

# PROGRAM FOR CHAPTER ACTIVITIES **AT-A-GLANCE**

## 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 <small>*Award seeking chapters must include at least 1 mandatory "Essential Skills" session.</small>	Service Activities
Mission Based	Yes	N/A	Yes	Yes	3	6	1
Distinguished	Yes	Yes	Yes	Yes	5	*6	1
Superior	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)
Distinguished	8	8	20
Superior	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 include:

- 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

## 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. A chapter may choose one of the below topics for its Essential Skills session.

Business Writing Skills	Facilitation Skills	Managing Distractions
Ethical Decision Making Skills	Negotiation Skills	Conflict Management
Change Management	Emotional Intelligence	Interpersonal Skills at the Workplace
Diversity and Inclusion	Accepting Feedback	

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

### 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. Chapters must retain detailed information regarding the non-Beta Alpha Psi activities until October 1 of the following year.

### OFFICER AND COMMITTEE CHAIR 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.

Remember to Always Follow the Scorecard:

PCA Achievements		PCA Requirements	
Mission Based Requirements	YTD Credited	Mission Based Points Required	
Beginning of Year Report	0	1	
Initiation	0	1	
End of Year Report	0	1	
Reaching Out Activities (ROAs)	0	3	
Professional Activities	0	6	
Service Activities	0	1	
<b>Total Points</b>	<b>0</b>	<b>13</b>	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Distinguished	Required for Superior
Additional ROAs	0	2	5
<b>Each Individual Must Earn</b>			
Overall Hours	<u>Not Achieved</u>	20 hrs	32 hrs
Professional Hours	<u>Not Achieved</u>	8 hrs	12 hrs
Service Hours	<u>Not Achieved</u>	8 hrs	12 hrs
Overall Chapter Status	Under Review ▾	Yes	Yes

For more information, please refer to the Program for Chapter Activities on the Chapters page on the Beta Alpha Psi website. Please contact us at [bap@bap.org](mailto:bap@bap.org) or at 919-402-4044 with any questions.