



CALIFORNIA FBLA CHAPTER AFFILIATION AGREEMENT

To be eligible to participate in any FBLA activities (Section, State, or National) or to receive FBLA Chapter Grant funds, each chapter adviser must review this document as part of the annual affiliation process at the start of each school year. Submission of your chapter's affiliation form acknowledges that you have reviewed and understand this information in this Chapter Affiliation Agreement.

The purpose of this document is to outline the duties, roles, and expectations of FBLA Advisers and the requirements for FBLA Chapter Affiliation. FBLA Chapter Affiliation is an annual requirement, and each chapter adviser must review this agreement and complete an affiliation form at the start of each school year. FBLA Chapter Affiliation requests will be reviewed and approved annually by the California Department of Education.

As leaders and teachers of young professionals it is important that we prepare our students and set the proper tone and standard for their participation in FBLA. California FBLA is here to support you and we look forward to working with you throughout the year. Please don't hesitate to reach out to us if we can be of service.

Requirements to be a FBLA Chapter Adviser

Each chapter must have a designated and registered primary chapter adviser. The FBLA primary adviser must be a certificated faculty member at the school where the FBLA chapter is located and teach in the pathway used for FBLA affiliation.

Requirements to be a FBLA Chapter

Each chapter must meet the following requirements from the California Department of Education:

- The high school must offer a CTE program or pathway (consisting of a minimum of two courses) that is aligned with the ideals and standards of FBLA – for students interested in marketing, finance, hospitality, management, and entrepreneurship.
- Every FBLA chapter must have a Credentialed CTE Instructor (or an instructor with a Single Subject Credential in Business or Home Economics) who serves as an adviser for the chapter and teaches in the CTE program or pathway used for FBLA affiliation. This credential requirement applies to all schools including private schools.
- All students participating in California FBLA must be enrolled in a pathway (or have taken all of the courses available in the pathway) in one of the following Career and Technical Education (CTE) areas: Marketing, Business Management and Administration, Hospitality and Tourism and Finance.



General Adviser Expectations

California's Local Chapter Advisers are integral to ensuring the success of their local chapters as well as California FBLA as a whole. While the roles and responsibilities of advisers are ever evolving to meet the needs of our students, California FBLA has provided a general list of expectations. The responsibilities of a FBLA adviser include, but are not limited to:

- Serve as the point of contact between your chapter and California FBLA and National FBLA. Students may not contact either party for administrative purposes including, but not limited to, conference registration, hotel registration, competitive event grievances, competitive event changes, scoring/tabulations matters, etc.
- Keep conference registration and membership login passwords private and never share them with students.
- Oversee and assist in the election/selection of local chapter officers and support the successful transition of local chapter leadership.
- Support FBLA recruitment efforts on your campus as well as support California FBLA recruitment efforts.
- Manage all chapter finances and ensure that all financial obligations are fulfilled by the stated deadline (including to your school, school district, and FBLA at the section, state, and national levels, conference hotels, and all other applicable parties).
- See that all ceremonies, public appearances, and other public activities are executed professionally and consistent with the FBLA brand and in keeping with the FBLA Code of Conduct.
- Raise awareness and promote FBLA to civic, school, business, and other stakeholders.
- Serve as a lead in facilitating parent involvement and participation in FBLA activities.
- Stay informed of updates and developments from both California FBLA National FBLA and ensure communication of these updates to your FBLA members.
- Meet all FBLA membership, conference, payment, and other deadlines.
- Direct and oversee all chapter activities and your chapter's involvement in local, section, state, and national FBLA events and programs including attending FBLA conferences with your students (from start to finish including staying on site at the conference hotel) and ensure that students adhere to the Code of Conduct including published conference curfews.
- Never extend curfew beyond the published conference curfew for any reason.
- Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Check rooms at curfew to be sure all students are where they need to be. Stay up at least 30 minutes past curfew to be sure all is quiet, and students remain in their rooms.



- Know your local school and district policies including travel and chaperoning policies and ensure adherence to those policies.
- Ensure that your students are punctual and respectful for all general sessions. Advisers and students are required to attend all general sessions and stay until the end of the session. Be sure your students act appropriately during the sessions. No booing, no excessive celebrations, nothing disrespectful. Ensure that you and your students follow the dress code and have the proper attire for the session.
- Do not use illicit substances or consume alcohol at any time during any FBLA conference/event where you are chaperoning students.
- Fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisers will receive event assignments for each conference they attend). This includes attending all official adviser meetings.
- Be on time for all assignments and even a few minutes early to ensure that you can begin right away. Stay through to the completion of your assignment and offer assistance to other advisers who may need it.
- At times conduct and other issues will arise with students at conferences. Handle all infractions of the rules calmly and assertively. Be sure to follow your school, district or ROP policies for handling such situations and consult the conference code of conduct that each student signed. If an issue happens to arise with a student not from your school, immediately seek out their adviser, apprise the adviser of the situation, and allow their adviser to handle the issue.
- Handle disputes and disagreements with students, advisers, chaperones and FBLA staff in a calm and professional manner. It is never appropriate or acceptable to yell at or otherwise demean anyone at a conference, whether student or adult.
- Never confront judges regarding competitive event results or processes. If you see something that you feel should not have happened or has unfairly impacted a competitor, you must follow the official California FBLA grievance process.
- Advisers are responsible for the supervision and wellbeing of their students and must always be on site with their students. This responsibility begins from the time parents/guardians leave students with the adviser until the time they pick them up after the activity (and in the case of exigent circumstances does include availability throughout the night in case a student needs assistance).
- Generally, be helpful and assist other advisers and FBLA staff at conferences.
- Adhere to the requirements of the California FBLA Chapter Affiliation Guide including registering students with your chapter in the National Database – FBLA Connect. Ensure that initial rosters are submitted by October 20 and that all students are entered prior to conference registration deadlines.



Onsite Chaperoning

Throughout the year your role as an adviser will require you to be responsible for the behavior of your students, chaperones, etc. while in attendance at FBLA events at the local, section, state, and national levels. Outlined below are the chaperoning responsibilities that local advisers are expected to fulfill and administer while onsite at applicable FBLA events.

- **Check-Ins/Contact with students:** As an adviser, you are expected to be aware of what your students are doing at all times. This also includes ensuring that students abide by conference curfews. Conduct room checks at curfew and ensure that your students stay in their rooms for the night.
- **Communicate Your Whereabouts:** Be sure that students are aware of your assignments/responsibilities throughout the conference, so you can be located quickly should an issue arise.
- **Ensure Dress Code Compliance:** Be sure that your students are aware of and know the FBLA Dress Code and ensure that they comply with the FBLA Dress Code.
- **Maintain All Student Forms:** Advisers are responsible for maintaining copies of each of their student's applicable forms for an event. It is the adviser's responsibility to ensure these forms are complete and in hand for every conference. Failure to maintain signed copies of the FBLA Student Member Release Code subjects the adviser to liability. Make certain you have these forms for EACH student for EVERY conference you attend.
- **Code of Conduct Compliance:** Advisers must ensure adherence to California FBLA Adviser and Student Code of Conduct, and as such, should review these standards with students prior to attending events at the local, section, state, and national levels.
- **Comply with Student to Chaperone Ratio:** A minimum of one adviser or chaperone (21 or older) must attend for every 15 students registered from a chapter (*Note that this ratio is for instate events. Out of state events have different ratios. The ratio for National FBLA events is one adviser for every 15 high school students and one adviser for every 12 middle school students*). Advisers and chaperones must stay in the same hotel and as close as possible to their students' rooms. A FBLA chapter adviser must be registered with each chapter and attend (start to finish) each conference that their chapter participates in. All alumni must also be paid members of a FBLA chapter.



- **Inclusivity and Accessibility:** California FBLA relies on local advisers to help ensure that conference spaces are inclusive and accessible for participants of varying abilities. Should you have a student who requires additional assistance, please complete the “Service for Student with Special Needs” form. Please fill in the information as completely as possible to help us provide a positive learning experience for all conference participants.
- **Statement of Assurance:** Advisers must complete the California FBLA Statement of Assurance form prior to every local, section, state, and national conference.

Affiliation Agreement Confirmation of Understanding

As a California FBLA Adviser I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated in this California FBLA Chapter Affiliation Agreement.

- Please complete the California FBLA Chapter Affiliation Form here: www.cafbla.org/affiliation
- Once the online Chapter Affiliation Form is completed the submission will be reviewed by the California Department of Education and CDE will contact the Chapter Adviser directly to confirm whether the chapter is endorsed/approved for the school year.
- Note: Chapter Affiliation is an annual process.