**CALIFORNIA FBLA ADVISER ELIGIBILITY GUIDELINES**

**Local Chapter Adviser Eligibility Guidelines**

To be recognized as a California FBLA local chapter adviser, an individual must:

1. Be a responsible adult approved to perform the duties of the local chapter FBLA adviser by the home school administration. This individual must be authorized by a letter on the school or district letterhead with a signature by a school administrator.
2. The approved FBLA adviser must be present1 as the lead chaperone and execute authority over all students from his or her school for the full duration of all section and state FBLA functions, including but not limited to:
   1. Officer and Adviser Training (OAT) Day
   2. Leadership Development Institute (LDI)
   3. Section Leadership Conference
   4. State Leadership Conference (SLC)
   5. National Leadership Conference (NLC)
3. Understand and adhere to all California FBLA guidelines, and policies in place by the school administration of the local chapter.

1 If the local chapter adviser is unable to attend an FBLA function with his or her chapter members, an individual meeting the above three qualifications must attend as the substitute adviser in order for those students to participate in that function. The substitute adviser must bring a signed letter on school or district letterhead to event registration to show his or her approved adviser status from the school.

*California FBLA reserves the right to prohibit student participation at an event if no authorized local chapter adviser is present.*

**Section or State Officer Adviser Eligibility Guidelines**

Current California FBLA chapters may elect to have a member apply for a section or state leadership position. To be recognized as a California FBLA section or state officer adviser, an individual must:

1. Be a local chapter adviser at the section or state officer’s home school during his or her term of office.

OR

1. Be authorized by the chapter’s school administration to serve as the adviser for the section or state officer(s) of that chapter. This individual may be a parent or otherwise approved adult chaperone and must adhere to the same school adviser/chaperone guidelines as the local chapter adviser.

AND

1. Accompany the officer to all section or state officer functions2, including but not limited to:
2. State Leadership Summit
3. State Executive Board Meetings (state officers only)
4. Section Board Meetings

2 If the officer adviser is unable to attend an FBLA function with his or her officer(s), an individual meeting the above qualifications must attend as the substitute adviser in order for those students to participate in that function. The substitute adviser must bring a signed letter on school or district letterhead to event registration to show his or her approved adviser status from the school.

*California FBLA reserves the right to remove a student from office if no section or state officer adviser is present at an event.*

**CALIFORNIA FBLA ADVISER ELIGIBILITY GUIDELINES (Page 2)**

**ALL CHAPTERS: Follow the instructions below to verify an individual’s approval as the local chapter adviser or section/state officer adviser by the home school administration. This includes both existing and new advisers.**

**STEP 1**: Copy and paste the letter below onto your school or district’s stationery to verify the status of the following individual(s) to officially fulfill the role of FBLA local chapter adviser and/or section/state officer adviser at your school. The red text must be replaced with the appropriate information. **You will need to submit more than one letter if advisers will be performing different duties.**

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<Insert current date>

California FBLA Management Team:

The below named individual(s) are authorized to fulfill the duties of

*(check all that apply)*

|  |  |
| --- | --- |
|  | FBLA local chapter adviser |
|  | FBLA section/state officer adviser for <insert name(s) of student(s)> |

at <insert name of school>. These individual(s) meet the California FBLA Adviser Eligibility Guidelines, and will actively supervise and enforce the CA FBLA Code of Conduct, CA FBLA curfew regulations, and home school policies for every local chapter member at all California FBLA events until a new adviser is named and approved, or until the chapter is no longer active.

|  |  |  |  |
| --- | --- | --- | --- |
| Adviser Name: |  | Date: |  |
| Adviser Name: |  | Date: |  |
| Adviser Name: |  | Date: |  |

I am an authorized administrator of <insert name of school or district>.

Sincerely,

<sign here>

<insert full name>

<insert position>

<insert school or district name>

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**STEP 2**: The local chapter adviser must submit the original signed copy to verify school administration approval at the next FBLA event. **The local chapter is responsible for submitting a new letter to verify approval for new advisers or substitute advisers.**