Reporting Intranet

End of Year Reporting Guide
Reporting Intranet Resources

A link back to the Table of Contents is located on the lower right-hand side of each slide.
Reporting Intranet

Table of Contents - Main Topic Links

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

- Navigating the RI
- Roles of Advisors & Officers
- Enter candidates
- Submit for Initiation and get certificates
- Enter activities
- Impact Activity Categories
- Enter Essential Skills
- Reaching Out Activities
- Chapter Scorecard
- Student Participation Verification Report

- End of Year Report
  - Update Chapter Profile Screen
  - Upload Chapter Financial Statements
  - How to complete the IRS 990n e-Postcard
  - Over $50K spreadsheet
  - IRS One Time Registration for New Users

- Program for Chapter Activities 2023-2024
- PCA Quiz 2023-2024

A link back to the Table of Contents is located on the lower right-hand side of each slide.
Clarification of Roles

Faculty Advisors vs. Officers

**Faculty Advisors**
- Create and manage officer login accounts
- Review all chapter reports:
  - Beginning of Year - October 15 for U.S., June 15 for Oceania
  - Mid-Year Report – December 15th U.S., award-seeking chapters, August 15 for Oceania
  - Student Participation Report
  - Complete 990n e-Postcard filing by June 1st
  - Sign Off on End of Year Report by June 1 for U.S., December 15 for Oceania.
- Meet with Chapter Reporter throughout each semester to review chapter reporting.
- Meet with Chapter Treasurer to ensure that membership dues and chapter maintenance fee have been paid on time.

**Chapter Officers**
- All Chapter Reporting
  - Entering new candidates into the system
  - Beginning of Year Report
  - Entering Professional & Service Activities, Reaching Out Activities and Initiations
  - Mid-Year Report (award-seeking chapters)
  - End of Year Report
- Work with faculty advisor to process payments for membership dues and ensure that chapter maintenance fee has been paid on time.
End-of-Year Report

Make sure to complete the following tasks:

- Update Chapter Profile
- Upload Chapter Financials
- Confirm activities are complete
- Faculty Advisor must complete the FA sign-off
- Complete Tax Information
- < $50,000 – IRS e-Postcard
- >$50,000 – Over $50K spreadsheet

Due June 1 for U.S. – No Exceptions. Oceania due Dec 15. Late submittals will be subject to a $250 fine.

<table>
<thead>
<tr>
<th>Report Items</th>
<th>Our Chapter's Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Chapter Profile</td>
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<tr>
<td>Attach Financial Statements</td>
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</tr>
<tr>
<td>Confirm that all chapter activity reporting is complete</td>
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</tr>
<tr>
<td>(Professional, Service, ROAs, and Initiations)</td>
<td></td>
</tr>
<tr>
<td>Enter Faculty Advisor Sign-off (Financial, Tax and Non-BAP</td>
<td>Faculty Advisor Must Complete Submitted</td>
</tr>
<tr>
<td>Hours)</td>
<td></td>
</tr>
</tbody>
</table>

Overall Report Status: Credited
Once logged in, the officer will access the Update Chapter Profile screen under Reporting and Membership and 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.

The tab labeled “Admin Only Fields” is for the Executive Office use only.
The tab titled “Chapter Officers” is where the officer information is updated. This is separate from the officer user accounts.

Select the name of the officer from the drop down list and the name, email and phone information will populate the fields for the appropriate role.

Note: the names on the drop down list are pulled from the “Submit for Initiation” and “Active Members” folders. The red stars are required fields. An officer must be a member or Submitted for Initiation.
The Membership Roster screen is where reporters will add new candidates, submit them for initiation or move to the Inactive folder, and move Active members to On Leave or Alumni status.

There are two groupings on the Membership Roster:

**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.
View/Update Membership

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

To add a new candidate select “Add New”. Do not add a candidate until your chapter has collected the $75 fee. Adding a candidate always creates a receivable for your chapter.
Add a New Candidate

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

Enter all the required information and select “Save”.

All fields that have a red star “*” are required fields.
The Candidate start date is the date the student started participating (not the date that they are being entered into the system).

**Important:** Email address must be a valid email address. The system will not allow duplicate addresses.
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

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

The records will appear in the “Submit for Initiation” folder. Once the fees for candidates that have been paid, the Executive Office will print the membership certificates and move the records to the “Active Members” folder. Please allow two weeks to receive certificates.
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”.

![Image 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 (e.g., 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 unenrolled students)
- YITA (Impact Requirements Below)
- Community College Associate Candidates
- AACSB Societal Impact Goal for your business school

IMPACT EXAMPLES

Chapters are encouraged to generate impact points in ways that are best suited for them but are welcome to use the below suggestions to earn impact points.

Media Promotion or Tutoring Impact Point

Your chapter conducts a school supplies drive for a local elementary school (20% attendance = 1 Service point). Add media promotion or a tutoring session to that activity for young children in reading or math and earn an Impact point. The addition of media promotion or tutoring provides 3 points for one Service Activity.
Online Activity Reporting

Menu Bar Item: Reporting and Membership> Report Activity

Impact Activity

Enter the activity name and date

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

Select Impact Category

Upload evidence of impact
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
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.
Each activity that is saved and meets the 20% participation requirement automatically gets registered on the Scorecard screen.

<table>
<thead>
<tr>
<th>Principal Achievement</th>
<th>YTD Achieved</th>
<th>Required for Distinguished</th>
<th>Required for Superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Year Report</td>
<td>0</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Mid-Year Report</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>6</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Service Activities</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Points</td>
<td>2</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>YTD Achieved</th>
<th>Required for Distinguished</th>
<th>Required for Superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional ROAs</td>
<td>0</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>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>Overall Chapter Status</td>
<td>Under Review</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Online Activity Reporting

Report Activities

Menu Bar Item: Reporting and Membership> Report Activity or Scorecard

---

#### Report Chapter Activities

<table>
<thead>
<tr>
<th>Professional</th>
<th>Service</th>
<th>Reaching Out</th>
<th>Initiation</th>
<th>Hours Summary</th>
<th>Scorecard</th>
<th>Student Participation Verification Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add</strong></td>
<td><strong>Add Non BAP Activity</strong></td>
<td><strong>Add Essential Skills Activity</strong></td>
<td><strong>Add Impact Activity</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Filter by Year:**

**Showing 1 to 5 of 5 entries**

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Date</th>
<th>Year</th>
<th>At Least 50 Minutes Long?</th>
<th>In Name of BAP?</th>
<th>% Participation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit/Delete</td>
<td>N/A</td>
<td>9/6/2021</td>
<td>2021 - 2022</td>
<td>Yes</td>
<td>Yes</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Edit/Delete</td>
<td>N/A</td>
<td>1/3/2022</td>
<td>2021 - 2022</td>
<td>Yes</td>
<td>Yes</td>
<td>46%</td>
<td>1</td>
</tr>
<tr>
<td>Edit/Delete</td>
<td>Reject</td>
<td>2/18/2022</td>
<td>2021 - 2022</td>
<td>Yes</td>
<td>Yes</td>
<td>93%</td>
<td>2</td>
</tr>
<tr>
<td>Edit/Delete</td>
<td>N/A</td>
<td>3/15/2022</td>
<td>2021 - 2022</td>
<td>Yes</td>
<td>Yes</td>
<td>100%</td>
<td>1</td>
</tr>
<tr>
<td>Edit/Delete</td>
<td>Reject</td>
<td>3/25/2022</td>
<td>2021 - 2022</td>
<td>Yes</td>
<td>Yes</td>
<td>100%</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose Option to Add the type of activity.
Choose the Essential Skills activity your chapter completed from the drop-down menu.
Online Activity Reporting
Reaching Out Activities (ROAs)

Menu Bar Item: Reporting and Membership > Report Activity

### Report Chapter Activities

<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>No</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>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023 Annual Meeting Attendance</td>
<td>Executive Office</td>
<td>No</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>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Nomination for Project Run With It</td>
<td>Executive Office</td>
<td>No</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>No</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>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024 Mid-Year Meeting Attendance</td>
<td>Executive Office</td>
<td>No</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>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Year Meeting Service Activity</td>
<td>Executive Office</td>
<td>No</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>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Societal Impact Study</td>
<td>Executive Office</td>
<td>No</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>Responsible Office</th>
<th>Reaching Out?</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>

Beta Alpha Psi
## Online Activity Reporting

**More Reaching Out Activities (ROAs)**

Menu Bar Item: Reporting and Membership > Report Activity

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Responsible Party</th>
<th>Reporting</th>
<th>Completing</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>

Beta Alpha Psi
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.
Enter the total number of initiates for first and second initiations. Make sure to “Save”.
Make sure to complete the following tasks:

- Update Chapter Profile
- Upload Chapter Financials
- Confirm activities are complete
- Faculty Advisor must complete the FA sign-off
- Complete Tax Information
- < $50,000 – IRS e-Postcard
- > $50,000 – Over $50K spreadsheet

Due June 1 for U.S. – No Exceptions. Oceania due Dec 15. Late submittals will be subject to a $250 fine.

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</tr>
<tr>
<td>(Professional, Service, ROAs, and Initiations)</td>
<td></td>
</tr>
<tr>
<td>Enter Faculty Advisor Sign-off</td>
<td>Faculty Advisor Must Complete</td>
</tr>
<tr>
<td>(Financial, Tax and Non-BAP Hours)</td>
<td></td>
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Overall Report Status: Credited
Upload Chapter Financials

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

Chapter Resources

* Active Chapters
* 2023 Program for Chapter Activities (PCA)
* Financial Reporting Guide
* Sample Financial Statements
* Fall 2021 Chapter Reboot Program
* PCA At-A-Glance (PDF)
* Branding & Style Guidelines
* Chapter Operations:
  * Ideas for Online Service Activities
  * Fall 2021 Suggestions
  * Member Recruitment Video
  * BAP Officer Transition Document (PDF)
  * BAP PowerPoint Template
Upload Chapter Financials

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

The sample financials will open as an Excel file. You must resave, enter your chapter information and upload to the EOY screen.

Note the two tabs on the Excel workbook.
Upload Chapter Financials

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

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<td>(Professional, Service, ROAs, and Initiations)</td>
<td></td>
</tr>
<tr>
<td>Enter Faculty Advisor Sign-off (Financial, Tax and Non-BAP Hours)</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

**Overall Report Status**: **Credited**

Once you have uploaded your chapter financials, this task will be credited.
The Faculty Advisor sign off screen confirms that the FA reviewed and approved their chapter’s activity reporting and financial statements, as well as completed the tax filing for the fiscal year. From the 990n Acceptance screen, enter the submission ID here and email to bap@bap.org.
If your chapter has revenue of revenue greater than $50K over a three-year period, you will be required to complete the “Over $50K” spreadsheet. A link to the spreadsheet will be visible once you check “Yes” under Step 2C.
End-of-Year Reports – Faculty Advisor
How to Complete the 990n e-Postcard

After April 30th - Go to the IRS login page here
1. If you have not registered, create a new user account.
2. Enter your chapter’s EIN number that can be found on the chapter profile screen (FA login only)
3. The number will default to “Beta Alpha Psi National Council” – this is ok.
4. Enter your school address and your faculty advisor name as the principal officer.
5. Answer the four questions where you are confirming that your chapter’s revenue was less than $50K for tax fiscal year.
6. Once you submit, you will need to refresh your screen to show the Acceptance screen with a submission ID that you will need for the FA sign off screen (step 2b). Please forward the Acceptance to the EO at bap@bap.org.
Complete a one time registration with the IRS
Complete a one time registration with the IRS

First Time Users

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Lock your online account to prevent access.

Information you need to verify your identity

Returning Users

Log in below if you've previously created a UserID for any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

User ID

Mask User ID

GET STARTED

LOGIN

Table of Contents
2023-2024 Program for Chapter Activities

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Beta Alpha Psi
Quiz on 2023-2024 PCA

Score 80% or better for the ROA
Alumni & Member Network
BAP initiates may join
Questions?

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