Chapter Reporting 101
Chapter Reporting 101
Table of Contents - Main Topic Links

Go to main link and make sure to scroll through all slides for that topic.

- Navigating the RI
- Create officer logins
- Enter candidates
- Submit for Initiation and get certificates
- Enter activities
- Impact Activity Categories
- Enter Essential Skills
- Non-BAP Activities
- Reaching Out Activities
- Chapter Scorecard
- Student Participation Verification Report
- Beginning of Year Report
  - Update Chapter Profile Page
  - Plan of Activities
  - Upload chapter bylaws
  - Pay Maintenance Fee
- Program for Chapter Activities
- PCA Quiz
- 2024 Mid-Year Meetings
- Contact Us

A link back to the Table of Contents is located on the lower right-hand side of each slide.
Where do I Login?
Bap.org – Reporting Intranet – top right corner
Topics for today:

- Login to the Reporting Intranet
- Beginning of Year Report
- Enter candidates
- Enter activities
- Pay the chapter maintenance fee
- Pay dues

Reporting Intranet Guide here

When in doubt, contact bap@bap.org
What if I don’t have an account?

Faculty advisor – Contact bap@bap.org

Student officer – Contact your advisor first

Activation requests not pushing through? It’s a system issue – contact bap@bap.org to resend
Where do I Login?
Bap.org – Reporting Intranet – top right corner

Use your own login and password, no sharing!
Login System

Activation Process - Officers

1. Advisor, this is you! Enter the officers under Reporting and Membership > Create/Manage Officer Logins
Activation Process for Officers By Faculty Advisors

2. Under the “Officers” tab, the FA will select the officer name and officer role.
3. Then, select “Create User”.

Menu Bar Item: Reporting and Membership > Create/Manage Officer Logins

Create New RI Users

Select Chapter: 444 - Fab Four - Fab

Search Members by Last Name: Leave blank for all active members.

Choose Matching Member: Affleck, Ben Clooney, George Fiorentino, Margaret Harrison, George Jolie, Angelina

Email Address: aj123@yahoo.com
First Name: Angelina
Last Name: Jolie
Select Officer/User Type: Reporter

Note: Officer/Users Must Be Matched to Active Chapter Members
Note: Only Members with a valid e-mail address are listed above. If the member you want is missing, you must first record a valid e-mail address by editing the membership roster for the chapter.
Create Officer Logins

Menu Bar Item: Reporting and Membership > Create/Manage Officer Logins

Activation Process for Officers By Faculty Advisors.

4. The screen will confirm that an activation email was sent to that officer.
Why should I update the Chapter Profile page?

List current advisors, Dean, Department chair for award letters!

List the new officers

Verify address to send membership certificates
Update Chapter Profile Screen

Menu Bar Item: Reporting and Membership > View/Update Chapter Profile
The Chapter Profile screen is displayed in a tabbed format.

The tab titled “School” is where FAs and officers can update their school information such as a link to your chapter’s website, achievement level and school mailing address.

The red stars are required fields.
Update Chapter Profile Screen

Menu Bar Item: Reporting and Membership > View/Update Chapter Profile

Add the officer names here!

Chapter Profile
* indicates a required field

Admin Only Fields  School  Chapter Officers  Chapter Contacts

President

Name: Chambers, Cindy
E-mail: cchambers@bap.org
Phone: 222-222-2222

Note: Phone not required, but must be valid for your Chapter's country if supplied.

Reporter

Name: Baum, Hadassah
E-mail: hhbaum@bap.org
Phone: 222-222-2222

Note: Phone not required, but must be valid for your Chapter's country if supplied.
I’m ready to add a candidate!

But have you collected the $75 fee?

Do you know their first day with BAP?
## Membership Roster

### Active Candidates

Click Member/Candidate Name to Edit Profile Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Number</th>
<th>E-mail</th>
<th>Candidate Date</th>
<th>Membership Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackman, Hugh</td>
<td>201325010011</td>
<td><a href="mailto:hjackman1@yahoo.com">hjackman1@yahoo.com</a></td>
<td>6/10/2013</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Johnson, Sarah</td>
<td>201325010003</td>
<td><a href="mailto:sjohnson@bap.org">sjohnson@bap.org</a></td>
<td>4/1/2013</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Smith, Elizabeth</td>
<td>201325010001</td>
<td><a href="mailto:esmith@bap.org">esmith@bap.org</a></td>
<td>4/1/2013</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Stevens, John</td>
<td>201325010008</td>
<td><a href="mailto:jstevens@bap.org">jstevens@bap.org</a></td>
<td>9/3/2012</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>
Create New Chapter Candidate

Beta Alpha Psi University, Chapter 2502, Beta Alpha Psi University
* indicates a required field; all dates should be in the format MM/DD/YYYY

- **Member Number**: Not Yet Assigned
- **Initiation Date**: 
- **Current Folder**: Adding to Active Candidates
- **Type of Membership**: Select Membership Type
- **Major**: Select Major
- **First Name**: 
- **Middle Initial**: 
- **Last Name**: 
- **Suffix**: 
- **E-mail Address**: 
- **Primary Phone**: 
- **Other Phone**: 
- **Gender**: Select Gender
- **Ethnicity**: Select Ethnicity
- **Birth Date**: 
- **Comments**: 

**Membership Status Changes**  **Membership Payments and Credits**

Table of Contents
Candidates section that includes folders for: Active Candidates, Submit for Initiation and Inactive Candidates.

Members section that includes folders for: Active Members, On Leave, and Alumni.
Pop Quiz!

How do I order membership certificates?
Submit a Candidate for Initiation

Menu Bar Item: Reporting and Membership > Membership Roster > View/Update Membership

To submit a candidate for initiation, in the “Active Candidates” folder, check off the box next to the appropriate name and select “Submit for Initiation”.

The system will prompt the user to confirm that the candidate met the requirements and that the date is the same date for multiple candidates. Confirm both.
Submit a Candidate for Initiation

Once the fees for candidates that have been paid, the Executive Office will order the membership certificates and move the records to the “Active Members” folder. Please allow two weeks to receive certificates.
Pop Quiz!

When is the Beginning of Year report due?
## Beginning of Year Report

Menu Bar Item: Reporting and Membership > Beginning of Year Report

### Report Items

<table>
<thead>
<tr>
<th>Report Items</th>
<th>Our Chapter's Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Chapter Profile</td>
<td>☐ Not Submitted</td>
</tr>
<tr>
<td>Enter Plan of Activities</td>
<td>☐ Not Submitted</td>
</tr>
<tr>
<td>Attach Chapter Bylaws</td>
<td>☐ Not Submitted</td>
</tr>
<tr>
<td>☐ No Changes Needed to Bylaws</td>
<td></td>
</tr>
</tbody>
</table>

Your annual maintenance fee $325.00  

| Annual Chapter Maintenance Fee   | View History         | ☐ Not Received      |

### Overall Report Status

| Overall Report Status | Not Credited |

Due October 16 for US chapters

Oceania Chapters – due June 15
Enter Plan of Activities

Menu Bar Item: Reporting and Membership > Beginning of Year Report

Enter your chapter’s plan for 6 Professional Activities and 1 Service Activity.

3 Reaching Out Activities (ROAs).

Select “Save”.

Table of Contents
### Beginning of Year Report

**Chapter Number 2501, Beta Alpha Psi University, Beta Alpha Psi University**

<table>
<thead>
<tr>
<th>Report Items</th>
<th>Our Chapter’s Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Chapter Profile</td>
<td>Not Submitted</td>
</tr>
<tr>
<td>Enter Plan of Activities</td>
<td>Not Submitted</td>
</tr>
<tr>
<td>Attach Chapter Bylaws</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

**No Changes Needed to Bylaws**

- Your annual maintenance fee $300.00  
- Payment Options
- Annual Chapter Maintenance Fee  
- Not Received

**Overall Report Status**  
Not Credited

---

New bylaws? Upload them here!

Need a copy? Email bap@bap.org
Chapter Maintenance Fee

Menu Bar Item: Reporting and Membership > Beginning of Year Report

To download a PDF of the Chapter Maintenance fee invoice, select the tab titled “Check”.

![Payment Options]

**Check Payment**

Please remit immediately. Make a check payable to **Beta Alpha Psi**, and include your chapter number on the check. Send your payment with the copy of this invoice to:

Beta Alpha Psi
220 Leigh Farm Road
Durham, NC 27707

To download Chapter Maintenance Fee Invoice for Current year [Click here].
The online activity reporting screen can be found under Reporting and Membership and Report Activity.
Online Activity Reporting
Entering an Activity

Menu Bar Item: Reporting and Membership > Report Activity

The online reporting activity screen is in a tabbed format. To add a new Professional Activity select “Add”.

![Screenshot of the online reporting activity screen]
Online Activity Reporting
Entering an Activity

Menu Bar Item: Reporting and Membership > Report Activity

Enter:
Name of Activity
Date of Activity
Confirm that the activity was at least 50 minutes long.
Confirm that your chapter sponsored the activity.

Select “Save”.

Activity Name: 
Date of Activity: 
Was the Activity at Least 50 Minutes Long?:  ○ Yes  ○ No

Confirm that the Activity was Performed in the Name of Beta Alpha Psi:  ○ Yes
Once the activity information has been saved, the system will pull up all the records as of the “effective activity date” in the Active Candidate, Submitted for Initiation and Active Member folders.

Check off attendance for the candidates and members who participated in the activity by using the tab function for each record and then select “Save”. Then close the screen.
New - Impact Categories

Menu Bar Item: Reporting and Membership > Professional and Service Activities – Impact Points

- Media Promotion (TV or Print)
- Tutoring
- Mentoring
- Financial Volunteer Support (donating accounting or bookkeeping services)
- Sharing business/college knowledge (volunteering with high school, incoming freshmen, and undeclared students)
- VITA
- Community College Associate Candidates
- AACSB Societal Impact Goal for your business school
Online Activity Reporting
Program for Chapter Activities FY24

IMPACT ACTIVITY POINTS - NEW!

IMPACT ACTIVITY POINTS

An Impact Activity is a Professional or Service Activity that demonstrates a strong effect has been made to your university or community. Impact activities earn an extra point toward award status (i.e., an extra professional or service point). Impact activities may include but are not limited to the following elements:

- Media Promotion (TV or Print)
- Tutoring
- Mentoring
- Financial Volunteer Support (donating accounting or bookkeeping services)
- Sharing business/college knowledge (e.g. volunteering with high school, incoming freshmen, and undeclared students)
- VITA (Impact Requirements Below)
- Community College Associate Candidates
- AACSB Societal Impact Goal for your business school

Complete Wufoo form for each activity to earn Impact Activity Point

Beta Alpha Psi
Enter the activity name and date

Confirm that it was at least 50 minutes long and sponsored by the chapter

Select Impact Category

Complete form with metrics

Online Activity Reporting
Menu Bar Item: Reporting and Membership > Report Activity

Add New Impact Activity

Activity Name: Community College Outreach
Date of Activity: 03/04/2024
Was the Activity at Least 50 Minutes Long?: Yes

Submit Impact Activity Form

Please make sure to submit the form in the link mentioned to complete the add impact activity process. Click Here for Impact Activity Form.
## Online Activity Reporting

**Menu Bar Item:** Reporting and Membership > Report Activity

<table>
<thead>
<tr>
<th>Activity Name *</th>
<th>Community College Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Activity *</td>
<td>03 / 04 / 2024</td>
</tr>
</tbody>
</table>

Please indicate which Impact Activity your chapter completed. *

- Community College Associate Candidate

<table>
<thead>
<tr>
<th>Number of participating Beta Alpha Psi students *</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of participants outside Beta Alpha Psi chapter *</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of hours spent on activity *</th>
<th></th>
</tr>
</thead>
</table>

Did your activity impact students outside your chapter? *
- [ ] High School
- [ ] Community College
- [ ] Students at current school
- [ ] Other

If Community College students: *
- [ ] High School
- [ ] Undecided

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**Table of Contents**

Beta Alpha Psi
Online Activity Reporting

Menu Bar Item: Reporting and Membership > Report Activity

Add description of activity and support.

Include date, summary and audience.

Description of Impact Activity *

Please upload any photos or additional documentation here. Please title the submission with your school name and Impact Activity.

Choose File

Submit
The new activity has been added to the online reporting screen, including the total number of minutes and a scorecard point has been factored in since the participation percentage is over 20%. If attendance is below 20%, a point will not be generated.
Online Activity Reporting

Menu Bar Item: Reporting and Membership > Report Activity

**Essential Skill – required for award seeking chapters**
Choose 1 from 11 listed for a Professional session
At the individual level, chapters may report a maximum of 3 professional activities and 3 service activities that are not sponsored by Beta Alpha Psi.

Just add a new activity, enter the activity name as, “Non BAP xxxxx”, enter the date, and leave the activity time and BAP confirmation at the default of “No”. Then, select, “Save” and enter the attendance accordingly.
Each activity that is saved and meets the 20% participation requirement automatically gets registered on the Scorecard screen.
Online Activity Reporting
Report Activities

Choose Option to Add the type of activity.
Online Activity Reporting
Initiation Screen

Menu Bar Item: Reporting and Membership> Report Activity

Enter the total number of initiates for first and second initiations. Make sure to “Save”.
Student Participation Verification Report
Menu Bar Item: Reporting and Membership> Report Activity

The Student Participation Verification screen is a tool for faculty advisors and officers to keep track of candidates and members' attendance. Always make sure to “Refresh”.

The screen will default to “All”, Professional Activities highlighted in blue and Service Activities highlighted in yellow. You can filter by Professional or Service Activities under the Filter by Activity Type.

Download into Excel to verify attendance
## Scorecard Screen

Menu Bar Item: Reporting and Membership > Report Activity or Scorecard
Always make sure to check your chapter’s final scorecard.

### Chapter Scorecard

Chapter #444, Fab Four, Fab Four University

**Planned Achievement Level: Award-Seeking**

<table>
<thead>
<tr>
<th>Mission Based Requirements</th>
<th>PCA Achievements</th>
<th>PCA Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Credited</td>
<td>Mission Based Points Required</td>
</tr>
<tr>
<td>Beginning of Year Report</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Initiation</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mid Year Report</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>End of Year Report</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Reaching Out Activities (ROAs)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Service Activities</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>8</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Additional Requirements for Award-Seeking Chapters Only**

<table>
<thead>
<tr>
<th></th>
<th>YTD Achieved</th>
<th>Required for Silver</th>
<th>Required for Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional ROAs</td>
<td>1</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Additional Professional Activities</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Additional Service Activities</td>
<td>0</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Mandatory Essential Skills Activity</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Overall Chapter Status</strong></td>
<td><strong>Under Review</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>
Pop Quiz!

What are some fun Reaching Out Activities?
### Report Chapter Activities

**Filter by Year:** 2023 - 2024

<table>
<thead>
<tr>
<th>Reaching Out Activities</th>
<th>Sponsor</th>
<th>Status</th>
<th>Upload Required?</th>
<th>View Attachment</th>
<th>Delete Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 Annual Community Impact Day Attendance or Participation in Back to School Supplies drive</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hosting or co-hosting Mid-Year Meeting - verified by Chapter Advocate</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023 Annual Meeting Attendance</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023 Annual Meeting Presentation - Best Practices or Chapter Operations</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Nomination for Project Run With It</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Nomination for Business Information Professional of the Year - Online Competitions Page</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Nomination for Outstanding Dean - Submit online on the Competitions Page</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Mid-Year Meeting Attendance</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Mid-Year Meeting Presentation - Best Practices or Chapter Operations</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Year Meeting Service Activity</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published Article for Spotlight Section of BAP Newsletter</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Impact Cash</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Online Activity Reporting

More Reaching Out Activities (ROAs)

Menu Bar Item: Reporting and Membership> Report Activity

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Department</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Round Winner EY Inclusive Leadership Award</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Nomination for Intl or Regional Alumni Advocate Position</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>100 Books Donation</td>
<td>Executive Office</td>
<td>Yes</td>
</tr>
<tr>
<td>Fall 2023 Virtual Recruitment event - Chapter Reboot (TBD)</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Virtual Chapter Reporting 101 Attendance - Fall 2023</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Live Diversity &amp; Inclusiveness Event-fall or spring</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Societal Impact Goal</td>
<td>Executive Office</td>
<td>Yes</td>
</tr>
<tr>
<td>Chapter Mentorship Program</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Attendance at Live Virtual Initiation-fall or spring</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Mentoring a Developing Chapter-Must have CA Approval</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>IS &amp; Finance Interaction</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Social Media Engagement - Must Work with EO</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Career Launchpad</td>
<td>Executive Office</td>
<td>Yes</td>
</tr>
<tr>
<td>Literacy/College Application</td>
<td>Executive Office</td>
<td>No</td>
</tr>
<tr>
<td>Promotion of Executive Graduate Membership Program</td>
<td>Executive Office</td>
<td>No</td>
</tr>
</tbody>
</table>
## Online Activity Reporting

### More Reaching Out Activities (ROAs)

Menu Bar Item: Reporting and Membership > Report Activity

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Responsible Party</th>
<th>Approval</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current members join BAP Member and Alumni Network</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Community College/High School Outreach</td>
<td>Executive Office</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Quiz on 2023-2024 PCA</td>
<td>Executive Office</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Diversity, Equity and Inclusion Awareness event</td>
<td>Chapter</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Alumni Activity (25% + significant alumni participation)</td>
<td>Chapter</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Minority Recruitment Event #1</td>
<td>Chapter</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Minority Recruitment Event #2</td>
<td>Chapter</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Multi-Chapter Event (25% membership participation)</td>
<td>Chapter</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Promoting Careers in Accounting/Finance/Data Analytics #1</td>
<td>Chapter</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Promoting Careers in Accounting/Finance/Data Analytics #2</td>
<td>Chapter</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Second Initiation</td>
<td>Chapter</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Multi-Cultural Professional/Global Event</td>
<td>Chapter</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Wellness Session</td>
<td>Chapter</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
Executive Office Sponsored Reaching Out Activities
Fall 2023

Tuesday, October 17, 7-8 pm ET
Diversity, Equity and Inclusion

Tuesday, November 14, 7-8 pm ET
Virtual Initiation and Professional Session
Online Activity Reporting
Initiation Screen

How do I report initiations?

Enter the total number of initiates for first and second initiations.
Scorecard Screen

Menu Bar Item: Reporting and Membership> Report Activity or Scorecard
Always make sure to check your chapter’s final scorecard.

### Chapter Scorecard

**Chapter #444, Fab Four, Fab Four University**

**Planned Achievement Level: Award-Seeking**

<table>
<thead>
<tr>
<th>Mission Based Requirements</th>
<th>PCA Achievements</th>
<th>PCA Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Year Report</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Initiation</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mid Year Report</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>End of Year Report</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Reaching Out Activities (ROAs)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Service Activities</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>8</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Requirements for Award-Seeking Chapters Only</th>
<th>YTD Achieved</th>
<th>Required for Silver</th>
<th>Required for Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional ROAs</td>
<td>1</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Additional Professional Activities</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Additional Service Activities</td>
<td>0</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Mandatory Essential Skills Activity</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Overall Chapter Status</strong></td>
<td><strong>Under Review</strong></td>
<td><strong>Yes</strong></td>
<td><strong>Yes</strong></td>
</tr>
</tbody>
</table>
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership> Generate Membership Dues Invoice

Check off the names of the records to be paid by credit card.
Payment Options for Membership Dues

Pay by credit card or check
Checks must be made payable to Beta Alpha Psi

Check Payment
Please remit immediately. Make a check payable to Beta Alpha Psi, and include your chapter number on the check. Send your payment with the copy of this invoice to:

Beta Alpha Psi
220 Lehigh Farm Road
Durham, NC 27707

If the amount is not paid in full, please indicate the individual(s) to whom the check applies.

To download Chapter Maintenance Fee invoice for Current year Click here.
You will be prompted to confirm the records and the total amount that you are paying for by credit card. Select “Confirm”.
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership > Generate Membership Dues Invoice > Credit Card Payment Process

Enter valid credit card information.

Select “Submit”.

Payment Options

Card Check

Credit/Debit Card

Card Type: Master Card
Card Number: 5555555555554444
CVV: 234 Expiration Date: 01 2023

Billing Address
First Name: Margaret Last Name: Florentino
Address: 220 Leigh Farm Road
City: Durham State: NC Country: United States ZIP: 27707
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership> Generate Membership Dues Invoice> Credit Card Payment Process

You will be prompted to confirm the records and the total amount that you are paying for by credit card. Select “Confirm”.

Table of Contents
Membership Dues Payment by Credit Card

Menu Bar Item: Reporting and Membership > Generate Membership Dues Invoice > Credit Card Payment Process

Payment Successful!
Thank you Margaret Fiorentino for your payment of $225.00.
Your transaction ID is 8DF65609Y2607953H.

Chapter Balance Prior to Fiscal Year 2019 - 2020: $0.00

<table>
<thead>
<tr>
<th>Member #</th>
<th>Member Name</th>
<th>Charge Year</th>
<th>Charge Date</th>
<th>Total Charge</th>
<th>Amount Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>201325010011</td>
<td>Jackman, Hugh</td>
<td>2020</td>
<td>6/10/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010012</td>
<td>Jackson, Janet</td>
<td>2020</td>
<td>6/10/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010009</td>
<td>Johns, Steven</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010001</td>
<td>Smith, Elizabeth</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010008</td>
<td>Stevens, John</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010010</td>
<td>Test, BAP</td>
<td>2020</td>
<td>6/10/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>201325010007</td>
<td>Wagon, Chuck</td>
<td>2020</td>
<td>5/20/2020</td>
<td>75.00</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Total Amount Owed: $525.00
Unpaid Members in Current Fiscal Year: 7
A payment in the amount of $225.00 has been processed successfully towards the membership dues for chapter 2501 (Beta Alpha Psi University, Beta Alpha Psi University).

Transaction ID is 8DF65609Y2607953H.

Chapter Number 2501, Beta Alpha Psi University, Beta Alpha Psi University

<table>
<thead>
<tr>
<th>Member ID</th>
<th>Member Name</th>
<th>Year</th>
<th>Amount Due</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>322529</td>
<td>Baum, Hadassah</td>
<td>2020</td>
<td>75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>322531</td>
<td>Boop, Betty</td>
<td>2020</td>
<td>75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>322527</td>
<td>Doesen, John</td>
<td>2020</td>
<td>75.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Subtotal $225.00

Billing Information

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Margaret Fiorentino</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>220 Lehigh Farm Road</td>
</tr>
<tr>
<td>City</td>
<td>Durham</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>27707</td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
</tbody>
</table>
# Chapter Maintenance Fee Payment by Credit Card

Menu Bar Item: Reporting and Membership > Beginning of Year Report

## Payment Options

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card</td>
</tr>
<tr>
<td>Check</td>
</tr>
</tbody>
</table>

*All fields are required.*

### Credit/Debit Card

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
<td>American Express</td>
</tr>
<tr>
<td>Card Number</td>
<td>378282246310005</td>
</tr>
<tr>
<td>CVV</td>
<td>2345</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>03 - 2023</td>
</tr>
</tbody>
</table>

### Billing Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Margaret</td>
</tr>
<tr>
<td>Last Name</td>
<td>Florentino</td>
</tr>
<tr>
<td>Address</td>
<td>220 Leigh Farm Road</td>
</tr>
<tr>
<td>City</td>
<td>Durham</td>
</tr>
<tr>
<td>State</td>
<td>NC</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>ZIP</td>
<td>27707</td>
</tr>
</tbody>
</table>

*Cancel* | *Submit*
Quiz on 2023-2024 PCA

Score 80% or better for the ROA
Alumni & Member Network
BAP initiates may join
2024 Mid-Year Meeting Schedule – US
All meetings start on Friday at 1:00 and end on Saturday at 1:30

February 9-10, 2024
Atlanta, GA – Hilton Atlanta

February 16-17, 2024
University of San Diego

February 23-24, 2024
Dallas, TX – Dallas Marriott Downtown

March 9-10, 2024
Indianapolis, IN – Indianapolis Marriott Downtown
Questions?

Contact the Executive Office:
  • Email – bap@bap.org
  • Phone - 919-402-4044