

2025-2026 FCCLA Membership/Affiliation Tips for VA FCS Teachers

Please read carefully to the end for updates for this year.

Always double check membership type and invoice before final submitting.



VIRGINIA

-- **NEW** Current VA FCCLA membership is open to any VA student desiring membership opportunities, along with current and past FCS students. All student's names are listed in the national portal for invoice payment and dues are submitted for all students for affiliation. Affiliation is completed annually.

-- **All affiliations begin with the online affiliation site/portal.** Access this site by going to <https://affiliation.registermychapter.com/fccla#> Please note when using the portal, if a section title or wording is **red**, action is needed to make information up to date or to complete a process. Be sure to have FCCLA listed in your class guidelines/syllabus/opportunities from the **FIRST** day of enrollment and in your email signature line. This school year is the perfect time to promote FCCLA and the opportunities that are offered to today's youth. All FCS programs are to have an FCCLA affiliated chapter to be in **compliance** with VA FCS standards.

-- **Affiliation Options for VA Chapters**—Based on the Board of Directors for national and state, VA will offer four options for chapter affiliation in the 2025-2026 school year: regular, 100 % Middle Level, Up to 25 Package, and Unlimited Package. Each is explained in detail on page 5 of this tip sheet. Note incentives to chapters using the package deals both on national and state levels, especially **NEW** incentives for the Up to 25 and Unlimited, offering value.

-- **For chapters and advisers returning with the same information as the 2024-2025 year**—Enter the affiliation portal with chapter ID number and password used previously. Respond or update several questions related to programs and chapter involvement. Please confirm or make revisions to the landing page upon entering the portal for the school year.

Moving forward in the portal, “**graduate**” last year’s seniors to Alumni and Associates, while former 8th graders are

“**graduated**” to a nearby high school. Next, edit chapter members with the “**bulk grade roll over**”. In each of these steps make sure to click “confirm” or “complete” as shown. Chapters cannot add new members until both of these processes are completed and noted. New members can be entered individually (with drop downs) or in bulk using the download CSV template that allows the adviser to “copy” into the portal. Often the IT person in the school can save the adviser time and headaches by asking for help with entering a large number of members and the needed information.

Members can also be added using their member ID # from the past. Assistance with these processes can be found on the national website. <https://fcclainc.org/join/chapter-affiliation/affiliation-resources> . When submitting an email address for members, try to use a non-school address, due to school firewalls, summer correspondence and ability to use the Student Portal outside the school setting. It is best to not delete members’ names, as they may return to membership prior to high school graduation. A check mark beside the names for the current year is what determines the invoice amount, along with the membership type.

-- **For chapters new in the 2025-2026 year**—go to the affiliation site/portal listed above and begin the process by selecting “**first time affiliation**.” It will guide you to enter needed info. When entering the name of your chapter, please make sure it includes the school name in some way. You will select a password for future use. You will be sent a chapter ID #, once your chapter has been approved. You will use the chapter ID as your username for all future login of the portal, along with the chosen password.

-- **For Chapters with Adviser Changes**—contact Kathleen Buchanan kvcbuchanan@gmail.com for assistance, if needed. Add the new adviser before removing or making the former adviser inactive.

-- **Chapter Adviser ID number**—On the chapter adviser tab, a column has been added, Chapter Adviser ID#. Please know you do not need to use this information. It is for national use only. Continue to use the Chapter ID# for login.

-- **Student Portal**—It is designed to be a location for members to keep track of their FCCLA journey, such as conferences attended, competitions, service hours, national programs, survey responses, resources, invoices for the FCCLA store, and more. It is also a place to update information as related to affiliation. Previous members log in with member ID# and password from the affiliation portal. **NEW** If needed, advisers can now edit/update student portal passwords (either for the entire chapter or for individual members). Advisers have the option to allow individual members to pay dues with credit card. Look for that box to check prior to submitting. Student portal questions can be addressed to membership@fcclainc.org

-- **Chapter Portal Use**- It is best to go to the portal **early** in the school year to get the chapter registered by completing information related to the school, chapter and adviser for new chapters or to take care of needed updates for returning chapters. It is highly recommended to have first submission of 12 members by **November 1** (early affiliation date) to ensure a complete year of benefits for the chapter, members and adviser(s). New/additional members can be entered later and as many times as needed before May 31. **A student is not considered a member until dues are received at national** to make the affiliation complete. Any teacher that accepts FCCLA dues is **obligated** to affiliate that given student. Membership cards can be printed from the online site, if interested. Resources found in the portal are available until 11/1/25 for chapters affiliated in 2024-25 school year **OR** after payment of dues for the 2025-26 school year. Advisers, please make use of the many resources in the chapter portal. You will appreciate the lesson plans, programs and activities found there.

-- Please note whenever the “**submit**” button is used an invoice is generated, the adviser will see the amount due. Please double check that amount before finalizing. If there is a question, do not confirm. This will reduce the need for several actions, delaying affiliation. Payment will be expected by national for that given invoice within **two weeks**. All mailing and payment details are listed on the invoice. Credit cards are accepted with instructions given. Invoices from 2024-2025 **MUST** be paid before actions for 2025-2026 can happen. All payments and correspondence should be sent to: **13241 Woodland Park Rd, Suite 100, Herndon, VA 20171**. Make sure to document this with the school bookkeeper. Phone is (703) 476-4900, if needed.

-- Actual affiliation of a given member happens **ONLY** when payment has been received at the national office. Therefore, for important dates such as Feb. 15 for Virginia’s state conference and entering STAR Events, payment must be received **PRIOR** to Feb. 15. The chapter affiliation must be complete before state conference and state STAR Events registration can be entered. This is true also of **March 1** for Virginia membership recognition, National Leadership Conference and national competitions. Please plan ahead to avoid confusion and disappointing situations.

-- Regular membership is **\$14** for Virginia members, (\$9 for national and \$5 for state), all payable to national. This is built into the system and will generate an invoice upon submitting names. The minimum number of students to affiliate remains at **12**, however if a chapter has less than 12, the cost of \$182 can still be paid to affiliate the less than 12. (12 members X \$14= \$168 + \$14 for adviser = \$182) As the year progresses, aim to enter enough students to complete the 12 members with payment already covered. For the regular membership option one adviser from each chapter also pays dues, is regarded as the primary adviser, and will be indicated online. It is a good idea to list all advisers, as this helps with state conference registration and other actions. For the two package deals the adviser(s) are part of the package cost.

-- **Membership Help**—The membership contact at the national office can reached at membership@fcclainc.org Do not hesitate to reach out if you have questions about the process or need help. In most instances it is best to first contact Kathleen Buchanan, Virginia FCCLA Membership and Adviser Development Coordinator at kvcbuchanan@gmail.com

-- **ATTENTION MIDDLE SCHOOL ADVISERS**—Virginia supports the Middle School Affiliation Option in which all FCS students, involving all teachers at a middle school for the entire year, can affiliate for a lump sum of \$400 (\$250 national, \$150 state). Middle school chapters that select this form of affiliation will use the chapter membership type “**middle level affiliation**”. Middle school chapters not using the option of the flat fee of \$400 must use the chapter membership type “**regular**”. If there is a question about this process, again contact Kathleen Buchanan. An excel form (CSV) is

available for this middle level membership; contact national if this form is needed using email address above or obtain on the national website under membership. <https://fcclainc.org/join/chapter-affiliation/affiliation-resources>

-- **Consent Form**—All students under the age of 18 must have a consent form on file with the school as part of the Family Educational Rights and Privacy Act (FERPA). Advisers need to confirm this form is present in the school for each member. For most school divisions this is required and held in the office files. Therefore, advisers can say “yes” to the consent question when asked prior to submitting the student names.

-- **Membership Kits** for all 2024-2025 affiliated chapters were mailed in the spring. Please use this as a public relations tool for chapter growth. If this was not received, please contact membership@fcclainc.org

-- **Go for the Red**—Check out the details for member recruitment and chapter growth in the Go for the Red national membership recognition program. Details can be found on the national website later in the year.

-- **Looking for Membership Ideas**- In the adviser/chapter portal go to the Resource tab, open the Communications folder paying special attention to the Quarter 1 materials available. Also check out the Chapter Adviser Resources from VA at: https://drive.google.com/drive/folders/1V3wR7z0_kKLfj7lmyUWzZ4KC431jR9ia

-- **Virginia FCCLA Membership Campaign for 2025-2026** – VA state officers yearly plan a membership campaign and will be published after the approval of the BOD, in late September.

-- **Join Listserv**-- With the need for increased communication be sure to register for the **FACSED listserv**. If you are not a member or to check your status send an email to Emily O'Connor at emilyjoconnor@gmail.com or facedlistserv.org@gmail.com This is the main form of communication for FCS education and VA FCCLA.

-- If there are additional concerns, view the Step by Step Instructions, a tutorial or to obtain a CSV template to import members on the national website: <https://fcclainc.org/join/chapter-affiliation>

-- Attached is a sheet created to assist Virginia advisers with the affiliation process—the information sheet can be used to collect the needed information for the affiliation portal, and is found on page 4 of this document. This is offered merely as a suggestion. Again, the school IT resource personnel can be helpful in securing the needed information for a large number of members.

-- **Conne**CTE**d**” is the national theme for the 2025-2026 school year. Chapters may use in any way with membership, projects, activities and events.



Best wishes for a successful year of leadership opportunities for Virginia FCCLA chapters and members. Never hesitate to ask questions. Kathleen Buchanan, VA FCCLA Membership and Adviser Development Coordinator
kvcbuchanan@gmail.com

Special Note: Before submitting, please check that the membership type is correct and that the Invoice is as planned. This will reduce a number of troubles for all involved.



VIRGINIA

Member Affiliation Information Sheet



Prefix (circle one): Ms., Mrs., Mr., Miss

*First Name: _____

Middle Initial: _____

*Last Name: _____

Suffix: _____

*Grade (circle one): 5, 6, 7, 8, 9, 10, 11, 12

*Gender (circle one): Male, Female, Non-binary

*Demographics (circle one): African American, Asian, Caucasian, Hispanic, Native American, Other, Pacific Islander

*Member Title (circle one): Chapter Member, Chapter Officer, National Officer, State Officer

*Member Email: _____ (non-school one is best)

*Member Cell Phone: _____

Member Home Phone: _____

Member Date of Birth: _____

The above information is for FCCLA membership purposes only. (as requested on the national membership website)

* indicates a required field

Other optional information (below) that may be helpful on the local/school level:

Payment: Amount \$ _____ Date _____ Form of Payment _____

Special Interests in FCCLA: Leadership _____ Service to Others _____ Travel _____ Competitions _____

School Service _____ Fundraising _____ Publicity/Public Relations _____

What talents do I have that I can share with FCCLA? _____

Reason for joining FCCLA? _____

Signed (Member) _____

Signed (Parent or Guardian) _____

~~~~~ Tear Off for Member Use of the Student Portal~~~~~

Member ID# \_\_\_\_\_ Member's Password for Student Portal \_\_\_\_\_



## VIRGINIA

### Membership Options for Virginia Chapters for 2025-26

(National offers 4 options with additions  
approved by VA FCCLA Board of Directors)  
All affiliations are payable to the National FCCLA

Affiliation takes place on the portal at: <https://affiliation.registermychapter.com/fccla#>

|                                                                                                                                                                                                                                                                                                                    |                                                                              |                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Regular Membership</b><br>Minimum 12 members plus adviser                                                                                                                                                                                                                                                       | \$14.00 per member and adviser(s)<br>(National - \$9.00)<br>(State - \$5.00) |                                                                                                                                                                                                                         |
| <b>100% Middle Level Option</b><br>Affiliate all FCS students all year long, plus adviser(s)                                                                                                                                                                                                                       | \$400 + \$14 per adviser(s)<br>(National - \$250)<br>(State - \$150)         |                                                                                                                                                                                                                         |
| <b>Up to 25 Package</b><br>That includes: 25 members, and all advisers<br>1 Adviser Academy (\$90 value)<br>1 electronic National Program (\$60 value)<br><b>1 year subscription to Testing Readiness Resource for Challenge Testing NEW (\$25 value)</b><br><b>Free Knowledge Hub Access NEW (\$150 value)</b>    | \$500<br>(National - \$395)<br>(State - \$105)                               | <b>*Plus</b> for State - One free basic State Conference registration for 1 adviser (\$100 value) when registering 4+ members                                                                                           |
| <b>Unlimited Package</b><br>That includes: all FCS students, all advisers<br>1 Adviser Academy (\$90 value)<br>1 electronic National Program (\$60 value)<br><b>1 year subscription to Testing Readiness Resource for Challenge Testing NEW (\$25 value)</b><br><b>Free Knowledge Hub Access NEW (\$150 value)</b> | \$1,150<br>(National cost - 775)<br>(State cost - \$375)                     | <b>*Plus</b> for State - One free basic State Conference registration for 1 adviser (\$100 value) when registering 4+ members<br>AND<br>For each 50 members affiliated one Free VA STAR Event registration (\$25 value) |

\*It is the responsibility of the adviser to mention the state conference free incentives when registering.

Please note that Knowledge Hub and Brand Hub are not the same. All chapters have access to the Brand Hub. Both are **NEW** in the 2025-26 school year.