

Appendix H

Pre-Site Visit Information

Date of Site Visit	
Petitioning Chapter Number	
School Name	
School Address	
Faculty Advisor's Name	
Faculty Advisor's Email	
Faculty Advisor's Phone Number	

Please complete this questionnaire and return it as an email attachment to your Chapter Advocate one week prior to the scheduled visit.

Information about Recognized-candidates and Candidates

1. What is the composition of the Accounting/Finance/Information Systems student body at the time of the site visit?

Major	Undergraduate	Graduate
Accounting		
Finance		
Information Systems		
Subtotal		
Other majors/concentrations		
Total business school enrollment		

2. Approximately how many (number or percentage) of the above students are eligible to become a BAP candidate at any given time? (Take the number reported as the undergraduate subtotal above and, with help from your undergraduate business program office, *estimate* the number of undergraduates who meet the minimum eligibility requirements (see the Program for Chapter Activities (PCA) for those requirements).

Potential Undergraduate Recognized-candidates	Number
Accounting	
Finance	
Information Systems	

3. Beta Alpha Psi Recognized-candidateship and Candidates – actual at the time of the site visit are:

	Undergraduate		Graduate	
	Candidates	Recognized-candidates	Candidates	Recognized-candidates
Accounting				
Finance				
Information Systems				
Total				

4. Are the totals above representative of the average number of candidates/recognized-candidates throughout the year? Yes or No. If no, explain further what the normal average number of candidates/recognized-candidates is throughout the year.

Recognized-candidates _____ Candidates _____

5. In which month are officers elected and what is the length of their tenure?

Month _____

Tenure _____

Information about Chapter Activities

6. How many recordable events (see the PCA for the minimum requirements to record an event) has the chapter held this academic year as of the date of the site visit?

Events	Conducted	Reported	Baseline
Professional meetings			6
Service events			1
Reaching Out Activities			3
Initiations			1
BOY report			1
EOY report			1

7. For each professional meeting in question 6, list the number of candidates, recognized-candidates, faculty and others in attendance.

Meeting	Candidates	Recognized-candidates	Total	Faculty	Other
1					
2					
3					
4					
5					
6					
7					
8					

8. For each professional meeting, identify which entity(ies) (student's or organization's name) presented the substance of the program.

Meeting	Student/Organization Presenting Substance of Meeting
1	
2	
3	
4	
5	
6	
7	
8	

9. For each professional meeting, list the major topic presented.

Meeting	Topic Presented
1	
2	
3	
4	
5	
6	
7	
8	

10. Briefly describe each service event held.

Date	Activity	Duration	Number Participating
1			
2			
3			
4			
5			

11. Briefly describe each international-regional event in which the chapter participated /held.

Date	Activity	Duration	Number Participating
1			
2			
3			
4			
5			

Other Information

12. Other Student Organizations. List in column one other student organizations that exist on campus whose primary purpose is development of accounting, finance and/or information system students. In column B, estimate the approximate number of BAP recognized-candidates/candidates who also belong to these clubs.

<u>Other Student Organization</u>	<u>Estimated Number of BAP Candidates/Recognized-candidates</u>