

TO: All Illinois FBLA Advisers
FROM: Darlene Shannon, Illinois FBLA-PBL State Chairman
DATE: February, 2012
SUBJECT: Each Chapter Must Return an ISBE Certification Form Even If The Chapter Does Not Attend The 2012 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 2012 State Leadership Conference, the chapter must still return the ISBE Reimbursement Form on or before February 17, 2012.**

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. Please note that the member's year in school has been added to the form this year.

In order to receive the reimbursement funds from ISBE, the FBLA Adviser and the Principal of the high school must certify that the members are enrolled in the business course(s) so both must sign the form. Also the Ethnicity, Gender, and Special Populations sections must be completed.

"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 19, 2012.

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

The form is attached in two versions: Microsoft Word and Excel. Please fill in the Illinois State Board of Education Certification Form for FBLA as follows:

<u>Name of FBLA Member--list all members, even if not in a business course, in alphabetic order by last name.</u>	<u>Member's Year In School (9, 10, 11, 12)</u>	<u>Illinois State Board of Education Career and Technical Education reimbursed business course(s) enrolled in during 2009-2012.</u>
John Abbott	11	Accounting I
Katherine Jones	12	Accounting II
Mary Smith	9	-- (Just put two hyphens or leave blank if the student is not enrolled in a career and technical education reimbursed business 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

Name of FBLA Member--list all members, even if not in a business course, <u>in alphabetic order by last name</u> . Use same spelling as submitted to national office.	Member's Year in School (9, 10, 11, 12)	<u>Illinois State Board of Education Career and Technical Education reimbursed business course(s) enrolled in during 2011-2012.</u>
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ETHNICITY: How many members are African American _____ Hispanic _____ Asian _____
Indian _____ American Caucasian _____ Other _____ Total Members _____

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

SPECIAL POPULATIONS: How many members are Economically Disadvantaged _____
Educationally Disadvantaged _____ Physically Disadvantaged _____ Learning
Disabled _____ Limited English Proficient _____ Program to Eliminate Sex Bias _____

School District Name _____ District No. _____

Signature of School's Principal _____

Signature of Local FBLA Chapter Adviser _____