From: Paxton Cavin
To: Paxton Cavin
Cc: James Gordon; Emily Bates; Mark Burch; Ronda Hill; Kyla Hensley; Jake Phillips
Subject: FLC Registration FAQ - Membership Requirement
Date: Tuesday, September 5, 2023 12:20:48 PM
Attachments: image001.png

Good Afternoon Advisors!

Shortly after sending out the FLC Registration email this morning I received quite a few emails asking about the change we made to registration this year regarding membership. Usually if I receive more than three emails with the same question(s) I know others are wondering as well, so hopefully this will answer some questions.

It is a big change, and I recognize this, but it is a needed change.

We know this year might be difficult for some to accommodate this change, but the change has to have a "first year"…you will be able to plan a full year in advance to accommodate the change before next year. If you would like to discuss the benefits/reasons for this change more in depth please feel free to email or call me.

All FLC 2023 attendees must be submitted BPA members in the BPA registration system.

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1. **Question**: Do I have to add names to the FLC registration? In the past we have used placeholder names (student 1, student 2…etc.).
    a. **Answer**: Yes, because attendees need to be registered members you will need to register them under their names. This is how the system will know if they are members. Placeholders will not be allowed this year. We need to know who you are registering.
    b. **Rationale**: Placeholders cause a lot of issues with registration. It is one more step for our office to request names, fix registration once schools send names in, reprint any name badges that we can, and we still get complaints when people get blank name badges or we run out of the correct shirt sizes when they need to exchange the size they guessed for the placeholder.
2. **Question**: Why is FLC registration earlier this year?
    a. **Answer**: It is not. Registration was due on September 12th last year with FLC being held on October 18th. (note these are 2022 dates to use as reference)
    b. **Rationale**: We try our best to keep dates consistent for planning purposes.
3. **Question**: When was this changed announced?
    a. **Answer**: This change was announced at OK Summit and at our advisor training on September 1st.
    b. **Rationale**: We attempt to provide any updates to our new membership as early as possible.
4. **Question**: May I make changes to my registration after the deadline?
    a. **Answer**: Yes, you will have until September 18, 2023 to request changes via email to Paxton Cavin. This includes substitutions, additions, cancellations…etc. Your chapter

must have a submitted FLC invoice for this to apply, you will not be able to use this as a way to register late. Due to ordering processes T-shirt sizes will not be changed after the registration deadline.

   b. **Rationale**: This is the deadline set and listed in the BMITE Important Dates for registration changes for FLC.

5. **Question**: What if I do not have my PO prior to 9/12/23?
   a. **Answer**: That is alright. Go ahead and register in the system by the deadline. The system is not going to require any sort of payment from you. We can work with you once your PO comes in to adjust the date on the invoice, add the PO to the invoice… etc. You can register by the deadline without a PO!
   b. **Rationale**: We know every district as their own PO/finance policies and we try to be flexible on our end to adjust invoices to accommodate those policies and processes. We need registration data by the deadline date so we can prepare for FLC appropriately. POs mean absolutely nothing to us at the time of registration. We do not need it and will adjust your invoice for your individual needs when you let us know what you need.
6. **Question**: Can post-secondary and secondary go on the same FLC registration?
   a. **Answer**: No, you will have a registration for each chapter. Advisors with multiple chapters will only be charged registration on one invoice if they designate themselves correctly when selecting their FLC registration type.
   b. **Rationale**: Cleaner accounting and records for each chapter.

Thank you for your understanding as we manage this change for FLC 2023. If you have questions or specific needs for your chapter please email me. We will work as best as we can to come up with solutions so your chapter can attend FLC.

Thank you,

Paxton Cavin
Oklahoma BPA State Advisor
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