

TO: **All Illinois FBLA Advisers**
FROM: Darlene Shannon, Illinois FBLA-PBL State Chairman
DATE: January 27, 2016
SUBJECT: **Each Chapter Must Return an ISBE Certification Form Even If the Chapter Does Not Attend the 2016 State Leadership Conference**

Reimbursement from the Illinois State Board of Education

Illinois FBLA receives between \$10,000 and \$16,000 each year from the Illinois State Board of Education for operation expenses of the Illinois Future Business Leaders of America. However, Illinois FBLA only receives this money if the FBLA Chapter Advisers send the Certification Form to the State Chairman. **If an FBLA chapter does not attend the 2016 State Leadership Conference, the chapter must still return the ISBE Reimbursement Form on or before February 15, 2016.**

All students who have been submitted to the national office as members of the chapter must be listed on the ISBE Certification Form, even if the members are not taking a career and technical education reimbursed business course. The same spelling of each member's name should be used on this form as has been submitted to the national office. In order to receive the reimbursement funds from ISBE, the **FBLA Adviser and the Principal** of the high school must certify that the information on the form is correct so both must **SIGN** the form. Also the Ethnicity, Gender, and Special Populations sections must be completed. Please check with your Guidance Department or the Administration for assistance on this information. Complete either the form attached to this memo or the Excel form.

“At the October 3, 1992, Illinois FBLA Board of Directors meeting, it was adopted that Illinois FBLA members cannot attend the State Leadership Conference or compete in the competitive events unless the Illinois State Board of Education Certification Form is sent with the State Chairman’s State Leadership Conference Registration Form.”

Therefore, in order to attend the Illinois FBLA State Leadership Conference and compete in competitive events, please make sure that the Illinois State Board of Education Certification Form for FBLA is mailed to the state chairman along with the state leadership conference registration forms and candidate’s forms. All should be postmarked on or before February 15, 2016.

Mail to: Mrs. Darlene Shannon, Illinois FBLA-PBL State Chairman, 2900 West Alveria Drive, Carbondale, IL 62901.

Please fill in the Illinois State Board of Education Certification Form for FBLA as follows:

<u>Name of FBLA Member</u> --list ALL members, even if not in a business course in alphabetic order by LAST NAME . Use same spelling as submitted to the national office . List first name first, then middle if any, then last name.	<u>Year</u> in School 9,10,11,12	List all Illinois State Board of Education Career and Technical Education Reimbursed BUSINESS courses enrolled in during 2015-2016
John Abbott	11	Accounting I
Katherine Jones	12	Accounting II, Business Law
Mary Smith	10	-- (Put a line or two hyphens or leave blank if student is not enrolled in a reimbursed <u>business</u> course)

Reminder: All the information on the form must be completed, and the FBLA adviser and the school's principal must **SIGN** the form before sending it to Darlene Shannon.

NAME OF HIGH SCHOOL _____ Date _____

ILLINOIS STATE BOARD OF EDUCATION CERTIFICATION FORM FOR FBLA—Due February 15, 2016

Name of FBLA Member--list **ALL** members, even if not in a business course, in **alphabetic order by LAST NAME**. Use same spelling as submitted to **national office**. List first name first, then middle if any, and then last name.
Year
In
School
9,10,11,12

List all Illinois State Board of Education Career and Technical Education Reimbursed **BUSINESS** courses enrolled in during **2015-2016**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

ETHNICITY: May need to check with Administration/Guidance Department. Put number of members who are

African American _____ Hispanic _____ Asian _____ American Indian _____
American Caucasian _____ Other _____ Total Members _____

GENDER: How many members are Female _____ Male _____ Total Members _____

SPECIAL POPULATIONS: *Please check with your Guidance Department or Administration.* How many members are Economically Disadvantaged _____ Educationally Disadvantaged _____ Physically Disadvantaged _____ Learning Disabled _____ Limited English Proficient _____ Program to Eliminate Sex Bias _____
Did you check the Special Populations information with the Administration/Guidance Department? _____ (Yes or No)

School District Name _____ District No. _____

WRITTEN Signature of School's Principal _____

WRITTEN Signature of Local FBLA Chapter Adviser _____