



Florida Parent-Educators Association

2010-11 FPEA Group Membership Submission Guidelines

Please follow these guidelines for submitting your group membership for 2010-11. If you have questions, call 1-877-ASK-FPEA (275-3732).

Please note our address:

255 East Drive, Suite H, Melbourne, FL 32904

Note: Member information must now include individual family homeschool status. Please see No. 3 in The Group Application Process for how to submit additional information. Without this information, the individual family will be assumed to not be homeschooling and will be ineligible to vote in FPEA elections.

What Is an FPEA-Recognized Group?

A recognized group is any group that fills out our group application, has at least 25 members or 25 percent of its total membership registering as a group (FPEA-recognized groups registered before 2006-07 have until September 2011 to meet these new requirements), and meets our policy as outlined below. A recognized group is permitted to obtain the discounted FPEA rates for its members (currently \$18 per family).

Our policy is as follows:

In order to be an FPEA-recognized group and for members of the group to receive FPEA membership at a discounted rate, a group must meet all these criteria:

1. There must be a central point of contact or leader — for example, a president or administrator.
2. There must be a group name, mailing address and contact number.
3. All payments for group memberships must come from one designated bank account. The account may be a personal account of one of the leaders, not necessarily an account in the group's name.
4. The group must submit an FPEA-recognized group application annually.

Additionally, an FPEA-recognized group should be providing support services for the local homeschool community. Some services may include:

- a. Holding parent support meetings annually at a central location where all members may attend.
- b. Publishing a monthly newsletter in some form.
- c. Organizing extracurricular activities for its members, such as field trips, co-op classes, testing or park days.

Groups that are exclusively e-mail, e-loop or Internet-based are specifically excluded from being FPEA-recognized and receiving discounted memberships. However, members of such groups

may join the FPEA as individuals or at a discounted rate through a recognized group.

The Group Membership Process \$18 per member

The FPEA offers a drastically discounted membership rate (from the individual fee of \$28 per year) to homeschoolers who join an FPEA-recognized group. Here is the procedure:

1. Complete the attached 2010-11 GROUP APPLICATION and submit it to our office.
2. Submit a single check along with membership information each time your group submits new members and/or renewals. Give only information for new members with each submission.
3. Each submission must have the following information for each family joining the FPEA and should be typed or exported in the following order (* optional):

* ID NUMBER (if known)

PRIMARY LAST NAME (the person who does the majority of the teaching)

PRIMARY FIRST NAME

SPOUSE'S FIRST NAME

SPOUSE'S LAST NAME

ADDRESS

CITY

ZIP

AREA CODE (separate from phone number)

PHONE (separate from area code)

* E-MAIL

HOMESCHOOLING STATUS CODE:
(choose "YES" or "NO")

YES = I am homeschooling in Florida

NO = I am NOT homeschooling in Florida

Please follow ALL directions on pages 2 and 3.

4. Group submissions (there can be more than one) will only be accepted from **August 1, 2010, through April 1, 2011.**

REBATES:

The FPEA offers two optional rebates. The first rebate is \$1 per member family if every family in your group joins the FPEA for that year. The second is a \$2 rebate per member family if you submit your list digitally. We will then calculate what we owe you and send you a coupon in April reflecting the amount of rebate earned, as well as any other credit you may have with us.

This coupon may be redeemed in either of two ways:

1. It can help pay for next year's memberships. Just send the coupon with one of next year's membership submissions as a part of your payment. Make sure that the submission amount is at least as large as the coupon's amount, for any rebate not used by that single submission cannot be carried over to a later submission and will be rendered null and void.
2. Return the coupon to us before June 1, and request in writing for a check to be written to your group instead. If we do not hear from you before June 1, then we will assume you do not wish to have a check issued, and instead wish to use the coupon for credit the next year. A group must be able to cash or deposit a check in the group's name, for we cannot send a check written to an individual. All checks must be cashed or deposited before July 31, when we must close out our books for the fiscal year. After that, the checks will become void, and all rebates earned will be forfeited.

Thanks to you who have used the rebates, we have been able to keep our office costs down.

REBATE #1: 100% FPEA Membership (\$1 per family)

When everyone in a group is an FPEA member, everyone receives the same information. This minimizes phone calls and e-mails, lowering office costs. Thus, we offer this rebate.

GUIDELINES:

1. Comply with the above GROUP MEMBERSHIP guidelines, PLUS:
2. If all group members are automatically signed up as FPEA members when they join your group, check the "YES" box on application item 18. Most groups requesting this rebate find it easier and beneficial to include FPEA membership with their own membership dues, making our services part of the benefits for joining their group. (If your group's FPEA membership is not automatically 100 percent, but it later turns out that your whole group has joined anyway, send us a letter by April 1

stating this fact, and we will give you this rebate as well.)

NOTE: If one of your members claims to already be a current FPEA member (with another group or as an individual), then there is NO NEED to submit that member's name — we will still credit you with 100 percent membership. (To confirm membership, contact our office.)

REBATE #2: DIGITAL SUBMISSION (\$2 per family)

Digital submissions help keep administrative costs down by allowing information to be entered almost automatically and more accurately. We pass this savings on to you in the form of this rebate.

PLEASE read these guidelines carefully if your group wishes to receive this rebate.

GUIDELINES:

1. Comply with the GROUP MEMBERSHIP guidelines listed on page 1, PLUS:
2. Group-membership data must be sent digitally, uncompressed, on a floppy disk or CD in the following format:
 - A. **If using a database or spreadsheet**, export from your database in either a "tab separated" or "tab delimited" format. For each field you export, use the same order listed earlier for submitting individual family information. The following are specific instructions for certain programs:
 - **ACCESS** database: Under FILE, select "SAVE AS / EXPORT." Select "TO an external File or Database," then in "Save Table In" box, save As Type: "text files." Click EXPORT, and then make sure "Delimited" is selected. Click the "Advanced" button and choose "NONE" as mark text qualifier. Click the "NEXT" button and choose "Tab" as field separator.
 - **EXCEL** database: Under "Save As...", select "Save as type" and choose "Text (Tab delimited) (*.txt)."
 - **WORKS** database: Choose FILE/SAVE AS, and then in the window that pops up, choose "TEXT and TAB" with NO formatting.
 - B. **If you cannot export from a database** and must use a word processor or other text program, please type them and save as "text only" or ASCII.
 - **WORD PAD**: Save as "TEXT DOC."
 - **MICROSOFT WORD**: Save as "TEXT ONLY."
 - **Other word processors**: If you do not know how to save as a simple text document, copy the file onto your NOTEPAD program, and then save it. NOTEPAD or some other simple-text program comes with every DOS

computer and can only save it as a simple-text file.

— Each field of information should be separated by one <TAB> with each

member's line of information separated by a <RETURN>. If you are missing a field of information, just tab through, leaving no information between the two tabs.

FPEA NUMBER < tab> LAST NAME < tab> primary name < tab> SPOUSE < tab> SPOUSE LAST NAME < tab> ADDRESS < tab> CITY... etc. <Return>
FPEA NUMBER < tab> LAST NAME < tab> primary name < tab> SPOUSE < tab> SPOUSE LAST NAME < tab> ADDRESS < tab> CITY... etc. <Return>
(no number) < tab> LAST NAME < tab> primary name < tab> (missing) < tab> (missing) < tab> ADDRESS < tab> CITY... etc. <Return>
... e t c . **USE NO PUNCTUATION AT ALL**

The above box is an example of where we would like the tabs and returns. We would like all information listed on page 1 to be submitted in that order if possible, but the order is not as important as consistency from member to member (i.e. each line in the same order, with the same number of tabs).

Note: Do not add anything extra to the document.

3. Please enter data using accepted U.S. Postal Service specifications. The most important are:

- **Do NOT use punctuation, such as periods and commas.**
- **Do NOT abbreviate cities or street names.**
- **DO abbreviate types of roads, such as RD, AVE, ST, etc. (no punctuation).**

4. Please copy your file onto a floppy disk or a CD and **name your file** in the following way:

(Group Number) + (Group acronym/name) + ".-"
+ (Submission number + ".") + (file type).

Example: 120HERI-2.tab or 402NewCov-1.txt

Information sent via e-mail will not be acceptable because e-mails are difficult to match up with the check that comes by mail. The only exception is if we cannot read your data the first time and we ask you to send it to us again (thus we already have your check).

5. ALL THREE ITEMS (the **single check, the floppy disk/CD and a printed hard copy of the entire submission**) must be submitted together in one single envelope. Please make sure that your group's name is on the hard copy, as well as a number indicating whether this is your first, second, third or fourth submission for the year.

6. We can only offer this rebate for up to **four separate** submissions. Realizing that many members sign up late, we will mail the Autumn *Almanac* in several batches so that members will receive their copy. We will do this for the Autumn issue only.

7. Each submission should **only include the new names** — NOT your entire list.

8. This rebate **offer expires after your fourth submission or after April 1**, whichever comes first. If you make a submission after December 1, you will still receive the rebates, but your new members will not get the Autumn *Almanac*.

They will begin their membership with the Winter *Almanac*.

9. Each submission **must contain at least five names** in order to get this rebate. If you do not have five names, you may still submit them, but we will be unable to apply the rebate to these families.
10. **PENALTIES** — The purpose of these rebates is to streamline the membership submission process. Not following these guidelines carefully is counterproductive, so the following deductions from your rebates will apply:
- a. **For every submission not received according to these guidelines**, \$10 will be taken off the rebate earned. Also, if we have to manipulate the data for more than half an hour in order to make it work, \$10 more will be omitted from the rebate for every additional half-hour needed to bring the data into compliance. (Penalties will never exceed the amount of rebate earned.)
 - b. **If a member was submitted with incorrect information**, and we receive a notice from the post office that the member's mailing was not delivered, that person's rebate will be forfeited (\$2). We are charged for every returned piece, and then we often need to call that member to get the correct address. So if you get a change of address, let us know ASAP before the next mailing — getting corrections from you first will help you avoid forfeiting rebate money.
11. When we send your coupon (in April, after the April 1 group membership deadline), **we will also give you a report** listing the data we have received from you. Included in this report will be a list of the reasons why any portions of the rebate may have been forfeited.

If you have any questions, please feel free to contact the office, and we will be glad to walk you through any problems.

255 East Drive, Suite H, Melbourne, FL 32904
office@fpea.com
877-ASK-FPEA

Sincerely,
The FPEA Board of Directors

2010-11 FPEA GROUP APPLICATION

An FPEA-recognized group is one that submits this completed application, offers discounted FPEA membership to its members, and provides support services for the homeschool community. (E-mail, e-loop and Internet groups are excluded.)

FPEA membership information is used exclusively by the FPEA. It is not shared or sold to any other individuals or organizations. With your permission, the FPEA will share your group name and how to contact your group (excluding your address).

Mail to:
FPEA
255 East Drive, Suite H
Melbourne, FL 32904
1-877-ASK-FPEA (toll free)

Please print clearly:

1. Acronym (if applicable): _____ 2. Group Number (if known): _____
3. Group/organization name (spell out entirely): _____
4. Group mailing address (for our mailing purposes only): _____

5. Group phone: _____ 6. Group fax: _____
7. Group e-mail: _____
8. Group Web address: _____
9. Type of group (check all that apply):
 Support Group Co-op Nontraditional Private School Correspondence School
 Church / Religious Ministry (Name : _____) Consultant (for profit) _____
10. Meeting Location (City, State)? _____
11. Approximate number of homeschooling families in group: _____
12. Counties where your members live (please list the primary county first): _____

13. Describe your group and list any special requirements to be part of your group (please limit to two or three sentences). _____

14. May we give out contact name and information for your group (only info in 1-2 and 4-11 above):
 - a. to other homeschoolers in your area (on a printed list and by phone)? YES NO
 - b. on our Web site? YES NO
15. Leader (contact person, with name and FPEA number): _____
 - a. Do you wish to designate a leader for the FPEA Leaders E-loop? Please send your request to e-loop@fpea.com.
 - b. Do you wish to receive our free leaders publication, the *Leaders Beacon*? YES NO(On the back of this application, please list the names and FPEA numbers of additional leaders who would like to receive the *Beacon*).
16. Person in charge of membership data (name and FPEA number): _____
17. Bookkeeper/treasurer (name and FPEA number): _____
18. Do you want to participate in the rebate program? YES NO
19. Are all your group members FPEA members (see guidelines sheet — REBATE #1)? YES NO
20. Do you plan to submit your data digitally (REBATE #2)? YES (from what program?) _____ NO
21. Person completing this form (name and FPEA number): _____
22. Date: _____
23. Payment: Check enclosed Charge to MasterCard or Visa
Account Number _____ Expiration Date _____ Three-digit CVV _____
Card Holder's Name _____ Signature _____
Billing Address _____ City _____ State _____ ZIP _____
E-mail for Sending a Receipt _____