

PROGRAM FOR CHAPTER ACTIVITIES AT-A-GLANCE 2021-2022

CHAPTER REQUIREMENTS

Chapters must meet certain requirements depending upon the desired achievement level. The requirements include submission of reports, initiation, Reaching Out activities, professional activities and service activities. Chapters not meeting the mission-based requirements will be placed on probation for the subsequent year.

A summary of the required activities by achievement level follows:

MINIMUM ACTIVITIES REQUIRED BASED ON CHAPTER ACHIEVEMENT LEVEL

Chapter Achievement Level	Beginning of Year Report	Mid-Year Report	Initiation	End of Year Report	Reaching Out Activities	Professional Activities	Service Activities
<i>Mission Based</i>	Yes	N/A	Yes	Yes	3	6	1
<i>Distinguished</i>	Yes	Yes	Yes	Yes	5	6	1
<i>Superior</i>	Yes	Yes	Yes	Yes	8	6	1

To qualify as a professional or service activity, the event must be at least 50 minutes in length and at least 25% of the chapter's active members/candidates for the month must participate in the event.

ACTIVITY HOURS REQUIRED FOR AWARD SEEKING CHAPTERS

To qualify as a superior or distinguished chapter, there are also individual member/ candidate professional and service hour requirements. These requirements are designed to encourage involvement of Beta Alpha Psi members and candidates in professional and community service activities, not only as a chapter but also individually.

Chapter Achievement Level	Minimum Hours of Professional Activities (per Member/Candidate)	Minimum Hours of Service Activities (per Member/Candidate)	Total Minimum Hours of Professional and Service Activities (per Member/Candidate)
<i>Distinguished</i>	8	8	20
<i>Superior</i>	12	12	32

The online student can meet their service requirements via the same model as non-BAP hours, only theirs would count as "BAP-Service Hours for Online Students". Examples of service hours they could report includes:

- Tutoring other online students in accounting, finance or IS
- Tutoring high school students in math
- Tutoring Community College Students in accounting, finance or IS
- Volunteering at a local food bank, animal shelter, nursing home or community center

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ESSENTIAL SKILLS REQUIREMENT FOR AWARD-SEEKING CHAPTERS

Essential Skill - Mandatory Professional Activity – Award Seeking Chapters (Distinguished, Superior & Gold). Award-seeking chapters are required to conduct one mandatory professional session that will include a session devoted to “Essential Skills.” Many students seek to obtain internships and full-time job opportunities through Beta Alpha Psi, but once they have the job, they must develop their “essential skills” in order to succeed professionally. Each chapter can choose one of the below topics for their Essential Skills session.

Each Essential Skill activity should be entered into the Reporting Intranet as: **ES – Topic Title.**

CHAPTER REBOOT – 2021-2022 – NEW!

As we move towards a post-COVID environment, BAP has established a BAP Chapter Reboot program to assist chapters in planning for 2021-2022. The BAP Chapter Reboot provides chapters with more Reaching Out Activities (ROAs). The Executive Office will be offering chapters resources for hybrid (live and virtual) opportunities that include the below:

Chapter Reboot Timeline

- September 14, 2021 – Virtual Recruitment Event – **New ROA!**
 - A recruiting event for faculty advisors, officers, and prospective students.
- September 2021 (TBD) – Chapter Reporting 101 – **New ROA!**
 - A reporting event for faculty advisors and officers. In this session, you will learn the basics of chapter reporting in the BAP intranet.
- Diversity, Equity & Inclusion - **New ROA!**
 - October 2021 (TBD) Chapters are invited to attend this DEI event designed to encourage a greater awareness of diversity and to promote equity and inclusion professionally and within Beta Alpha Psi.
- November 2021 (TBD) – Fall Virtual Initiation Event
 - The executive office and professional partners will host this professional session and live virtual initiation for all eligible members.

NON-BAP HOURS

At the individual level, **chapters may report a maximum of five hours (250 minutes) per semester (per student) of professional activities and a maximum of five hours (250 minutes) per semester (per student) of service activities** that are not sponsored by Beta Alpha Psi. These hours should be reported as a single professional or service activity on the Reporting Intranet online activity screen. Fall and spring hours should be reported separately. **Non-BAP hours are limited to 10 per year for professional activities and 10 per year for service activities.** Chapters must retain detailed information regarding the non-Beta Alpha Psi activities until October 1 of the following year.

OFFICER HOURS

Officers and committee chairs for a chapter may receive up to 10 hours for their time providing service to the chapter. A maximum of 10 hours each may be reported for up to 10 officers and committee chairs. Please report this at the end of each semester or at the end of the year on a single report. The limit of 10 is for the year, not by semester or quarter. Under the Program for Chapter Activities, an hour consists of 50 minutes. Therefore only 5,000 minutes may be reported for the full reporting year.