



Emerging Scholars Chapter Reporting Checklist

Login & Account Setup

- Access [Reporting Intranet](#) via [BAP.org](#) (top right corner)
- Faculty advisor creates chapter officer logins
- Confirm activation email is received and processed
- Use valid email and unique password (no sharing)

Chapter Profile Updates

- Update advisor, officer, and school information
- Verify mailing address for award letters

Candidate Management

- Collect \$20 candidate fee
- Add candidates to membership roster using their correct start date
- Confirm initiation requirements and dates
- Submit candidates for induction
- Pay dues and receive pdf of membership certificates

Activity Reporting

- Enter Professional, Service, and Reaching Out activities
- Ensure activities are at least 50 minutes long
- Track attendance and save participation
- Must hold 1 induction per academic year

Scorecard & Verification

- Use Student Participation Verification Report to download attendance data into Excel
- Check final Chapter Scorecard regularly

Required Reports & Deadlines

- **Beginning of Year Report: Oct 15 (US) / June 15 (Oceania)** [Watch 2:33 tutorial](#)
- Upload chapter bylaws, Enter Plan of Activities (2 professional activities, 2 service activity, 2 Reaching out activities), Confirm compliance with Student Affairs department policies and procedures
- **End of Year report: June 1 (US)** Update Chapter Profile page, Attach financial statements, Confirm that reporting is complete, [File 990n](#) and enter submission id number in end of year report or complete. Sign off on report.

Payments

- Pay Chapter Maintenance Fee: \$100 by Beginning of Year report deadline
- Generate Membership Dues Invoice, payable within 60 days of entering records
- Pay dues via credit card or candidate self-payment
- Send profile update and payment links to candidates

Digital Badges & Resources

- Faculty advisors receive PDF certificates
- Inducted members receive [digital badge via Credly](#)
- Members, add badge to LinkedIn profile and join the [Alumni & Member Network](#)
- Complete [PCA Quiz](#) (score 80%+ for ROA credit) and record the Reaching Out activity
- Contact Executive Office: ESCoord@bapeo.org / 919.402.4044

All chapters must complete the activity requirements below.

-	Chapter Achievement Level	Beginning of Year Report (BOY) October 15th	Emerging Scholars Induction	End-of-Year Report (EOY) – June 1st	Reaching Out Activities (ROA)	Professional Activities	Service Activities
	Emerging Scholars	Yes	Yes	Yes	2	2	2