

Texas—Information for Online FCCLA Affiliation Process Beginning August 1, 2014.

Confirm that National FCCLA is an approved vendor in your school district....get a W-9 form on file

To access the on line affiliation: <https://affiliation.registermychapter.com/fccla> or click on “Affiliate Online” on opening page of National Webpage at www.fcclainc.org

The system is user friendly and will serve as a one - stop location for all member, chapter and Advisor information. In addition to affiliation on the national level, it will be useful for members involved with Capitol Leadership, Cluster Meetings, National Conference and National Competitions including STAR Events in the future. View this as a positive move for all involved in the organization. (You may hear it called the new DLG system.) This is phase one of national’s on line processes.

Each chapter will receive a NEW Chapter ID number when the affiliation process is started; however, each chapter will need their old number to enter into the system. It will be generated and will show up on the site when the chapter information has been submitted. Each member will also be given a member number, again assigned by national in the process of entering and submitting member names and information. That number will remain on the site.

The following shows a table of the information that will be entered for member affiliation. The titles that are underlined are REQUIRED by national headquarters.

Prefix	<u>First Name</u>	Middle Initial	<u>Last Name</u>	Suffix	<u>Grade</u>	<u>Gender</u>	<u>Affiliation Type</u>	<u>Demographics</u>	<u>Member Title</u>	<u>Email</u>	<u>Cell #</u>	<u>Home Phone #</u>	<u>Date of Birth</u>
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There are also columns for Facebook, Instagram, and Twitter—enter only if the Advisor, member and family agree to this. If the school does not allow for member (youth) email, cell and home phone the Advisor can enter his/her own or school information in order to fill the required field of information.

The second page of this document (over) is a form that can be given to each student as they pay to become an affiliated member. Use that as a reference, if you find it useful, for gathering and entering member information on line.

Once members are entered into the system, advisors will receive an e-mail with a balance due invoice (if you did not pay with a credit card) or with a zero-balance invoice (if you paid with a credit card) The invoice will also include a list of affiliated members. Deadline for affiliation submission: November 1 with payment posted by November 15 – local advisors must check system to insure national staff has posted payment.

Suggestion, Only: On the local level, set up an Excel file with these exact titles (from above or as taken from the online affiliation member section). Even if it is not a required field of information, use it as a column title in the file. Then, when it is time to submit your affiliation, the information can be copied into the national online affiliation site. The Excel file that is created locally can be done by an officer and proofed by the Advisor, each member could enter their own information and be proofed by the Advisor, or the Advisor can enter all the information. Reminder.... the copy process will work ONLY if ALL columns are in the Excel spreadsheet exactly as the on line member site, even if no information is entered. When ready to enter the members on line, copy the Excel file, then Control V to enter into the online member list. Remember this is **only** a suggestion; it is not required to do the online affiliation. Member information can be added directly to the on line site, if desired.

Questions related to Texas membership, please contact the Texas FCCLA Headquarters: 512-306-0099 or fccla@texasfccla.org

Questions related to National membership, contact Leah Buller lbuller@fclainc.org or Chiquita Boston cboston@fclainc.org