online submission form and is located on the state website homepage at [NYS FBLA Intent to Roster Form](#)

The prompt submission of the Intent To Roster Form is important for the purpose of updating membership mailing lists. This will enable the state office to both e-mail and mail important information to the appropriate adviser, e-mail, and school address.

3. **Important Membership Deadlines.** A handy deadline calendar to help you make sure you get all chapter membership dues submitted by the required deadlines

IT IS EXTREMELY IMPORTANT THAT YOU PUT YOUR E-MAIL ADDRESS ON THE INTENT TO ROSTER FORM AND ON THE INITIAL ROSTER FORM. NYS FBLA WILL BE ISSUING ALL NOTICES REGARDING MAILINGS POSTED TO THE WEBSITE, UPDATES AND IMPORTANT INFORMATION VIA E-MAIL AS THE YEAR PROGRESSES.

NYS FBLA MEMBERSHIP REPORTING GUIDELINES For Returning Chapters

1. Complete the online Intent To Roster Form (located on the homepage of the state website at www.nysfbla.org) and submit by no later than Friday, September 15, 2017.

Advisers Please Note: The prompt submission of the Intent To Roster Form is important for the purpose of updating membership mailing lists. This will enable the state office to e-mail/mail important information to the appropriate adviser and school address.

2. Collect \$12.00 dues (\$6.00 national/\$6.00 state) from each of your members for FBLA or Middle level membership.
3. Following the membership deadline dates noted on the enclosed calendar, please submit your national and state dues and roster on-line (as noted in the instructions enclosed). **STATE AND NATIONAL DUES ARE PAYABLE TOGETHER TO THE NATIONAL OFFICE.**

Advisers Please Note: All chapters must have at least 5 dues paid members postmarked on or before December 23, 2017, in order for your chapter to be eligible to participate in the Spring District Meeting and the State Leadership Conference. Any initial rosters received postmarked after the December 23, 2017 date will be returned to the chapter and membership will be denied on the state level for the 2017-2018 school year. **THERE WILL BE NO EXCEPTIONS TO THIS RULE!**

The earlier your chapter submits its initial roster the better off you will be (the minimum number of people that can be submitted is five--so submit the dues and names of your officer team). This will ensure that you do not miss the December 23, 2017 deadline or any of the national deadlines to receive national mailings.

REMEMBER, ANY STUDENT WHO WISHES TO COMPETE AT THE SPRING DISTRICT MEETING MUST HAVE THEIR STATE AND NATIONAL DUES SUBMITTED TO THE NATIONAL OFFICE BY THE DECEMBER 23, 2017 DEADLINE.

Additional members may be added to your roster at any time between the date of your initial roster and December 23, 2017. Members who are dues-paid between now and December 23, 2017 will be eligible to compete at the Spring District Meeting and the SLC. You then have until January 20, 2017, to submit any last minute members, but they will only be able to compete at the State Leadership Conference, *not* at the Spring District Meeting.

Submitting initial dues postmarked on or before October 15, 2017 will make your chapter eligible for the NYS FBLA Early Bird Membership Award and submitting dues on or before November 1, 2017 will make your chapter eligible for the National FBLA Gold Seal Award of Merit event. Please see your national awards program Handbook for additional guidelines for this award.

4. Follow the instructions on the Online Membership Renewal Instructions sheet included in this mailing.

NEW YORK STATE FBLA MEMBERSHIP INFORMATION

STATE DUES: \$6.00 per member both FBLA and Middle Levels

NATIONAL DUES: \$6.00 per member FBLA Level and \$6.00 per member Middle Level

State and National dues are combined and must be sent in one check to the address indicated on the invoice/receipt or paid via credit card at the time of entry online.

MEMBERSHIP DEADLINE DATES

SUBMIT BY SEPTEMBER 15, 2017:

Intent to Roster Form submitted online from the NYS FBLA State Website - [NYS FBLA - Intent to Roster Form](#)

SUBMIT AND PAY BY OCTOBER 15, 2017:

Initial roster and state and national dues to National Office to be eligible for NYS FBLA Early Bird Membership Award. Please note that State Officers MUST have their dues submitted and paid by this date by their chapter.

SUBMIT AND PAY BY OCTOBER 20, 2017:

Membership deadline for fall publications and chapter/state membership awards at NFLCs

SUBMIT AND PAY BY NOVEMBER 1, 2017:

Membership deadline to be eligible for the National Gold Seal Award of Merit.

SUBMIT AND PAY BY DECEMBER 23, 2017:

Final deadline date for payment of state and national dues to National Office for chapters to be eligible to compete in District and State competitions and for members to be eligible to compete in District competitions. Any initial roster postmarked after the December 23, 2017 deadline will be marked as ineligible to compete.

SUBMIT AND PAY BY DECEMBER 23, 2017:

Deadline date for chartering or reactivating chapters. New and reactivating chapters must follow same deadline dates as returning chapters.

SUBMIT AND PAY BY JANUARY 20, 2018:

Final date for submission of additional members and state and national dues. Members added between December 23, 2017 and January 20, 2018 will only be eligible to compete at the State Leadership conference, not the Spring District Meeting.

REMEMBER!!!

STATE DUES ARE TO BE PAID TO THE NATIONAL OFFICE WITH YOUR NATIONAL DUES

STATE DUES ARE \$6.00/PERSON FOR BOTH MIDDLE LEVEL AND FBLA LEVEL MEMBERS

NATIONAL DUES ARE \$6.00/PERSON FOR FBLA AND \$6.00/PERSON FOR MIDDLE LEVEL



ONLINE MEMBERSHIP RENEWAL INSTRUCTIONS

1. Go to the FBLA-PBL home page at fbla-pbl.org
2. Click **LOGIN** in the menu bar at the top right of the page.
3. Under **Membership and National Conference Registration**, enter your chapter number
4. Enter the password *Service* and click the **Log In** button.
5. You will then be logged in as your school. To verify this, you should see your school at the top right of the text on the **Services** screen.
6. Under the Services list, click **Membership Registration**.
7. Read the directions.
8. At the bottom of the page click the **Continue To Step One** button.
9. Follow the directions for each step to add your members for the year.
 - **IMPORTANT:** To enroll a *returning member* for the current membership year, look for the members name from the list and select the student year from the drop down menu before you check the box to enroll. Then check the box next to the student name.
 - When enrolling new student members, so not type their names in ALL CAPS.
 - Try to include as many students as possible on **one invoice**.
 - **Send a copy of the invoice** if you are paying by check or money order.
 - To make a correction once you have posted your members, email membership@fbla.org.
 - A purchase order does **not** count as payment.
 - You can pay by check, money order, or credit card (American Express, Visa, Discover, or MasterCard).
10. Before exiting, click the **View & Print Statement** button at the bottom left-hand side of the page to preview your membership.
11. This page can also be printed to keep for your school's records. To print from your web browser, click **File**, then **Print**.

*NOTE: Reporting online membership alone does not activate your chapter. Payment must be received at the FBLA-PBL National Center before your chapter is considered officially active for the 2017-2018 membership year. PAID membership dues are **NON-REFUNDABLE**. Dues payment must be received by midnight Eastern Tim on the due date for membership award and competitive event eligibility.

For additional questions, comments or concerns, please contact the membership department at 703-860-3334 or email us at membership@fbla.org.