



Reporting Intranet

End of Year Reporting Guide

Reporting Intranet

Table of Contents - Main Topic Links



Go to main link and make sure to scroll through all slides for that topic.

- [End of Year Report](#)
 - [Update Chapter Profile Screen](#)
 - [Upload Chapter Financial Statements](#)
 - [How to complete the IRS 990n e-Postcard](#)
 - [Over \\$50K spreadsheet](#)
 - [IRS One Time Registration for New Users](#)
- [Navigating the RI](#)
- [Online Reporting System](#)
- [Monthly Membership Counts](#)
- [Non-BAP Hours](#)
- [Student Hours Verification Report](#)
- [Roles of Advisors & Officers](#)

A link back to the Table of Contents is located on the lower right-hand side of each slide.

End-of-Year Report

Menu Bar Item: Reporting and Membership > End of Year Report



Make sure to complete the following tasks:

- Update Chapter Profile
- Upload Chapter Financials
- Confirm activities are complete
- Faculty Advisor must complete the FA sign-off
- Complete Tax Information
 - < \$50,000 – IRS e-Postcard
 - >\$50,000 – Over \$50K spreadsheet

Due June 1 for U.S. – No Exceptions. Oceania due Dec 15. Late submittals will be subject to a \$100 fine.

Report Items	Our Chapter's Status
Update Chapter Profile	<input checked="" type="checkbox"/> Submitted
Attach Financial Statements	<input checked="" type="checkbox"/> Submitted
Confirm that all chapter activity reporting is complete (Professional, Service, ROAs, and Initiations)	<input checked="" type="checkbox"/> Submitted
Enter Faculty Advisor Sign-off (Financial, Tax and Non-BAP Hours)	Faculty Advisor Must Complete <input checked="" type="checkbox"/> Submitted
Overall Report Status	Credited

Update Chapter Profile Screen



Menu Bar Item: Reporting and Membership > View/Update Chapter Profile

A screenshot of a web application's navigation menu. The top bar contains several menu items: Home, Reporting and Membership (with a dropdown arrow), Chapter File Submissions, PCA, Forms, Tutorials, Contact, and BAP Home. The "Reporting and Membership" dropdown menu is open, showing a list of options. The option "View/Update Chapter Profile" is highlighted in red. Other options include "Create/Manage Officer Logins", "Membership Roster", "Generate Dues Invoice", "YTD Statement", "Beginning of Year Report", "Report Activity", "End of Year Report", and "Scorecard". To the left of the menu, there are sections for "Annou" and "New" with bullet points. Below the menu, there is a section titled "Deadlines for Fiscal Year 2013".

Once logged in, the officer will access the Update Chapter Profile screen under Reporting and Membership and View/Update Chapter Profile.

Update Chapter Profile Screen

Menu Bar Item: Reporting and Membership > View/Update Chapter Profile

A screenshot of the "Chapter Profile" update screen. The page has a dark header with the Beta Alpha Psi logo on the left and "Welcome, M" on the right. Below the header is a navigation menu with items: Home, Reporting and Membership (selected), Chapter File Submissions, PCA, Forms, Tutorials, Contact, and BAP Home. The main content area is titled "Chapter Profile" and includes a note: "* indicates a required field". There are four tabs: "Admin Only Fields", "School", "Chapter Officers", and "Chapter Contacts". The "School" tab is active. A "Save Chapter" button is circled in red. A red arrow points from the "Admin Only Fields" tab to the "School" tab. The form fields include: Chapter Website (www.bap.org), School Year (Semester), Achievement Type (Award-Seeking), Grad Students in Accounting? (Yes), School (* Beta Alpha Psi University), Country (* Select Country), Address 1 (* 220 Leigh Farm Road), Address 2, City (* Durham), and State/Province/Region.

The Chapter Profile screen is displayed in a tabbed format.

The tab titled "School" is where FAs and officers can update their school information such as a link to your chapter's website, achievement level and school mailing address.

The red stars are required fields.

The tab labeled "Admin Only Fields" is for the Executive Office use only.

Update Chapter Profile Screen

Menu Bar Item: Reporting and Membership > View/Update Chapter Profile



Chapter Profile
* indicates a required field

Admin Only Fields | School | **Chapter Officers** | Chapter Contacts

President

Name:* Chambers, Cindy ▾
E-mail:* cchambers@bap.org
Phone: 222-222-2222
Note: Phone not required, but must be valid for your Chapter's country if supplied.

Reporter

Name:* Baum, Hadassah ▾
E-mail:* hhbaum@bap.org
Phone: 222-222-2222
Note: Phone not required, but must be valid for your Chapter's country if supplied.

Save Chapter

The tab titled “Chapter Officers” is where the officer information is updated. This is separate from the officer user accounts.

Select the name of the officer from the drop down list and the name, email and phone information will populate the fields for the appropriate role.

Note: the names on the drop down list are pulled from the “Submit for Initiation” and “Active Members” folders. The red stars are required fields. An officer must be a member or Submitted for Initiation.

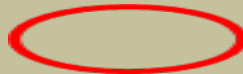
Upload Chapter Financials

Menu Bar Item: Reporting and Membership > End of Year Report



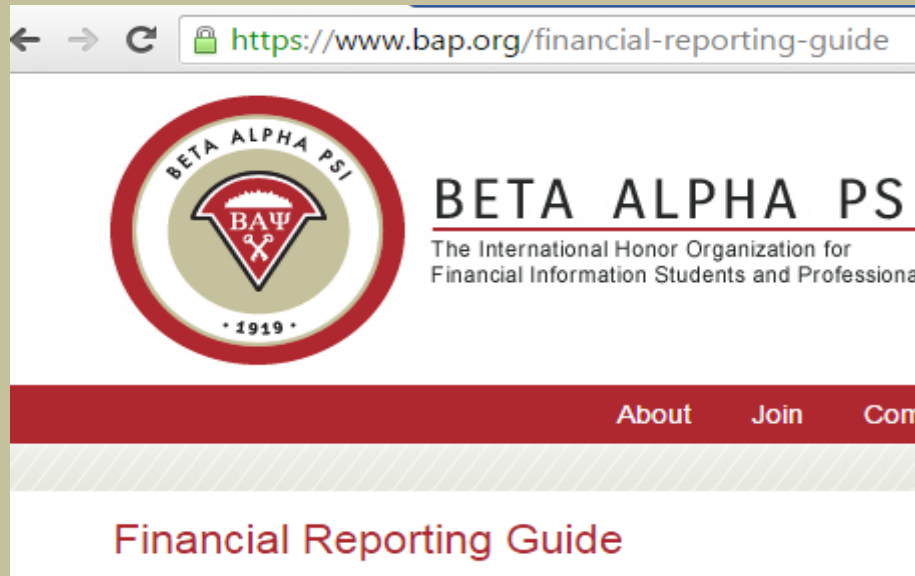
A template for financial statements can be found in the Financial Reporting Guide.

On the Chapters page under “Chapter Handbook” select the link titled “Financial Reporting Guide”.



Upload Chapter Financials

Menu Bar Item: Reporting and Membership > End of Year Report



On the Financial Reporting Guide page, under Chapter Treasurer Reporting Responsibilities, select the link for the “Sample Financial Statements”.

C. Chapter Treasurer Reporting Responsibilities

Each chapter must prepare and submit an End of the Year Report by June 1. The Treasurer’s responsibilities for this report include:

1. Preparing the financial statements for the fiscal year ending April 30:

- Statement of Financial Position
- Statement of Activities [Sample Financial Statements](#)
- [Summaries of SFAS 116, SFAS 117 and SFAS 124](#) have been provided for your reference.

Upload Chapter Financials

Menu Bar Item: Reporting and Membership > End of Year Report



Beta Alpha Psi
Statement of Activities Year Ended April 30th, 2014

School Name: _____
Chapter Number: _____
Chapter Name: _____

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total Budget</u>
REVENUE				
Contributions: Support and donations				
Fundraising Activities				
Award revenue				
Contributed Services:				
Faculty Advisor				
Audit				
Dues and Initiation fees				
Initiation Dinners				
Regional Meeting Reimbursements				
Professional Programs				
Scholarships				
Chapter Activities				
Interest Income				
Other income				
Net assets released from restrictions:				
Satisfaction of annual meeting restrictions				
Satisfaction of scholarship restrictions				
Satisfaction of equipment requirements				
TOTAL REVENUE				
EXPENSES				
Program:				
Regional Meeting				

The sample financials will open as an Excel file. You must resave, enter your chapter information and upload to the EOY screen.

Note the two tabs on the Excel workbook.

Upload Chapter Financials

Menu Bar Item: Reporting and Membership > End of Year Report



Report Items		Our Chapter's Status
<input type="button" value="Update Chapter Profile"/>		<input checked="" type="checkbox"/> Submitted
<input type="button" value="Attach Financial Statements"/>		<input checked="" type="checkbox"/> Submitted
<input type="button" value="Confirm that all chapter activity reporting is complete"/> (Professional, Service, ROAs, and Initiations)		<input checked="" type="checkbox"/> Submitted
<input type="button" value="Enter Faculty Advisor Sign-off"/> (Financial, Tax and Non-BAP Hours)	Faculty Advisor Must Complete	<input checked="" type="checkbox"/> Submitted
Overall Report Status		Credited

Once you have uploaded your chapter financials, this task will be credited.

End-of-Year Reports – Faculty Advisor

Menu Bar Item: Reporting and Membership > End of Year Report



The Faculty Advisor sign off screen confirms that the FA reviewed and approved their chapter's activity reporting and financial statements, as well as completed the tax filing for the fiscal year. From the 990n Acceptance screen, enter the submission ID here and email to bap@bap.org.

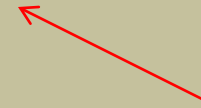


End-of-Year Reports – Faculty Advisor

Menu Bar Item: Reporting and Membership > End of Year Report



If your chapter has revenue of revenue greater than \$50K over a three-year period, you will be required to complete the “Over \$50K” spreadsheet. A link to the spreadsheet will be visible once you check “Yes” under Step 2C.



End-of-Year Reports – Faculty Advisor How to Complete the 990n e-Postcard



Menu Bar Item: Reporting and Membership> End of Year Report

After April 30th - Go to the IRS login page [here](#)

1. If you have not registered, create a new user account.
2. Enter your chapter's EIN number that can be found on the chapter profile screen (FA login only)
3. The number will default to "Beta Alpha Psi National Council" – this is ok.
4. Enter your school address and your faculty advisor name as the principal officer.
5. Answer the four questions where you are confirming that your chapter's revenue was less than \$50K for tax fiscal year.
6. Once you submit, you will need to refresh your screen to show the Acceptance screen with a submission ID that you will need for the FA sign off screen (step 2b). Please forward the Acceptance to the EO at bap@bap.org.

A screenshot of the IRS website. The top left features the IRS logo. A navigation bar includes links for Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, and Help & I. A search bar is located on the right. The main content area is titled 'Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)'. Below the title is a section for 'How to file' which states: 'To electronically submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ, use the [Form 990-N Electronic Filing system \(e-Postcard\)](#).' A list of bullet points follows: 'All organizations are required to register at IRS.gov prior to filing Form 990-N. You won't be asked to register again the next time you file.', 'Form 990-N must be completed and filed electronically. There is no paper form.', and 'Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.' On the left side of the screenshot, there is a sidebar with links for Charitable Organizations, Churches & Religious Organizations, Political Organizations, Private Foundations, Other Non-Profits, and Contributors. At the bottom left of the screenshot, the text 'Charities & Non-Profits' is visible.

[Table of Contents](#)

Complete a one time registration with the IRS



First Time Users

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Lock your online account to prevent access.

[Information you need to verify your identity](#)

GET STARTED >

Returning Users

Log in below if you've previously created a UserID for any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

User ID

Mask User ID

LOGIN >

[Table of Contents](#)

Navigating the Reporting Intranet



On the landing page, the menu bar is as follows:

1. **Home** – Landing page
2. **Reporting and Membership** – This is where all screens for chapter reporting can be found.
3. **Chapter File Submissions** – This screen will display all the files that your chapter has uploaded to the RI for that fiscal year.
4. **PCA** - A link to the Program for Chapter Activities.
5. **Tutorials** - A link to interactive tutorials.
6. **Contact** - Information for the Executive Office.
7. **BAP Home** – A link back to the BAP Website.

Online Activity Reporting System



All reporting is done online.

- Professional and Service Activities
- Reaching Out Activities (ROAs)
- Initiations
- Non-BAP Hours

Online Activity Reporting System




Menu Bar Item: Reporting and Membership > Report Activity

The screenshot shows the website's interface. At the top right, it says "Welcome, Margie Fiorentino | [Reset](#)". Below that, it says "Beta Alpha Psi University" and "Beta Alpha Psi University (#2501)". The navigation bar includes "Home", "Reporting and Membership" (which is expanded), "Chapter File Submissions", "PCA", "Forms", "Tutorials", "Contact", and "BAP Home". The expanded menu for "Reporting and Membership" includes: "Create/Manage Officer Logins", "View/Update Chapter Profile", "Membership Roster", "Generate Dues Invoice", "YTD Statement", "Beginning of Year Report", "Report Activity" (highlighted in red), "End of Year Report", and "Scorecard". A red circle is drawn around the "Report Activity" menu item. In the background, there is an announcement: "Thank you for testing the new Reporting Intranet! Please make sure to follow the script provided and document all of your feedback!". There is also a "Deadline" section for "2013" and a "Copyright" section with a "Privacy Policy" link.

The online activity reporting screen can be found under Reporting and Membership and Report Activity.

Monthly Membership Counts

Menu Bar Item: Reporting and Membership > Membership Roster > View Membership Counts



Home | Reporting and Membership ▾ | Chapter File Submissions | PCA | Forms | Tutorials | Contact | BAP Home

Membership Roster: Monthly Membership Counts

Month*	Number of Active Candidates, Active Members and Initiates
Month 1	4
Month 2	4
Month 3	4
Month 4	5
Month 5	6
Month 6	6
Month 7	8
Month 8	9

*Only the 8 months are used in the Average Membership calculation.

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The average monthly membership counts are all the records in the “Active Candidates”, “Submitted for Initiation” and “Active Members” folders. The count is determined by the status on the last day of the month.

Online Activity Reporting Entering an Activity

Menu Bar Item: Reporting and Membership > Report Activity



The online reporting activity screen is in a tabbed format. To add a new Professional Activity select “Add”.



Make sure to label your chapter’s Essential Skill activity with “ES – Activity Name”.

Online Activity Reporting Entering an Activity

Menu Bar Item: Reporting and Membership > Report Activity



Welcome, Marg

ta Alpha Psi
ta Alpha Psi

Add New Professional Activity

Save **Cancel**

Activity Name:

Date of Activity:

Was the Activity at Least 50 Minutes Long?: Yes No

Was the Activity Performed in the Name of Beta Alpha Psi?: Yes No

Activity Minutes: Check All

For easier data entry, enter total minutes in the Activity Minutes box, select "check all" and "Save". Then enter "0" for the students who did not participate. Select "Save" and "Close".

Report

Enter:
Name of Activity and
Date of Activity

Confirm that the
activity was at least
50 minutes long.
Confirm that your
chapter sponsored
the activity.

Select "Save".

Online Activity Reporting

Menu Bar Item: Reporting and Membership > Report Activity



Once the activity information has been saved, the system will pull up all the records as of the “effective activity date” in the Active Candidate, Submitted for Initiation and Active Members folders.

Enter the minutes for the candidates and members who participated in the activity by using the tab function to each record and then select “Save”.

Then close the screen.

Add New Professional Activity

Activity Name:

Date of Activity:

Was the Activity at Least 50 Minutes Long?: Yes No

Was the Activity Performed in the Name of Beta Alpha Psi?: Yes No

Activity Minutes: Check All

For easier data entry, enter total minutes in the Activity Minutes box, select “check all” and “Save”. Then enter “0” for the students who did not participate. Select “Save” and “Close”.

What to do if there are missing or extra members in this list.
The Chapter Activity was saved at 4:38 PM. Click “Close” to exit this window, or edit member participation below.
Showing 1 to 4 of 4 entries

Member Number	Name	Total Minutes
201325010006	Boop, Betty	90
201325010012	Jackson, Janet	90
201325010009	Johns, Steven	0
201325010008	Stevens, John	90

Search:

Online Activity Reporting

Menu Bar Item: Reporting and Membership > Report Activity



Report Chapter Activities

Professional Service Reaching Out Initiation Hours Summary Scorecard Student Hours Verification Report

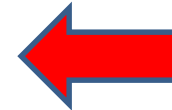
Add

Showing 1 to 5 of 5 entries

	Name	Date	Year	Total Minutes	At Least 50 Minutes Long?	In Name of BAP?	% Participation	Points
Edit/Delete	Business Writing Skills	5/8/2013	2012 - 2013	360	Yes	Yes	75%	1
Edit/Delete	Interviewing Tips	4/3/2013	2012 - 2013	180	Yes	Yes	75%	1
Edit/Delete	Audit Careers	2/11/2013	2012 - 2013	270	Yes	Yes	75%	1
View	Test Professional 3	11/12/2012	2012 - 2013	180	Yes	Yes	75%	1
View	Test Professional 1	10/1/2012	2012 - 2013	120	Yes	Yes	50%	1

Search:

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The new activity has been added to the online reporting screen, including the total number of minutes and a scorecard point has been factored in since the participation percentage is over 25%. If attendance is below 25%, a point will not be generated.

Online Activity Reporting Scorecard Screen



Menu Bar Item: Reporting and Membership > Report Activity or Scorecard

Chapter Scorecard
Chapter #444, Fab Four, Fab Four University

Planned Achievement Level: Not Yet Selected. Your YTD Scorecard cannot be tabulated until an Achievement Level is selected in the Chapter Profile.

PCA Achievements		PCA Requirements	
Mission Based Requirements	YTD Credited	Mission Based Points Required	
Beginning of Year Report	1	1	
Initiation	1	1	
End of Year Report	1	1	
Reaching Out Activities (ROAs)	3	3	
Professional Activities	4	6	
Service Activities	0	1	
Total Points	10	13	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Distinguished	Required for Superior
Additional ROAs	0	2	5
Each Individual Must Earn			
Overall Hours	Not Achieved	20 hrs	32 hrs
Professional Hours	Not Achieved	8 hrs	12 hrs
Service Hours	Not Achieved	8 hrs	12 hrs
Overall Chapter Status	Under Revi	Yes	Yes

Each activity that is saved and meets the 25% participation requirement automatically gets registered on the Scorecard screen.

Online Activity Reporting Reaching Out Activities (ROAs)

Menu Bar Item: Reporting and Membership > Report Activity



Report Chapter Activities

Professional	Service	Reaching Out	Initiation	Hours Summary	Scorecard	Student Hours Verification Report
Showing 1 to 20 of 20 entries						
Reaching Out Activities	Sponsor	Status	Upload Required?	View Attachment	Delete Attachment	
Hosting or co-hosting Community Service Day – verified by Community Service Day Chair	Executive Office	<input type="checkbox"/>	No			
Annual Meeting CSD	Executive Office	<input checked="" type="checkbox"/>	No			
Annual Meeting Attendance	Executive Office	<input checked="" type="checkbox"/>	No			
Annual Meeting Presentation	Executive Office	<input type="checkbox"/>	No			
Nomination for Project Run With It	Executive Office	<input checked="" type="checkbox"/>	No			
Nomination for Business Information Professional of the Year	Executive Office	<input type="checkbox"/>	Yes			
Submitted Nomination for Outstanding Dean	Executive Office	<input type="checkbox"/>	Yes			
Regional Meeting Attendance	Executive Office	<input type="checkbox"/>	No			
Regional Meeting Presentation	Executive Office	<input type="checkbox"/>	No			
Published Article for Spotlight Section of BAP Newsletter	Executive Office	<input type="checkbox"/>	No			
Participation in Ernst & Young Diversity Initiative	Executive Office	<input type="checkbox"/>	No			
Mentoring a Developing Chapter -Must have CA Approval	Executive Office	<input type="checkbox"/>	No			

The ROA screen is a check box format.

Once the check box has been selected the screen will automatically save the updates.

Online Activity Reporting Initiation Screen

Menu Bar Item: Reporting and Membership > Report Activity



The screenshot shows the Beta Alpha Psi online activity reporting interface. At the top left is the Beta Alpha Psi logo. To the right, a welcome message reads "Welcome, Margie" followed by "Beta Alpha Psi Ur" and "Beta Alpha Psi Ur" on separate lines. Below this is a navigation menu with items: Home, Reporting and Membership (selected), Chapter File Submissions, PCA, Forms, Tutorials, Contact, and BAP Home. The main content area is titled "Report Chapter Activities" and contains a series of tabs: Professional, Service, Reaching Out, Initiation (selected), Hours Summary, Scorecard, and Student Hours Verification Report. The "Initiation" tab is active, showing two input fields: "First Initiation: 4" and "Second Initiation: 0". A "Save" button is located below the input fields. At the bottom of the page, a footer contains the text "Copyright © 2013 Beta Alpha Psi | Privacy Policy" and a small blue icon.

Enter the total number of initiates for first and second initiations. Make sure to “Save”.

Online Activity Reporting Hours Screen

Menu Bar Item: Reporting and Membership > Report Activity



Report Chapter Activities

Professional Service Reaching Out Initiation **Hours Summary** Scorecard Student Hours Verification Report

Year to Date Hours

Average Membership for the Reporting Year: 6

Total Number of Professional Hours Achieved YTD: 16

Total Number of Service Hours Achieved YTD: 45

Total Number of Overall Hours Achieved YTD: 61

	Professional Hours	Service Hours	Overall Hours
Number of Hours Needed for Distinguished per Candidate/Member	8	8	20
Number of Hours Needed for Superior per Candidate/Member	12	12	32
Your Total Professional/Service Hours Needed for Distinguished	48	48	120
Your Total Professional/Service Hours Needed for Superior	72	72	192
Achieved Distinguished Hours?	No	No	No
Achieved Superior Hours?	No	No	No

Minutes will be translated to hours automatically as you report activities.

[Table of Contents](#)

Non-BAP Hours

Menu Bar Item: Reporting and Membership> Report Activity



At the individual level, chapters may report a maximum of five hours per semester (per student) of professional activities and a maximum of five hours per semester (per student) of service activities that are not sponsored by Beta Alpha Psi.

Just add a new activity, enter the activity name as, "Non BAP xxxxx", enter the date, and leave the activity time and BAP confirmation at the default of "No". Then, select, "Save" and enter the minutes accordingly.

Add Non BAP Hours

Save Cancel

Activity Type: Fall Spring

Activity Name:

Activity Minutes (limited to 250 per student for non-BAP) : Check All

For easier data entry, enter total minutes in the Activity Minutes box, select "check all" and "Save". Then enter "0" for the students who did not participate. Select "Save" and "Close".

Only one entry for fall and one entry for spring are allowed.

Student Hours Verification Screen

Menu Bar Item: Reporting and Membership > Report Activity



Report Chapter Activities

Professional Service Reaching Out Initiation Hours Summary Scorecard Student Hours Verification Report

Filter by Activity type: Filter by Year:

Member Number	Member Name	Professional	Service	Audit Careers	VITA	Test Service 4
(All) ...	(All) ...	(All) ...	(All) ...	(All) ...	(All) ...	(All) ...
▶ 201325010003	Johnson, Sarah	120	60	0	240	0
201325010008	Stevens, John	0	0	90	240	0
201325010002	Doeson, John	120	60	0	240	0
201325010006	Boop, Betty	0	0	90	240	90
201325010012	Jackson, Janet	0	0	90	0	0
201325010004	Baum, Hadassah	0	0	0	240	0
201325010009	Johns, Steven	0	0	0	240	0
201325010001	Smith, Elizabeth	120	60	0	240	0
201325010005	Chambers, Cindy	0	0	0	240	0

An Excel export is provided to download a full list of activities in Excel format.

The Student Hours Verification screen is a tool for faculty advisors and officers to keep track of candidates and members minutes. Always make sure to “Refresh”.

The screen will default to “All”, Professional Activities highlighted in blue and Service Activities highlighted in yellow. You can filter by Professional or Service Activities under the Filter by Activity Type.

Student Hours Verification Screen Excel Export



Menu Bar Item: Reporting and Membership > Report Activity > Student Hours Verification Report > Excel Export

Member Number	Member Name	Business Writing Skills	Interviewing Tips	Audit Careers	VITA	Test Service 4
201325010002	Doeson, John	120	60	0	240	0
201325010006	Boop, Betty	0	0	90	240	90
201325010012	Jackson, Janet	0	0	90	0	0
201325010003	Johnson, Sarah	120	60	0	240	0
201325010008	Stevens, John	0	0	90	240	0
201325010004	Baum, Hadassah	0	0	0	240	0
201325010009	Johns, Steven	0	0	0	240	0
201325010001	Smith, Elizabeth	120	60	0	240	0
201325010005	Chambers, Cindy	0	0	0	240	0

The Excel export gives the user the option to add totals, etc.

This export is solely for chapters to use as a tool to verify candidates and members chapter participation.

Scorecard Screen

Menu Bar Item: Reporting and Membership > Report Activity or Scorecard
 Always make sure to check your chapter's final scorecard.



Report Chapter Activities

Professional | Service | Reaching Out | Initiation | Hours Summary | **Scorecard**

Chapter Scorecard
 Chapter #444, Fab Four, Fab Four University

Planned Achievement Level: Award-Seeking

PCA Achievements		PCA Requirements	
Mission Based Requirements	YTD Credited	Mission Based Points Required	
Beginning of Year Report	1	1	
Initiation	1	1	
End of Year Report	1	1	
Reaching Out Activities (ROAs)	3	3	
Professional Activities	8	6	
Service Activities	4	1	
Total Points	18	13	
Additional Requirements for Award-Seeking Chapters Only		Required for Distinguished	Required for Superior
Additional ROAs	5	2	5
Each Individual Must Earn			
Overall Hours	<u>Achieved Superior</u>	20 hrs	32 hrs
Professional Hours	<u>Achieved Superior</u>	8 hrs	12 hrs
Service Hours	<u>Achieved Superior</u>	8 hrs	12 hrs
Overall Chapter Status	Superior <input type="button" value="v"/>	Yes	Yes

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Clarification of Roles

Faculty Advisors vs. Officers



Faculty Advisors

- Create and manage officer login accounts
- Review all chapter reports:
 - Beginning of the Year - October 15 for U.S., June 15 for Oceania
 - Mid-Year Reports – December 15 for U.S. award-seeking chapters, August 15 for Oceania
 - Student Hours Verification Report
 - Complete 990n e-Postcard filing by June 1st
 - Sign-Off on End-of-Year Report by June 1 for U.S., December 15 for Oceania
 - Meet with Chapter Reporter throughout each semester to review chapter reporting.
- Meet with Chapter Treasurer to ensure that all membership dues and the chapter maintenance fee have been paid on time.

Chapter Officers

- All Chapter Reporting
 - Entering new candidates into the system
 - Beginning of the Year Reports
 - Entering Professional & Service Activities, Reaching Out Activities and Initiations
 - Mid-Year Reports (award-seeking chapters)
 - End-of-Year Report
- Work with faculty advisor to process all payments for membership dues and verify that chapter maintenance fee has been paid on time.

Questions?



Contact the Executive Office:

- Email – bap@bap.org
- Phone - 919-402-4044
- Email – lwicker@bap.org

