

# 2018-2019 BETA ALPHA PSI FACULTY ADVISOR MANUAL

## Welcome

As a new Faculty Advisor (FA) you will have many questions. The following information is designed to provide answers to many of them. Your experience as Faculty Advisor can be one of the best you ever have, full of rewards, satisfaction, and wonderful change. You are in a position to help change students' 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, the Chapter Advocate and the Beta Alpha Psi Executive Office as well as between the chapter and the various administrative units of the university. Some chapters have an Assistant Faculty Advisor or Faculty Co-Advisors.

## Qualifications of the Faculty Advisor

The Faculty Advisor should be a full-time member of the faculty of the accounting, finance or information systems department(s). He/she should have a vital interest in students, their activities, and Beta Alpha Psi. He/she should be a member of Beta Alpha Psi and should be prepared to devote time and effort on behalf of the chapter. If not a member before being selected as Faculty Advisor, the faculty member should be initiated at the first initiation ceremony after being selected.

## Make a Commitment

- Be available to your chapter
- Attend and support chapter activities
- Attend Regional and Annual Meetings
- Vote! As FA, you are entitled to vote at chapter meetings subject to your chapter's bylaws
- Serve as liaison with your chapter, the administration of the university, school/college of business, and department(s) of accounting, finance and information systems
- Continuous improvement – Recognize chapter strengths as well as areas for improvement
- Continuity of chapter – The FA 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
- Mentor – Meet with your officers regularly and provide guidance

## Promote your chapter on all occasions

- In Accounting Principles classes (remember you have ALL business majors in your audience here!) and the first course in both finance and information systems. Encourage other faculty to do the same. The promotional video at [www.bap.org](http://www.bap.org) (under the Chapters tab) is an easy way to promote BAP.
- In any other class where they will let you promote the organization
- On your college/university website, campus TV's, in the halls and on the walls
- In the local high schools & community colleges
- Social media such as the university or business school Facebook page

## Contact all students as soon as they become eligible, with:

- Announcements and encouragement by enthusiastic members in classrooms
- Encouragement by faculty inside and outside of the classroom
- Signs in halls and in classrooms
- Recruitment tables at campus events
- Professional recruiters encouraging nonmembers at career fairs and interviews
- E-mails (both individual and to groups)
- Student Advisors during orientation/advising sessions and on Learning Management System (Canvas, D2L, Blackboard, etc.)

## The BAP website is an invaluable resource. Important Links to Review at [www.bap.org](http://www.bap.org):

- “Chapters” – This is the most important link for Faculty Advisors
  - On the left side of the page, there are links to numerous resources including a great promotional video, reporting intranet resources, forms, and:
    - ◆ BAP Supplies –complete the Supplies Order Form on the BAP.org site
      - Banners and Table Covers
      - Recruiting Brochures - \$15 per 100, limit 200 brochures
      - BAP Award Certificates - \$5 each
      - Make checks payable to Beta Alpha Psi and send payment to the Executive Office:  
Beta Alpha Psi  
220 Leigh Farm Road  
Durham, NC 27707-8110
      - Credit card payment is not accepted for supplies
      - Please allow up to two weeks for delivery
    - ◆ BAP Products – honor cords, stoles and jewelry
      - Credit card payment is accepted
  - Chapter Resources section (on the right side of the page).
    - Chapter Fees
      - Annual Chapter Maintenance Fee: \$300 (this fee **does not** apply to petitioning chapters)
      - One-Time International Candidacy Fee: \$65 (this fee **does** apply to petitioning chapters)
      - Late Payment Fee per Candidate after 60 days: \$20
        - Certificate Fee for Honorary Initiate already a member of another chapter – \$15
      - Replacement Certificate Fee: \$15
      - End-of-Year Late Reporting Fee (for failure to submit by June 1: tax filing 990-N e-Postcard and/or Faculty Advisor Sign-off): \$100
      - All membership fees are nonrefundable
      - Credit card payment is accepted for dues and the chapter maintenance fee
      - Please allow up to two weeks for delivery of certificates. If you need them sooner, contact [bap@bap.org](mailto:bap@bap.org).
  - Reporting Intranet- this is where candidate and member information is reported as well as the chapter’s professional, service, essential skills and reaching out activities.
    - **Reporting Deadlines to Remember:**
      - Beginning of the Year Report (BOY)
        - October 15th for U.S. Chapters
        - June 15th for Oceania region
      - Mid-Year Report (Award Seeking Chapters and all Petitioning Chapters only)
        - December 15th for U.S. Chapters
        - August 15th for Oceania region
      - End of Year Report (EOY)
        - June 1st for U.S. chapters
        - December 15th for Oceania region
      - Reporting Year
        - U.S. Chapters - June 1st through May 31st
        - International Chapters – BAP Financial Fiscal year is May 1st – April 30th
  - Chapter Handbook section (on the right side of the page)
    - Program for Chapter Activities (the rule book)
      - Planning guide for chapter’s programs and activities
        - Chapter Achievement Levels and minimum activities and activity hours (including non-BAP hours) to reach desired achievement levels
        - Candidates-When to enter into the reporting intranet
        - Reporting deadlines and requirements for beginning of the year, mid-year and end of year reports.
        - Initiation- How to report and how to handle candidate to member reclassification in reporting intranet
        - Exhibits with specific activities that qualify as:
          - Professional (Exhibit A)- Essential Skill professional activity options are detailed here.
          - Reaching Out Activities (Exhibit B)
          - Service Activities (Exhibit C)
      - PCA At-A-Glance

- 2 page pdf summary available on left side of Chapters page
- Policy & Procedures Manual
  - Detailed explanations of membership eligibility and duties of officers
- Financial Reporting Guide
  - Treasurer reporting responsibilities
- “About”
  - Bios and contact information on the Board of Directors, Professional Partners, BAP Staff and Chapter Advocates
  - BAP Constitution and Bylaws (Articles III & IV on Candidate Status and Member Eligibility)
- “Join”
  - Eligibility (same information as bylaws, presented in a different format)
- Review Privacy Policy & Forms (bottom center of any page)

### **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.
  - 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.
  - 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.
- Chapter officers or the faculty advisor should not approve anything they feel is questionable.

### **Questions?**

Contact the Chapter Advocate for your region (See contact information at [www.bap.org/chapter-advocates](http://www.bap.org/chapter-advocates).)