

Beta Alpha Psi



Faculty Advisor Manual

ΒΑΨ



Welcome!

- As a new Faculty Advisor you most likely have many questions. The following information is designed to give a good start on answering many of them.
- Your experience as Faculty Advisor can be one of the very best you ever have, full of rewards, satisfactions, and wonderful change. You are in a position to help change people's lives, or to at least be a spectator to changes that are about to take place.

Role of the Faculty Advisor

- Faculty advisors are critical to the success of local chapters. In addition to providing counsel and assistance to the chapter, the faculty advisor serves as a liaison between the chapter and the International Chapter as well as between the chapter and the various administrative units of the university. Some chapters have an assistant faculty advisor or co-faculty advisors.

Make a Commitment

- **Be available** to your chapter.
- **Attend and support** chapter activities.
- **Travel** -Attend Regional and Annual Meetings.
- **Vote!** As FA, you're entitled to vote at chapter meetings.
- **Serve as liaison** with your Chapter, the administration of the university, school/college of business, and department(s) of accounting, finance and information systems.
- **Promote** your chapter on all occasions.
- **Encouragement** -The success of the chapter often depends upon the chapter, its officers and individual members.
- **Continuity of Chapter** – The faculty advisor is the only constant from year to year. New officers, new members, and new committee chairs will often need to turn to the FA in order to conduct the activities of the chapter from year to year in a consistent manner.
- **Commitment** - Meet with your officers, often.

Promote your chapter on all occasions.

- In Accounting Principles classes (remember you have ALL business majors in your audience here!)
- In the first course in the majors of finance and information systems
- In any other class where they will let you promote the organization
- On your college/university website
- In the local high schools & community colleges
- On the walls

Contact all that are eligible as soon as they become eligible, with...

- Letters
- Phone calls
- Announcements by enthusiastic members in classrooms
- Encouragement of faculty inside and outside of the classroom
- Signs in halls and in classrooms
- Recruitment tables in throughways
- Encouragement of members to classmates
- Professional recruiters encouraging nonmembers at career fairs and interviews

Important Links to Review

Contacts

- [Board of Directors](#)
- [Chapter Advocates](#)
- [Nancy C. Harke
Executive Office](#)
- [Advisory Forum
Members](#)

Commerce

- [BAP Constitution
and Bylaws](#)
- [Policy &
Procedures Manual](#)
- [Advisory Forum](#)

Program for Chapter Activities

- Make sure to review the PCA
- Take time to go through the Reporting Intranet Tutorials
- Make sure to review the Financial Reporting Guide
- Review Privacy Policy & Forms
- [Program for Chapter Activities](#)
- [Reporting Intranet Tutorials](#)
- [Financial Reporting Guide](#)
- [Privacy Policy](#)

Reporting Deadlines to Remember

- Beginning of the Year Report (BOY)
- Mid Year Report (Award Seeking Chapters only)
- End of Year Report (EOY)
- (BOY) October 15th
- Mid Year December 15th
- (EOY) June 1st

Chapter Reporting Year is June 1st through May 31st

Beta Alpha Psi Fees

- Chapter Maintenance Fee - \$300 (Annually)
- One Time Candidate Fee - \$55
- Certificate Fee for Honorary Initiate that is already a member of another chapter - \$15
- Certificate Replacement Fee - \$15
- Late Fee for all candidates - \$20

BAP Financial Fiscal Year May 1st thru April 30th

Practice Internal Controls

- There should be segregation of financial duties where possible. All checks should require a signature from two chapter officers or a chapter officer and faculty advisor regardless of amount. Bank reconciliations should be prepared monthly, reviewed, and approved by either the faculty advisor or a chapter officer other than the treasurer. This person should also verify two signatures are present on all checks if check images are included with the bank statement.
- Additionally, receipts should be kept for all disbursements. When received, cash and checks should be counted by two officers, and if possible, deposited by two officers. All checks should be restrictively endorsed “for deposit only” immediately upon receipt. Chapter officers or the faculty advisor should not approve anything they feel is questionable.

Resources

- Chapter Maintenance Fee Invoice
- Local Chapter Workbook
- Privacy Form for new candidates
- Privacy Form for initiated members
- BAP Privacy Policy

Nomination Forms

- Outstanding Dean Award
- Outstanding Faculty Advisor Award
- Business Professional of the Year
- Alumni Rep. Nomination
- AICPA Medal of Inspiration

*BAP Supplies

- BAP Supplies Order Form
 - Banners
 - Name Badge Inserts and Plastic Sleeves
 - Recruiting Brochures
- BAP Replacement Certificates - \$15 each
- BAP Award Certificates - \$5 each

Make checks payable to: Beta Alpha Psi
Send payment to the Executive Office
Beta Alpha Psi
220 Leigh Farm Road
Durham, NC 27707-8110

*Please allow up to two weeks for delivery.

BAP Apparel

- BAP Store
 - Shirts, Caps and more!
 - BAP Jewelry Vendor Site
 - Graduation Honor Cords and Stoles



Questions are Welcome!

- Contact us by email at: bap@bap.org
- Or, feel free to call us at: (919) 402-4044
- Or, write us at:
 - Beta Alpha Psi
 - 220 Leigh Farm Road
 - Durham, NC 27707

