2026-2027 BETA ALPHA PSI (BAP) EMERGING SCHOLARS 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 have ever had, full of rewards, satisfaction, and meaningful impact. You can 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 Emerging Scholars chapters. In addition to providing counsel and assistance to the chapter, you serve as a liaison between the chapter, the Volunteer Emerging Scholars Coordinator and the BAP Executive Office as well as between the chapter and the various administrative units of your school. Some chapters have Faculty Co-Advisors.

Qualifications of the Faculty Advisor

The FA should be a member of the faculty of the business department(s). The FA should have a vital interest in students, their activities, and should be prepared to devote time and effort to the chapter.

Make a Commitment

- Be available to your chapter
- Attend and support chapter activities
- Vote! As an FA, you are entitled to vote at chapter meetings subject to your chapter's bylaws
- Serve as liaison for your chapter with: The administration of your school, and business department(s).
- Foster continuous improvement: Recognize chapter strengths as well as areas for improvement
- Provide for continuity of chapter: The FA is the only constant from year to year. New officers, new emerging scholars, and new committee chairs will often need to turn to you to conduct the activities of the chapter from year to year in a consistent manner
- Be a mentor: Meet with your officers regularly and provide guidance

Promote your chapter on all occasions

- In introductory business classes: Encourage other faculty to do the same
- On your college website, campus TV's, in the halls, and on the walls
- In local high schools
- Student advisors during orientation/advising sessions
- On Learning Management Systems
- On social media

Contact all students as soon as they become eligible: 3.0 GPA and business major, minor, or certificate program.

Use the Emerging Scholars Chapter Resources. You will find links to many resources including a great promotional video, reporting intranet resources, forms, order form for honor cords for graduation, and directions to apply for a Federal EIN.

- Chapter Fees
  - ✧ One-time installation Fee: $300
  - ✧ Annual Emerging Scholars Chapter Maintenance Fee: $100 (this fee **does not** apply to petitioning chapters)
- Emerging Scholars dues: One-time fee of $20 per candidate, nonrefundable
- Credit card payment is accepted for candidate dues and the annual maintenance fee
- Reporting Intranet is self-invoicing
  - ✧ Emerging Scholars candidate information is recorded in the Reporting Intranet
  - ✧ The chapter's professional, service, and Reaching Out Activities are reported in the Reporting Intranet.
- Reporting Deadlines:
  - ✧ Beginning of the Year Report (BOY): October 15th for U.S. Chapters
  - ✧ End of Year Report (EOY): June 1st for U.S. chapters (this includes the 990n)
  - ✧ File 990n e-postcard here.
  - ✧ Fiscal year is May 1st – April 30th. Reporting year is June 1 – May 31.
- Program for Chapter Activities (PCA): This is the planning guide for chapter programs and activities.
  - ✧ Exhibits with specific activities that qualify as:
  - ✧ Professional Meetings (Exhibit A)
  - ✧ Reaching Out Activities (Exhibit B)
  - ✧ Service Activities (Exhibit C)
- Induction Ceremony script
- Policy & Procedures Manual: Detailed explanations of membership eligibility and officer duties
- Financial Reporting Guide
- BAP Constitution and Bylaws
- Privacy Policy

Reporting Reminders for FY 2026-2027

- **October 15 US Chapters:** $100 chapter maintenance fee due from all Emerging Scholars chapters not in the petitioning phase

- **How do I download an invoice for the Annual Chapter Maintenance fee?** Login here. Go to Beginning of Year report, Payment Options. Click the link to pay by credit card or to download an invoice and pay by check. **link is coming soon**

- **Emerging Scholars dues:** $20 per record payable within 60 days of the names being entered into the Reporting Intranet. $20 late fee per record if not paid within 60 days.

- **How do I download an invoice for candidate dues?** Login here. Go to Reporting and Membership, Generate Dues invoice. Select the names to pay by credit card or print an invoice to pay by check. **link is coming soon**

- **Where do I mail checks?** Send checks made **payable to Beta Alpha Psi** to the following address:
  - Beta Alpha Psi
  - 11161 E State Rd 70
  - Ste 110-608
  - Lakewood Ranch, FL 34202

- **April 30** – Beta Alpha Psi fiscal year end.

- **June 1** – End of Year reporting deadline for US chapters.
  - Log into Reporting Intranet here. **link is coming soon** Go to Reporting and Membership, End of Year report.
    - Complete chapter reporting and file the 990N e-postcard by June 1 if your average chapter receipts are $50,000 or under for the last three years. Use your chapter's tax id number found on the Chapter Profile page. If you don't know where to locate this, reach out to ESCoord@bapeo.org
    - File the 990N e-postcard between May 1 and June 1. Send proof of filing to ESCoord@baeo.org and enter the submission id number into the End of Year report.
      - If your chapter receipts are over $50,000 for the last three years, download the Over $50,000 spreadsheet and complete all three tabs. **link is coming soon**
      - Upload it as part of the End of Year report due on June 1.
  - No exceptions, $100 penalty for filing late.

- Upload financial statements, template **link is coming soon**

- **How does an FA get access to the Reporting Intranet?** Email ESCoord@baeo.org

- **How do chapter officers get access to the Reporting Intranet?** You create officer accounts and add them to the Chapter Profile page. The Reporting Intranet Guide here has detailed instructions or email ESCoord@baeo.org. **link is coming soon**

- **Where do I go for more answers?** Contact the Volunteer Emerging Scholars Chapter Coordinator (Dr. Patricia Poli) at **ESCoord@bapeo.org**