2026–2027 BETA ALPHA PSI
FACULTY ADVISOR MANUAL

Updated August 2026

Purpose: Help Faculty Advisors understand their core responsibilities, key deadlines, fees, resources, and financial safeguards at a glance.

1. Your Role

Faculty Advisors are central to chapter success. You advise and support the chapter and serve as the link among the chapter, the Chapter Advocate, the Beta Alpha Psi Executive Office, and university administration.

2. Basic Qualifications

- Be a full-time faculty member in accounting, finance, business technology, analytics, or a related department.
- Have a strong interest in students and Beta Alpha Psi.
- Be a Beta Alpha Psi member and be willing to devote time to the chapter.
- If you are not already a member, be initiated at the first initiation ceremony after your appointment.

3. Core Faculty Advisor Responsibilities

- Be available to the chapter and attend chapter activities.
- Attend Mid-Year and Annual Meetings.
- Vote at chapter meetings when permitted by the chapter bylaws.
- Serve as liaison with university administration, the business school, and relevant departments.
- Help the chapter identify strengths and areas for improvement.
- Provide continuity as student officers and members change each year.
- Meet with officers regularly and mentor them.

4. Recruitment and Promotion

Promote Beta Alpha Psi often and contact eligible students as soon as possible.

- Promote in introductory and other business classes and encourage other faculty to do the same.
- Use university websites, campus displays, social media, local high schools, and community colleges.
- Recruit through classroom announcements, faculty encouragement, signs, campus tables, career fairs, email, advising/orientation, and the learning management system.
- Use the Invitation Letter in the Faculty Advisor Toolkit and the promotional resources at bap.org

5. Key Resources at bap.org

- Faculty Advisor Resources and Chapter Resources
- Reporting Intranet
- Chapter Contract /Program for Chapter Activities (PCA)
- PCA At-A-Glance and activity exhibits
- Policy & Procedures Manual
- Financial Reporting Reminders
- BAP Constitution and Bylaws and eligibility information
- Board, Professional Partners, staff, and Chapter Advocates
- Privacy Policy

6. Supplies and Chapter Fees

Item	FY26 Information
Annual Chapter Maintenance Fee	$325; does not apply to petitioning chapters
One-Time International Candidacy Fee	$85; applies to every BAP chapter
Late Payment Fee	$20 per candidate after 60 days
End-of-Year Late Reporting Fee	$100 for failure to submit required June 1 items
Membership Fees	Nonrefundable
Certificates	Allow up to ten days for delivery, email bap@bapeo.org if needed by a specific date.

For chapter banners or faster certificate delivery, contact bap@bapeo.org

Supplies may have different payment rules; review the current ordering information on bap.org.

7. Reporting Deadlines

Report	U.S. Chapters	Oceania
Beginning of Year (BOY)	October 15	June 15
Mid-Year*	December 15	August 15
End of Year (EOY)	June 1	December 15

* Mid-Year reporting applies to Award Seeking. Continuing Improvement, and Petitioning Chapters.

- U.S. reporting year: June 1 through May 31.
- BAP financial fiscal year for international chapters: May 1 through April 30.
- The Reporting Intranet is used for candidate/member records and professional, service, essential skills, and reaching out activities.
- For U.S. chapters, the June 1 EOY process includes the 990-N e-Postcard and Faculty Advisor sign-off.

8. Internal Controls

- Separate financial duties whenever possible.
- Require two signatures on every check: two chapter officers, or one officer and the Faculty Advisor.
- Keep receipts for all disbursements.
- Have two officers count cash and checks when received; if possible, have two officers make the deposit.
- Immediately endorse checks “for deposit only.”
- Prepare bank reconciliations monthly. They must be reviewed and approved by the Faculty Advisor or an officer other than the treasurer.
- When check images are available, the reviewer should verify that two signatures appear on each check.
- Do not approve transactions that appear questionable.

9. Need Help?

Contact the Chapter Advocate for your region or email bap@bapeo.org