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 activities, 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 scholars receive digital badge via Credly
- Scholars, 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.

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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