

Maryland FBLA

2014-2015 DUES AND MEMBERSHIP PROCEDURES

Dues are \$12 (\$6 national, \$6 state) for the 2014-2015 school year.

All membership dues (National and Maryland State) will be submitted through the FBLA National site using their online registration system at the following address:

https://fbla-pbl.org/web/page/557/sectionid/557/pagelevel/1/main_interior.asp

Detailed instructions, including password information, can be found on page 2 of this document.

Dues are \$12 per member (\$6 national, \$6 state). All membership payments (both national and state) are to be made directly to National FBLA, **NOT to Maryland State.**

Once membership information is entered at the national site, dues (both national and state) will be payable to:

*FBLA-PBL, Inc.
P. O. Box 79063
Baltimore, MD 21279-0063*

Absolutely NO dues are to be sent to the Maryland State Department of Education (MSDE) or the Maryland FBLA Treasurer (Debbie Groff). All dues must be sent directly to National FBLA.

Important Deadlines for Dues

To be eligible for the **Gold Seal Chapter Award of Merit**, your chapter must have paid state and national dues by **October 20** for at least five (5) members.

To compete at **regional conferences**, dues MUST be paid **prior to registering for the regional conference.**

To compete at and/or attend the **Maryland State Leadership Conference** dues MUST be paid by **March 1.**

To compete at the **National Leadership Conference**, dues MUST be paid by **March 1.**



How to log-in to dues reporting system to enter local chapter members

1. Go to www.fbla-pbl.org.
2. Click on “Membership” on the left hand side of the screen.
3. On the Membership page, choose “ADD OR RENEW MEMBERS.”
4. This will take you to a screen to log in to begin entering your members.
 - Enter your chapter number in the “Chapter Number” field.
 - The password is: **service**
5. Once logged in, follow the instructions and enter the information as required.

Who to call with questions or if you need additional assistance?

If you have any questions, please contact National FBLA-PBL at 800-FBLA-WIN.

Lisa Frye Smothers is the Membership Director and can help you. She can be reached at ext. 118 or membershipdir@fbla.org.