



California



**FBLA**

CHAPTER AFFILIATION GUIDE



## TABLE OF CONTENTS

WELCOME TO CALIFORNIA FBLA.....	3
FEATURES AND BENEFITS.....	4
AFFILIATION PROCESS.....	8
AFFILIATION/CURRICULUM PROGRAM PRICING SCHEDULE.....	9
FUNDING SOURCES TO PAY FBLA AFFILIATION/CURRICULUM SITE LICENSE.....	11
ADVANTAGES OF THE AFFILIATION SITE LICENSE MODEL.....	12
FAQ'S.....	14

Future Business Leaders of America (FBLA) is recognized by the U.S. Department of Education and chartered in 1950 by the California Department of Education (CDE).



FBLA is an official Career Technical Student Organization (CTSO) in California. FBLA is a vital co-curricular Career Technical Education (CTE) instructional, career professional development, and leadership program for students enrolled in career pathways aligned to Business, Marketing, and ICT (Information and Communication Technologies) model curriculum standards and CDE's High Quality CTE education priority.

California FBLA is a non-profit 501(c)(3) curricular Career Technical Student Organization (CTSO) committed to preparing today's students for success in business leadership. With years' experience, California FBLA is the premier business organization for student leaders.

*FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.*

# WELCOME TO CALIFORNIA FBLA



FBLA is a tradition of business education excellence whose work spans more than 75 years reaching tens of millions of business leaders around the world. FBLA strengthens a school's ability to prepare students for college and careers by providing curricular programs that integrate classroom instruction, apply learning in the context of business leadership, connect schools with business/industry and the community, and promote the spirit of free enterprise and competition. FBLA students leverage their experience to become future business leaders who aspire to service, education, and progress throughout their careers.

California FBLA is available to students enrolled in Business and Finance; Marketing, Sales and Services; or Information and Communication Technologies (ICT) industry sectors. Chartered by the California Department of Education in 1950 and utilized by over 6,000 schools throughout the world to amplify classroom learning with real life practice through a vibrant blend of classroom curriculum tools, career development competitive events, recognition programs, partnership opportunities, and leadership experiences, Future Business Leaders of America raises the bar for more than 230,000 middle school and high school students every year.

The Carl D. Perkins Act, CDE Career Technical Education Incentive Grants (CTEIG), and the California CTE Model Curriculum Standards uniquely recognize FBLA as an integral strategy for delivery of successful Career Technical Education programs. CTE programs are optimized when the aligned CTSO is available for all students in the program and classroom experience. FBLA works best when all students in a CTE program are participating and engaged in the curriculum and educational tools. California FBLA's Chapter Affiliation and Curriculum Program is designed to be simple, easy, cost-effective and value-filled so that educators can utilize FBLA tools and resources in the classroom, campus, and community setting to positively impact CTE programs and students!



# FBLA SCHOOL AFFILIATION/CURRICULUM FEATURES AND BENEFITS

## FBLA ON CAMPUS

- The FBLA brand is a recognized mark of distinction and excellence. Known throughout the world, having an officially approved FBLA program on campus distinguishes the district, school, and CTE program.
- Students who are able to list participation in FBLA beyond traditional classroom courses gain a college and career advantage!
- The Affiliation/Curriculum Program Subscription Fee provides a School Site License for students and teachers to operate a local FBLA chapter and be affiliated with California FBLA and National FBLA.
- When advertising FBLA on a campus, make sure to market FBLA as a curricular career leadership organization and not a club.
- Chapters must stay in good standing with California FBLA. To remain in good standing, schools must meet the requirements for affiliation set by the California Department of Education and fulfil all financial obligations set by the organization.

## FBLA CAREER AND LEADERSHIP RECOGNITION PROGRAMS

- California FBLA State Projects are developed and promoted annually by the State Student Executive Board Officer Team to encourage leadership growth by both individual members and chapters.
- Students receive recognition for state projects, that can be showcased on future college and scholarship applications..

### State Projects for Chapter Leadership include:

- Adopt-a-Chapter Project
- Government Awareness Project
- Community Fundraising Project

### State Projects for Individual Leadership include:

- Financial Literacy Project
- Leaders in Action Project
- Professional Profile Project
- Green Initiative Project



FBLA's **Champion Chapter Program** is rooted in chapter development, tracking, and management of an annual strategic plan or "Program of Work" (POW). Points are earned based on complexity of activities and percentage of membership involvement and result in the following categories:

- Summer Starter
- Shaping Success
- Service Season
- CTE Celebration
- Champion Plus

Participating in the state and national levels of the Champion Chapter Program is a great way to put your chapter on track for completion of the Local Chapter Annual Business Report and possibly earning a national Gold Seal Award of Merit.

The National FBLA **Business Achievement Awards (BAA)** program allows students to individually grow their leadership skills over their career in FBLA. These awards are each based on gradually increasing student leadership effectiveness through activities which expand their business leadership experience and abilities.

Other national recognition programs for students and chapters include the:

- Distinguished Business Leaders Scholarship
- Lead4Change
- Life Smarts
- Stock Market Game
- Intuit
- Virtual Business Challenge.

California FBLA offers the following individual recognition opportunities for local, state, and national recognition including:

- Who's Who FBLA
- L. Byram Bates Scholarship Award
- Charles Dee Cox Outstanding Local Chapter Adviser Award

## **FBLA SCHOLARSHIPS**

- Access FBLA's scholarship network and partners ranging from cash awards for college to specific colleges, universities and certification programs (hundreds of thousands in funds available only to registered FBLA members).
- **Adviser Scholarships** for professional learning and development sessions including the annual Business and Marketing Educators Conference and FBLA Adviser Conference.
- California FBLA's **L. Byram Bates Scholarship** and National FBLA's **Distinguished Business Leader Scholarship**.

## **FBLA COMPETITIVE EVENTS AWARDS PROGRAM**

FBLA Competitive Events feature more than 75 competitive events spanning a myriad of curricular offerings, and they are the highlight of the spring conferences (additional fees apply for conference participation, lodging, meals, professional dress, etc.).

The California Awards Program (CAP) is fully described and detailed on the Competitions page at [www.cafbla.org/competitions](http://www.cafbla.org/competitions). CAP guidelines govern all competition at the FBLA section and state levels.

Students who advance to national level competition will need to consult the National Competitive Events Guidelines posted on the national website at [www.fbla.org](http://www.fbla.org). The National Competitive Events Committee (CEC) governs all competitions at the national level.



These programs are designed to work together as a comprehensive competitive event preparation resource for California students and include the following features:

- Event types include online simulations, business plans, projects, content interviews and speaking events, role plays, case studies, comprehensive exams, campaigns and promotions, and demonstrations.
- Competitive events are **industry-validated**
- Competitive event judges are **industry professionals**
- Competitive events are aligned with the **National Curriculum Standards** in the Career Clusters for the Business and Finance, Marketing Sales and Service, and Information and Communication Technologies pathways; and **21st Century Skills**, as well as with the **Common Core Career Technical Education Standards**, the **English Language Arts and Literacy Common Core Standards**, and the **Mathematics Common Core Standards**.
- Chartered by the California Department of Education (CDE), California FBLA supports the **California CTE Model Curriculum Standards** in the pathways of Business and Finance, Marketing Sales and Service, and Information and Communication Technologies (ICT).
- Competitive events are easily integrated into curricular programs of study in the pathways of Business and Finance; Marketing, Sales & Services; and Information and Communication Technologies (ICT); and are a great way to motivate students to excel.
- FBLA provides competitive events that:
  - o are appropriate for various instructional levels,
  - o utilize a variety of methods and models to measure student knowledge and skills,
  - o teachers can use to improve teaching and learning,
  - o may be used to document learning for state reporting purposes, and
  - o may be used to document advanced credit or other forms of college admissions requirements.



## FBLA PROFESSIONAL LEARNING OPPORTUNITIES AND RESOURCES

FBLA advisers have ready access to exclusive training and professional learning opportunities including:

- Annual Officer and Adviser Training (OAT Day) offered across California's Section's each fall
- Opportunities to serve as FBLA chapter, section, state, and national officers
- Opportunities to serve as FBLA Section Directors, California State Board of Directors, National FBLA Board of Directors as well as state and national committees
- Leadership Development Institute (LDI) for members, chapter officers and advisers
- California FBLA Adviser Conference
- California FBLA's Chapter Support Center with support for teachers/advisers (complimentary for new advisers!) full of templates, presentations, activities, samples, and videos.
- National FBLA's Leadership Community network
- Microsoft Certification opportunities
- NextGen Personal Finance (NGPF) FinCamps for Teachers
- Bite of Reality Simulation Workshops
- MBA Curriculum and Research Center, State's Connections: <https://www.mbaresearch.org/>
- Online resources and webinars
- Other resources available from California FBLA and National FBLA
  - o National FBLA Chapter Management Guide and Adviser Guide
  - o National FBLA Shop for purchase of promotional and branding materials, curricular support materials, and FBLA attire and accessories
  - o California FBLA Getting Started with California FBLA Chapter Management
  - o California FBLA Getting Started with California FBLA Competitive Events



## FBLA AFFILIATION PROCESS

As a key component of High Quality CTE (HQCTE), the California Department of Education mandates that all active and new California FBLA chapters meet the following requirements annually regarding Career and Technical Education:

- ❑ The high school must offer a CTE program or pathway that is aligned with the ideals and standards of FBLA – for students pursuing studies in the Business and Finance; Marketing, Sales, and Services; OR Information and Communication Technologies (ICT) pathways.
- ❑ Be an approved organization on campus with a CTE-credentialed faculty member who serves as the primary adviser.
- ❑ The adviser must have a CTE credential or Single Subject Credential/Designated Subjects Credential in the pathway of the chapter's affiliation and must be currently teaching in that pathway. This credential requirement applies to both public and private schools.
- ❑ All students participating in California FBLA must be enrolled in the pathway of the chapter's affiliation approval (or have successfully completed all of the courses available in the pathway).

California FBLA chapters must apply for FBLA Chapter Affiliation annually and receive approval by the California Department of Education. This should be done at the beginning of the school year in order to maximize the annual program benefits.

Chapter advisers submit an application for California FBLA affiliation found at [www.cafbla.org/affiliation](http://www.cafbla.org/affiliation). Once approval is granted by the California FBLA State Adviser at the California Department of Education, the chapter is eligible to submit affiliation fees to California FBLA and submit student roster for the year via the National Center database, FBLA Connect, at [www.fbla.org](http://www.fbla.org), to be eligible to participate in programs, conferences, and activities.

The fee schedule appears on the following page and is based upon the number of students enrolled in the affiliated CTE pathway. Affiliation fees include both state and national licensing fees for students.

Once a chapter is approved for California FBLA affiliation for the current academic year, submits the annual Affiliation/Curriculum Program Subscription Fee, and uploads its initial student roster, it becomes an official California FBLA Local Chapter. Local Chapters gain access to the following curriculum, resources, programs, and college and career development experiences.



# CALIFORNIA FBLA HIGH SCHOOL AFFILIATION/ CURRICULUM PROGRAM SITE LICENSE SCHEDULE

Students enrolled in CTE Program Affiliation	Total Affiliation Fees
10 Members	\$250
11-20 Members	\$500
21-30 Members	\$750
31-40 Members	\$937
41-50 Members	\$1,125
51-60 Members	\$1,320
61-70 Members	\$1,440
71-80 Members	\$1,560
81-90 Members	\$1,680
91-100 Members	\$1,800
101-125 Members	\$2,760
126-150 Members	\$3,220
151-175 Members	\$3,740
176-200 Members	\$4,180
201-225 Members	\$4,620
226-250 Members	\$5,040
251-275 Members	\$5,400
276-300 Members	\$5,800
301-325 Members	\$6,080
326-350 Members	\$6,460
351-375 Members	\$6,660
376-400 Members	\$7,020
401-425 Members	\$7,140
426-450 Members	\$7,480
451-475 Members	\$7,520
476-500 Members	\$7,840
501-600 Members	\$8,850
601-700 Members	\$10,200
701-800 Members	\$11,550
801-900 Members	\$12,900
901-1000 Members	\$14,250
1001-1100 Members	\$15,600
1101-1200 Members	\$16,950
1201-1300 Members	\$18,300

**Have questions regarding the California FBLA School Affiliation/Curriculum Program Model or Annual Licensing Subscription Fee Schedule?**

**Please email [hello@cafbla.org](mailto:hello@cafbla.org), and a member of our staff will be happy to assist you.**

# CALIFORNIA FBLA MIDDLE SCHOOL AFFILIATION/ CURRICULUM PROGRAM SITE LICENSE SCHEDULE

Students Enrolled in CTE Program Affiliation	Total Affiliation Fees
10 Members	\$140
11-20 Members	\$280
21-30 Members	\$420
31-40 Members	\$540
41-50 Members	\$675
51-60 Members	\$767
61-70 Members	\$884
71-80 Members	\$1,001
81-90 Members	\$1,075
91-100 Members	\$1,187
101-125 Members	\$1,488
126-150 Members	\$1,776
151-175 Members	\$1,914
176-200 Members	\$2,178
201-225 Members	\$2,442
226-250 Members	\$2,706
251-275 Members	\$2,970
276-300 Members	\$3,234
301-325 Members	\$3,498
326-350 Members	\$3,762
351-375 Members	\$4,026
376-400 Members	\$4,290
401-425 Members	\$4,554
426-450 Members	\$4,818
451-475 Members	\$5,082
476-500 Members	\$5,346
501-600 Members	\$5,980
601-700 Members	\$6,960
701-800 Members	\$7,940
801-900 Members	\$8,920
901-1000 Members	\$9,900
1001-1100 Members	\$10,880
1101-1200 Members	\$11,860
1201-1300 Members	\$12,840

**Have questions regarding the California FBLA School Affiliation/Curriculum Program Model or Annual Licensing Subscription Fee Schedule?**

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# POTENTIAL FUNDING SOURCES

One of the benefits of the new FBLA Affiliation/Curriculum Subscription Program Site License model is that it opens up a variety of previously unavailable options for chapters to acquire, earn, or receive funds to cover their site license payment. The list below is a starting point for potential sources of funding and is not intended to be an exhaustive catalog of options. Chapters are encouraged to seek out all possible options for funding through their own networks, as well.

## SCHOOL/DISTRICT/ROP BUDGETS

Many school districts have funds/accounts that can be used to cover educational resources like educational subscriptions and site licenses. Previously, this funding source was unavailable due to existing prohibition of paying membership dues from curricular funds. Using the subscription/site license model and including ALL students enrolled in the affiliated pathway(s) allows educational resources and opportunities for all at the school level!

Advisers are encouraged to connect each spring with your administrators and/or school district personnel that oversee budgets, particularly CTE-related budgets and grants, to make sure that the FBLA annual site subscription/license fee is included in the following academic year budget and future cycles. Advisers should actively participate in any committees or steering committees related to these program budgets to assure their voice is always heard. Be on the lookout for ways to integrate FBLA into budgets for site department curriculum, Carl D. Perkins Federal funding, LCAP, CTEIG, etc.

## DONORS/PARTNERS/SPONSORS

Chapters can pursue sponsorship as a model inviting groups/individuals/alumni to “sponsor” the local FBLA chapter by providing the funds to cover the chapter’s affiliation site license for the number of students they intend to enroll in FBLA. Build your chapter’s professional membership and, at the same time, make these professional members aware of sponsorship and support opportunities.

## FBLA ALUMNI

FBLA has been in existence for more than 75 years and has millions of alumni around the world. Members have benefitted from FBLA and personally know the contribution it has made to their personal lives and professional careers. Chances are there are FBLA graduates from your school or that have moved from somewhere else in the world to your community. These individuals are ideal candidates to invest in the next generation of FBLA students.

Utilize social media like LinkedIn or presentations at the local Chamber of Commerce or other industry events to connect with alumni and build a partnership to contribute some or all of the FBLA site license fee.

Alumni are also a wonderful source for professional memberships and mentor/judging support.

## CDE CHAPTER SUPPORT GRANT FUNDS FOR FBLA CHAPTERS

Each active and affiliated California FBLA chapter is eligible to apply for and earn a CDE Chapter Support Grant. These performance-based funds are issued annually, and, in most cases, the amount each local FBLA chapter is qualified to receive is more than enough to cover the annual FBLA Affiliation/Curriculum Subscription Program Site License. CDE Chapter Support Grant funds are only available to active FBLA chapters at affiliated public high schools in the State of California (including public charter schools). Private schools are not eligible for CDE Chapter Support Grant Funds.



## ADVANTAGES OF THE AFFILIATION MODEL

There are many advantages to the California FBLA Affiliation/Curriculum Subscription Program, including:

- Expanded college and career readiness training within the context of business to more students than ever!
- Compliance with AB1575 for campus and district administrative personnel.
- No need to track down individual students for membership payments since all students in the affiliated pathway are automatically members, increasing the ease of compiling membership and submitting online.
- Easy to budget and identify exact cost of FBLA student participation for the chapter with the given tier structure.
- Better participation numbers and alignment to report for state and federal reporting on High Quality CTE program criteria.
- More opportunities to attract funds from a variety of stakeholders to build a broad base of support (sponsorships, school funds, etc.) for an FBLA program on campus.
- Additional funding through Carl D. Perkins and CTEIG funds available for affiliations fees, as all students will benefit.

Strengthen FBLA's co-curricular integration model and reach more students. FBLA has historically been a membership-driven educational tool. In this model, FBLA was too often treated on campus as a school club, extra-curricular organization, or sometimes elitist opportunity. However, the richness of the FBLA educational experience is at its fullest strength and provides the greatest educational value and maximum inclusivity when FBLA is operated as an intra-curricular instructional tool. The new site license model for California FBLA affiliation is not only an approved response to the California State Supreme Court ruling it also aimed at giving teacher/advisers an easier and more inclusive format for integrating FBLA on campus and in CTE classes.

### COMPLIANCE WITH AB1575

FBLA's affiliation model aligns with the enactment of AB1575 by the California Assembly and signed into law by the Governor. AB1575 is the legislation related to Pupil Fees, which more clearly interprets the California State Constitution with regard to promoting free public education and prohibiting students from paying fees, deposits, and charges not specifically authorized by law for participation in local educational activities. FBLA's transition to a site license affiliation model not only achieves greater classroom integration, but it also avoids conflicts with teachers collecting membership dues from students or their families in order to join FBLA, which is no longer allowed by any other school-based educational experience (e.g. other CTSOs, cheerleading, sports, student council, etc.) in California.



**Q: Where do I start?**

A: If your school is interested in starting FBLA, the first step is to complete an interest form located at: [www.cafbla.org/interest](http://www.cafbla.org/interest)

Next, chapters apply annually for California FBLA chapter affiliation. Through this application, chapters will also choose their Affiliation Tier level. The affiliation form is located at: [www.cafbla.org/affiliation](http://www.cafbla.org/affiliation)

Once the chapter receives affiliation approval from the California Department of Education, the FBLA chapter adviser may begin updating their school's student roster in the national database located at [www.fbla.org](http://www.fbla.org).

An invoice will be generated from California FBLA to pay for the selected enrollment tier subscription licensing fee. Additional registration fees are charged for large conferences and competitive events. Students become eligible to participate in FBLA events and programs when their name is listed in the National Database.

**Q: Why a chapter affiliation fee?**

A: About 15 years ago, a federal district court decision in District 9 (which includes California) ruled that student fees are unlawful. More recently, California enacted AB 1575, which codified the court ruling so that the ban on student fees could be more easily enforced and equitable. In order to comply with the federal ruling and with state law (AB 1575), all of California's CTSOs have now moved to a school-based chapter affiliation fee structure.

A positive result of this change is that chapters may now utilize mainstream site-based funds/budgets, as well as state and federal grants to pay the chapter affiliation fees, which will cover all students enrolled in affiliated CTE programs so that they may benefit in the many resources available via CTSOs. In the past, individual membership dues could never be supported with such budgets and grants.

This law supports equity, access, and inclusion for all students. With all students enrolled in a business program, they will also receive the programming and leadership benefits of being a part of FBLA as well.

**Q: How were the amounts on the affiliation fee schedule set?**

A: The California FBLA fee schedule was adopted after careful consideration and comparison to similar student organizations – both within and outside of California. Prior individual dues, average chapter size, fees charged by other CTSO's, and similar elements were used to arrive at the current fee structure.

**Q: Once I've registered students in the FBLA affiliation membership system, can I make changes?**

A: Once students are registered in the national FBLA membership system, no changes can be made in the way of drops and substitutions. Students can continue to be added and minor edits to spelling, grade levels, and email addresses may be made, but no other changes are allowed.

**Q: What if I want to add students later in the year?**

A: You can continue to add students to your roster throughout the academic year. Note that to be eligible for competition, student competitors need to be added to the National database and the chapter must have their tier level paid by the dates stipulated in conference registration guides (generally by the date conference registration closes). Be sure to plan payment well in advance so that it arrives in time for conference registration deadlines. Also, please note that students must be re-submitted and paid in subsequent years, as well.



**Q: What if I need to add students beyond the number allowed in my current tier in the FBLA Affiliation/Curriculum Program?**

A: If adding students takes you beyond your current tier, your chapter will be invoiced for the increased cost to move up to the next tier. For example, if you have 48 students and have paid for the tier that tops out at 50, and then add three more students, the school will be invoiced for the difference of cost in moving to the 51-60 tier, or \$1320.

**Q: Within any given tier, is there any benefit to having more/less students?**

A: Once your chapter is in a given licensing tier, it is recommended that you register as many students as you can, within that tier, to get the most out of your school's FBLA affiliation licensing fee payment (e.g. If you are in the 21-30 tier, you'll want to maximize your benefit by using all 30 student memberships, versus just having less than 30 students). The price is the same within a given tier regardless of the number of students registered with the national database in that tier.

**Q: Can I use my CA FBLA Chapter Support Grant funds to pay for the FBLA site license?**

A: Yes! However, to give your chapter flexibility with all funds available, communicate with your local administrators to ensure your chapter is able to access CTEIG, Perkins, and local funds. Having your program specifically mentioned in your Local Control Accountability Plan (LCAP) is essential.

**Q: Under the program model, is my chapter still eligible to participate in membership recognition programs?**

A: Yes! Chapters will still be able to participate in membership programs at the state and national levels.

**Q: What about students that were previously enrolled but are not enrolled in current year?**

A: Assuming these students are pathway completers, they should be included in the enrollment used to select your chapter's licensing tier.



## Learning that works for California

California FBLA is recognized by the U.S. Department of Education and chartered by the California Department of Education as an official Career Technical Student Organization (CTSO) in California and is a vital curricular instructional, career, professional development, and leadership program for California's students.



[WWW.CAFBLA.ORG](http://WWW.CAFBLA.ORG)

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California Department of Education  
California FBLA State Adviser  
Molly Anderson  
[moanderson@cde.ca.gov](mailto:moanderson@cde.ca.gov) | (916) 445-6217

California FBLA Headquarters  
California FBLA Chief Operating Officer  
Alyssa Gonzalez  
[coo@cafbla.org](mailto:coo@cafbla.org) | (714) 824-4489

For general support and questions, please contact us:  
[hello@cafbla.org](mailto:hello@cafbla.org) | (714) 824-4489

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