

BAP ALERT – REMINDERS

As you enter candidates, please be aware that your chapter is responsible for the \$65 fee for all records entered, payable within 60 days. All requests for credits must be made via email to bap@bap.org and are subject to approval. Please exercise care when entering records and remember that names will appear on membership certificates exactly as entered.

Since August the Executive Office has done an extensive folder cleanup on the Candidate and Member folders. Please note the following reminders as you review your chapter reporting.

Candidate folder – Inactive status – Records remain here no more than 1 semester. A candidate is placed on Inactive status because he or she did not make Member and/or is not participating in Beta Alpha Psi. Any candidate who remains Inactive more than one semester does so at the faculty advisor's discretion. **After one semester, please move the Inactive Candidate to Deleted Candidate status. If a Deleted Candidate returns to school, please contact the Executive Office to move the record back to the Active Candidate folder.**

Member folder – On Leave status- A member may only be placed in the On Leave folder if he or she is on an internship or is studying abroad. After one semester, please move the member from On Leave status to Active member status. If the student has graduated, please then move the person to Alumni status. **Records should not remain in the On Leave folder more than one semester. If a Member has not graduated, he or she goes back to the Member folder until graduation. Any exception requires that the chapter returns the membership certificate to the Executive Office.**

The **Mid Year Report due on December 15** requires that chapters complete 3 items:

Chapters should declare achievement type as award seeking on the Chapter Profile Page, if applicable

All chapters must enter all fall candidates

All chapters must enter all fall activities

The **End of Year report due on June 1** will add folder review as a requirement for completion and will require faculty advisor sign off to verify accuracy. Please be aware that as part of more stringent review for award status, audits will be conducted throughout the year and you may be contacted to verify membership counts, produce attendance rosters, and provide documentation for reported activities.

Please review the [training materials](#) or email the Executive Office at bap@bap.org or contact me directly at lwicker@bap.org or by phone at (919) 402-4968.

Thank you for your cooperation.

Lisa Wicker
Manager, Chapter Services