



**Virginia Future Business Leaders of America
Phi Beta Lambda**

VA FBLA-PBL State Office • 115 Marshall Lane
Winchester, Virginia 22602

TO: FBLA Advisers and Members
FROM: Sandy Mills, FBLA-PBL Specialist
DATE: Fall, 2018
SUBJECT: Fall Membership Update

This memo is intended as an overview of the update that is available on-line through a direct FALL UPDATE link on the Virginia FBLA-PBL Website at www.vafbla-pbl.org. If you have any questions, or have difficulty accessing the links, please contact Sandy Mills, at smills@vafbla-pbl.org.

Please make sure that addresses are correct when your bookkeeper processes checks. You should have an address for the:

- FBLA State Office
- Membership Lockbox
- FBLA-PBL Foundation
- (Project ASK checks are sent to the FBLA State Office).

School systems that use automated check-writing systems should take care to ensure that the proper address is on the check; we continue to have checks sent to the incorrect group at the incorrect address.

The Fall Membership Update contains information that you will need to operate your FBLA chapter during the 2018-2019 school year. Please carefully review all the information and materials—especially the calendar link on the state website. Be sure to fill out your chapter adviser form in the Report Management System. This distribution will be used to send important information throughout the year. The Local Chapter Officer Form (also due October 1) requests email addresses for your students. This information will be kept strictly confidential and will be used to send these students direct communication from the state officer team. I also strongly urge you to contact Judith Sams, Judith.Sams@doe.virginia.gov to be placed on the Listserv. Important information will be posted on this medium throughout the year.

Contact me if you have any questions. Have a wonderful year as we *Create. Lead. Succeed.* in Virginia FBLA!