



FBLA Connect User Glossary

FBLA Connect – Database that replaces my.FBLA – includes membership, communities, and courses – a one-stop shop. [Login | FBLA Connect](#)

- **Courses** – replaces the Learning Center and includes [Business Achievement Awards \(BAA\)](#) (High School), [LEAD](#) (Middle School), and [Excellence Awards](#) (Collegiate). Student workbooks are available under each course.
- **Communities** – replaces the leadership communities.

[FBLA Help Desk \(Powered by ZenDesk\)](#) – advisers may visit the Help Desk for Frequently Asked Questions or to Submit a ticket. From the profile click on Help and you will see [Open a Ticket](#). By clicking the back arrow on the submit a ticket – it will bring you to the FAQs for Membership, the Learning Center, National Conferences, and FBLA Programs.

Membership Dues – as a membership organization, FBLA relies on dues to help support our mission. These include, but are not limited to program development, resources, training, technology, services to chapters, and event production. National dues are \$10 for all divisions. Click [HERE](#) for state dues amounts. Dues are automatically combined and calculated in FBLA Connect.

Contact Preferences – on the individual profile, members, advisers, and state leaders may choose where emails may be sent to, how often email notifications are sent, and contact preferences.

State Divisions – each state chapter by division (High School, Middle School, Collegiate).

All State – District – some states have districts, regions, or sections for competition and officers who represent those areas. Not every state has this option; some only have state for competitions and officers.

Chapter – an official group of FBLA members. Run through the school. Local chapters are typically run by faculty members.

Active Chapter Status – indicates that a chapter had paid-for members last year or this year.

Inactive Chapter Status – indicates that a chapter did not have any members last year or skipped at least one full year of membership.

High School Chapter – FBLA High School – grades 9-12.

Middle School Chapter – FBLA Middle School – grades 5-9.

Collegiate – FBLA Collegiate – Post-secondary. Also includes graduate students.

[FBLA Collegiate Direct](#) – this membership option is for collegiate students who attend a school without a chapter or are enrolled in a distance-learning curriculum which does not provide the opportunity to participate in a traditional FBLA Collegiate chapter. Collegiate Direct enrollees must not currently be a member of an existing chapter.

Prospective Chapter – a chapter that is interested in joining FBLA but has not yet committed to forming a chapter.

Committees – a group of people at the National level who are delegates to consider, investigate, act, or report on some matter. [Committees](#) are a way for FBLA to give participants a chance to participate, solicit new ideas, plan and carry out work, train members for leadership, and carry out essential functions. Current committees include:

- FBLA Network Advisory Council
- [Board of Directors](#)
- Collegiate Strategy Council
- Competitive Events Committee
- Diversity, Equity, & Inclusion Council
- Elections Committee
- Executive Committee
- Finance Committee
- Governance Committee
- High School Council
- Middle School Council
- Scholarship & Financial Aid Committee

Primary Adviser – an adult teacher responsible for leading the FBLA chapter and who has been identified as a main adviser to receive chapter mailings.

Membership Status – Membership statuses to represent the relationship between each member and the national organization. [Account Types](#) are different: they represent the relationship with the group they are logging into. For example, a member may hold the "Alumni Life Member" membership status with the national organization but hold the "Adviser" account type with a chapter and the "Sponsor" account type with another.

Chapter ID – FBLA Connect Record Number.

Impexium Org ID – This will either have the original FBLA ID (for historical purposes) or an ID from the previous system. We stopped giving out FBLA IDs when we switched to the Impexium platform.

[FBLA National Region](#) – the five administrative regions of FBLA: Eastern, Mountain Plains, North Central, Southern, and Western.

Charter Date – original date that the FBLA chapter was first formed.

Reactivation Date – If the chapter has been inactive for at least a year and reactivates, they will have a second date, which is a reactivation date.

Alumni Groups – each local chapter may invite graduated members of the school to join the alumni chapter. If there is not one, advisers may create a local alumni chapter.

W-9 Form – sometimes chapters need to submit a W-9 form to provide FBLA's correct Taxpayer Identification Number (TIN) to the person who is required to file an information return with the IRS. Click [HERE](#) for the W-9 form.

Purchase Order – some schools or chapters must submit a purchase order (which is considered a payment in FBLA Connect) and then follow up with a check. A purchase order is a contract between the school or district and FBLA for purchasing using school or district funds. Purchase orders are not required by the FBLA National Center, but a school or school district may require one before payment can be disbursed.

Quote – an estimate for membership due for a school so that a Purchase Order can be created to National FBLA. Required by some schools or school districts.

Open Invoices – include members who have been registered for a school but have not yet been paid dues.

Paid Invoices – member invoices for a chapter that have been paid in full.

Void Invoices – invoices that have been created in error and have been removed.

Unpaid Member – student who was a member last year or a new student who has been added to the system. Not paid.

Paid Member – student who has paid membership dues and receives full benefits.

Add Unpaid Member – the ability to transfer students from another school, individually add new members, upload a file of new students, or create a registration link for your chapter’s public website so students can register themselves.

Transition Members – select members to appear as a member on the chapter invoice.

Account Manager – individuals open their individual profile in Account Manager to edit information.

Account types for individuals – account types represent a member’s relationship with their chapter/group that they are logging into.

- Adviser
- Unpaid Student
- Active Member
- New Member
- Officer
- Alum
- Chaperone
- Inactive

Public Homepage – Each state has a public homepage that enables them to showcase their public website, blog, and photo albums.

Officers and Advisers’ Report – lets state key contacts view schools with hyperlinks and advisers with hyperlinks in order to check if there are missing schools or advisers.

Forms – National, state, and local chapters can create forms through FBLA Connect. There are different types of forms.

- **Chapter Forms** are shown to the president of each group. They will submit the form on behalf of the chapter. They show on the chapter record. National Member forms that are chapter forms include Champion Chapter (Summer Starter, Shaping Success, Service Season, CTE Celebration, Champion+) and Merit Award.
- **Member Forms** are shown to all members of all groups. Their name and their group affiliation will automatically be recorded with each submission.
- **Public Forms** are open to everyone and include *FBLA Collegiate Direct* and *Start or Reactivate a Chapter*.

Alumni Directory – lists FBLA alumni; can filter by industry, employer, and location.

Officer/Adviser Roles – Officers and advisers may play various roles in chapters which are identified by the following role tags:

- **President** – the student leader of the chapter.
- **Vice President** – the student officer in charge of presiding over meetings in the absence of the President.
- **Treasurer** – the student officer in charge of finances of the chapter.
- **Membership** – the chapter officer in charge of retaining active members.
- **Primary Adviser** – the main adult in charge of a chapter.
- **Secretary** – the student officer in charge of maintaining chapter minutes and officer correspondence.
- **Historian** – the student officer in charge of photos, reports, and the history of the chapter.
- **Parliamentarian** – the student officer in charge of ensuring that meetings are run in a business-like manner.
- **Communications** – the student officer in charge of newsletters, social media, and the website. (May be divided into multiple positions.)
- **Competitive Events** – the student officer in charge of helping members select and study for competitive events.
- **Co-Adviser** – each chapter usually has one prime contact and additional advisers or co-advisers, who are adults or faculty members that help run the chapter.
- **School Administrator** – primarily principals or vice principals of the secondary school; for Collegiate, the College Dean for the School of Business (for example).
- **State Leaders** – the primary contact of a state division – may be a state chair or a state adviser. Some are employed by the Department of Education, and some are volunteers.
- **State Staff** – all staff at the State Division level. Also referred to as a State Committee.
- **State Officers** – Student officers at the state division level.
- **National Officers** – Student officers at the national level. FBLA High School has nine officers and FBLA Collegiate has six officers.