**ADVISER ELIGIBILITY GUIDELINES / APPROVAL LETTER**

*(Official Policy Adopted by California FBLA as of October 2015)*

**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. If your chapter approves of a member’s candidacy, that member must have a dedicated adviser to support them. To be recognized as a California FBLA section or state officer adviser, an individual must:

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

**AND**

1. Accompany the officer to all section or state officer functions1, including but not limited to:
2. State Leadership Conferences
3. State Leadership Summit
4. State Executive Board Meetings (state officers only)
5. Section Board Meetings
6. Officers and Advisers Training (OAT) Day
7. Leadership Development Institute (LDI)
8. Section Leadership Conference

1 *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.**

**SECTION OR STATE OFFICER ADVISER APPROVAL LETTER**

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 on page 8 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.**

**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.**

**STEP 3**:

The principal of the school sponsoring the student candidate **must send an approval email** stating that they understand the duties of a CA FBLA Section or State Officer and the responsibilities of the student officer’s Adviser and that the designated adviser is a school district employee and will fulfill all of the duties required in terms of supervision and travel.

Email should be sent to: stateofficersadviser@cafbla.org



**SECTION OR STATE OFFICER ADVISER APPROVAL LETTER**

**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.**

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

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

These individual(s) are certificated school employees at the school of the student candidate’s local chapter and 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.

I am the **Principal** of <insert name of school and district>

Sincerely,

<sign here>

<insert full name>

<insert email address>

<insert telephone number>