

Reporting Intranet FAQ:

Chapter Deadlines, Membership & More



This guide is designed to help you confidently navigate the Reporting Intranet, meet your chapter's obligations, and stay on top of critical reporting deadlines.

Q. Where can I learn how to use the Reporting Intranet?

Refer to the [Chapter Reporting 101 \(PDF\)](#) guide for step-by-step instructions. Faculty Advisors may [email the Executive Office](#) for access. Chapter officers should request access through their advisor.

Q. When is the best time to enter candidates?

After your chapter has collected the \$85 candidate fee.

Q. What documentation does our chapter need to submit, and when is it due?

Chapters must submit up to three reports during the academic year. Due dates and requirements vary slightly by region and award status.

Report	U.S Chapters Due	Oceania Chapters Due	Who Must Submit	What's Included
Beginning-of-Year	Oct. 15	June 15	All chapters	Chapter Maintenance Fee, returning members, officer & profile updates, chapter plan for the year and summer activities (if applicable)
Mid-Year	Dec. 15	Aug. 15	Petitioning, award-seeking, and Probation chapters	Fall candidates, fall activities, Mid-Year Checklist
End-of-Year	June 1*	Dec. 15*	All chapters	All candidate and member records updated; all chapter activities updated Financial and tax-related documentation: <ul style="list-style-type: none"> ○ U.S.: 990n confirmation email or over \$50K spreadsheet ○ Oceania: Auditor's report (if revenue > \$100K USD, AU/NZ-compliant)

*A \$100 late fee applies after the End-of-Year reporting deadline.

Q. What are the required fees and when are they due?

- Chapter Maintenance Fee: \$325, due with the Beginning of Year Report; increases to \$375 if submitted after the deadline
- Candidate Fees: \$85 per candidate, due within 60 days of entering the candidate's record in the Reporting Intranet
- Late Submission Fee: A \$100 fee will be applied if the End of Year Report is submitted after the deadline

Q. Do we have to pay for transfer students?

No, if their membership is verified by the Executive Office. Once verified:

- Enter the student as a new candidate record
- The EO will credit the \$85 fee

Q. How do we handle duplicate candidate records?

Contact the Executive Office in writing. Include the name and record number to request credit.

Q. What if a candidate becomes inactive?

Move their record to the Inactive folder with the effective date they stopped participating. The date must be after the candidate's start date.

Q. How do we handle status changes for inducted members?

- *Internship/Study Abroad*: Move to 'On Leave' folder with effective date after initiation
- *Stops attending meetings and activities*: Keep in 'Active Members' folder until graduation, then move to 'Alumni' folder
- *Withdraws, changes major or passes away*: Move to 'Alumni' folder with effective date after initiation

Q. How do I obtain candidate membership certificates?

To receive a pdf file of membership certificates for new candidates, follow these steps:

1. Collect the \$85 candidate fee for each new student who has committed to joining BAP.
2. Enter a new record for each candidate in the Reporting Intranet.
3. Submit payment:
 - a. U.S. chapters: credit card (via the Reporting Intranet), check, or ACH payment. Email the Executive Office for ACH information.
 - b. Oceania chapters: wire transfer (include any applicable bank fees) or credit card
4. Move the candidate record from the 'Active Candidates' folder to the 'Submit for Initiation' folder, with the correct initiation date.
5. Double-check name spelling and spacing—certificates will print exactly as entered in the system.

Effective fall 2025, we are no longer sending printed certificates. Chapters are responsible for printing certificates using the pdf file. Certificates will be emailed to the faculty advisor listed on the Chapter Profile page once candidates are entered, submitted for initiation, and dues are received by our office.

Once inducted, members are also encouraged to accept their [Lifetime Digital Membership Badge](#). This free, permanent record of membership can be accessed online and is useful for resumes and professional profiles. Inducted members will receive an email invitation from Credly to accept their digital membership badge.

Q. Who may I contact for assistance?

Feel free to reach out—we're here to help!

- [Margaret Fiorentino](#), Executive Director
- [Lisa Wicker](#), Manager, Chapter Services