



Mid-Year Reporting

Beta Alpha Psi



Mid Year Reporting

Table of Contents, Main Topic Links

A link to the Table of Contents
may be found on select slides

- [Mid-Year Report due](#)
- [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](#)
- [Program for Chapter Activities](#)
- [PCA Quiz](#)
- [Mid-Year Report in 90 Seconds](#)
- [Contact Us](#)



Topics for Today

- *Login to the Reporting Intranet*
- *Mid-Year Report due Dec 15 for U.S.,
August 15 for Oceania*
- *Enter candidates*
- *Enter activities*
- *Pay dues*

Reporting Intranet Guide [here](#)

When in doubt, [contact us](#)



Pop Quiz

*When is the Mid
Year Report due?*

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Mid Year Report

*US Chapters, due
December 15*

*Oceania Chapters, due
August 15*

Mid Year Report (2025 - 2026)

Chapter Number 444, Fab Four University, Fab Four

Year: 2025 - 2026 ▾

Report Items	Our Chapter's Status
Declared Award-Status on the Chapter Profile Screen	<input type="checkbox"/> Not Submitted
Entered all Fall Candidates into the Reporting Intranet	<input type="checkbox"/> Not Submitted
Reported all Chapter Activities between 6/1/2025 and 12/15/2025	<input type="checkbox"/> Not Submitted
Overall Report Status	Not Credited

Who must complete the Mid Year report?

Award seeking chapters

Petitioning chapters

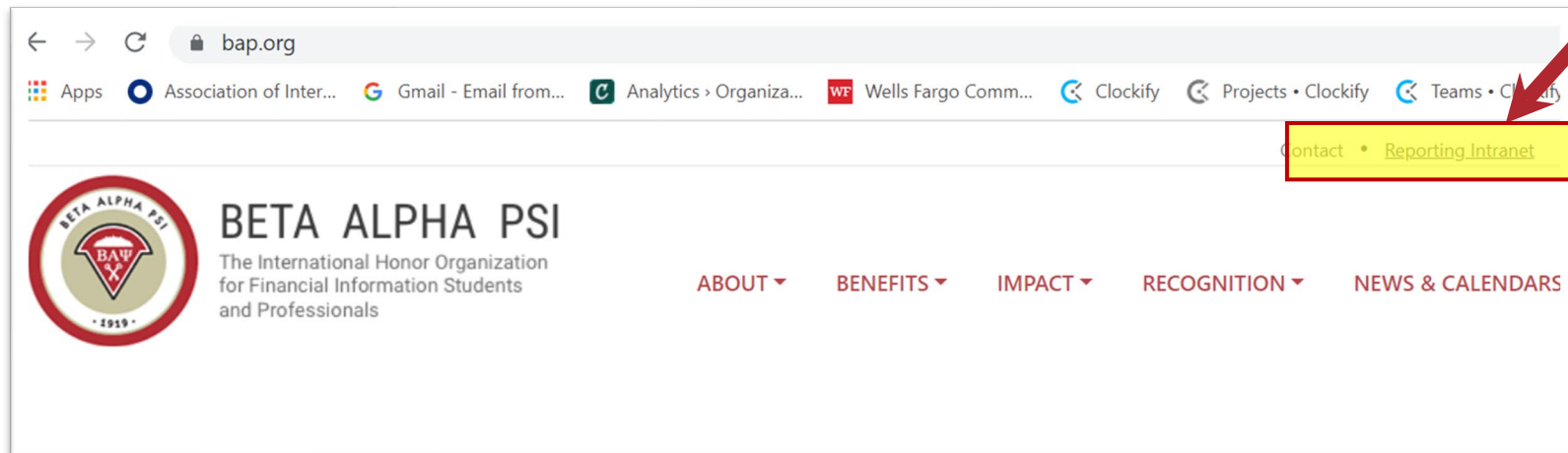
Chapters on Continuing Improvement Review

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Where Do I Login?

[Reporting Intranet](#) – top right corner on BAP.org home page.



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What If I Don't Have an Account?

Faculty advisor – Contact bap@bapeo.org

Student officer – Contact your advisor first

*Activation requests not pushing through?
It's a system issue – contact
bap@bapeo.org to resend*



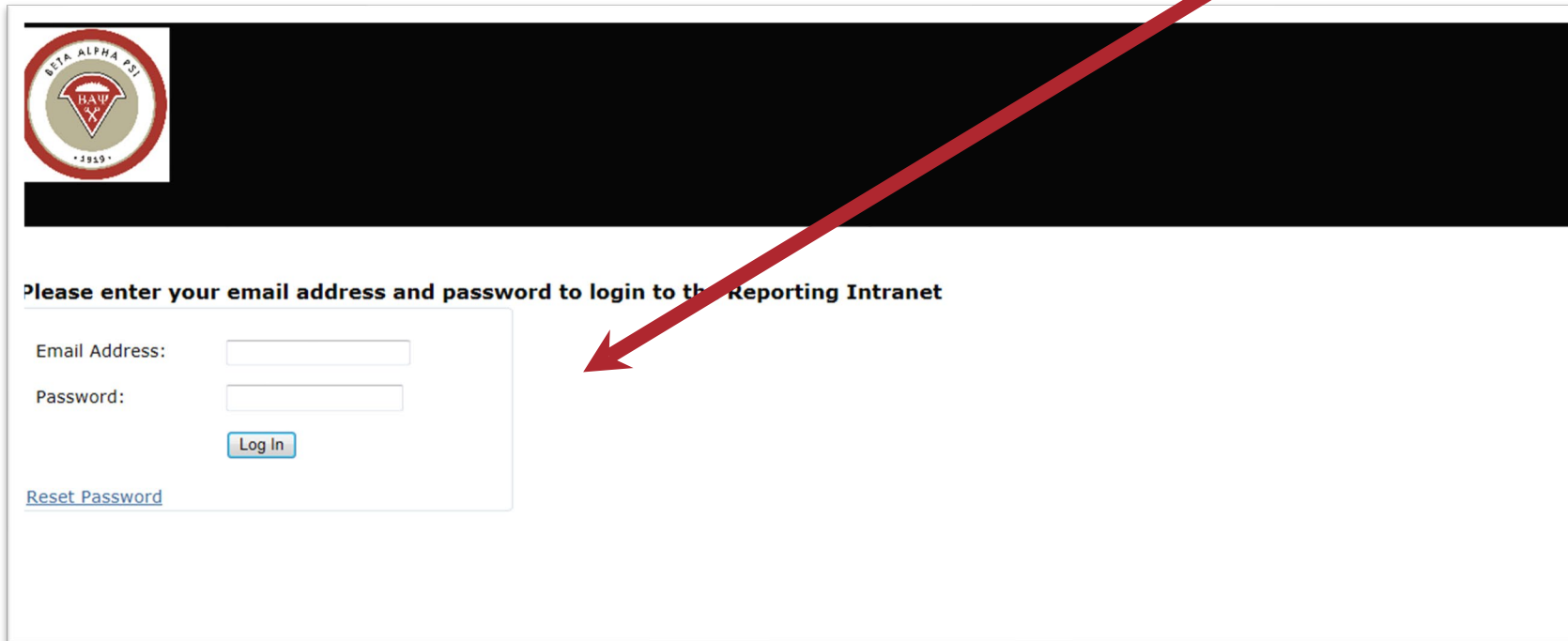
Where do I Login?

Bap.org – Reporting Intranet

– top right corner

Valid Email Address + Unique Password

– No sharing!



Please enter your email address and password to login to the Reporting Intranet

Email Address:

Password:

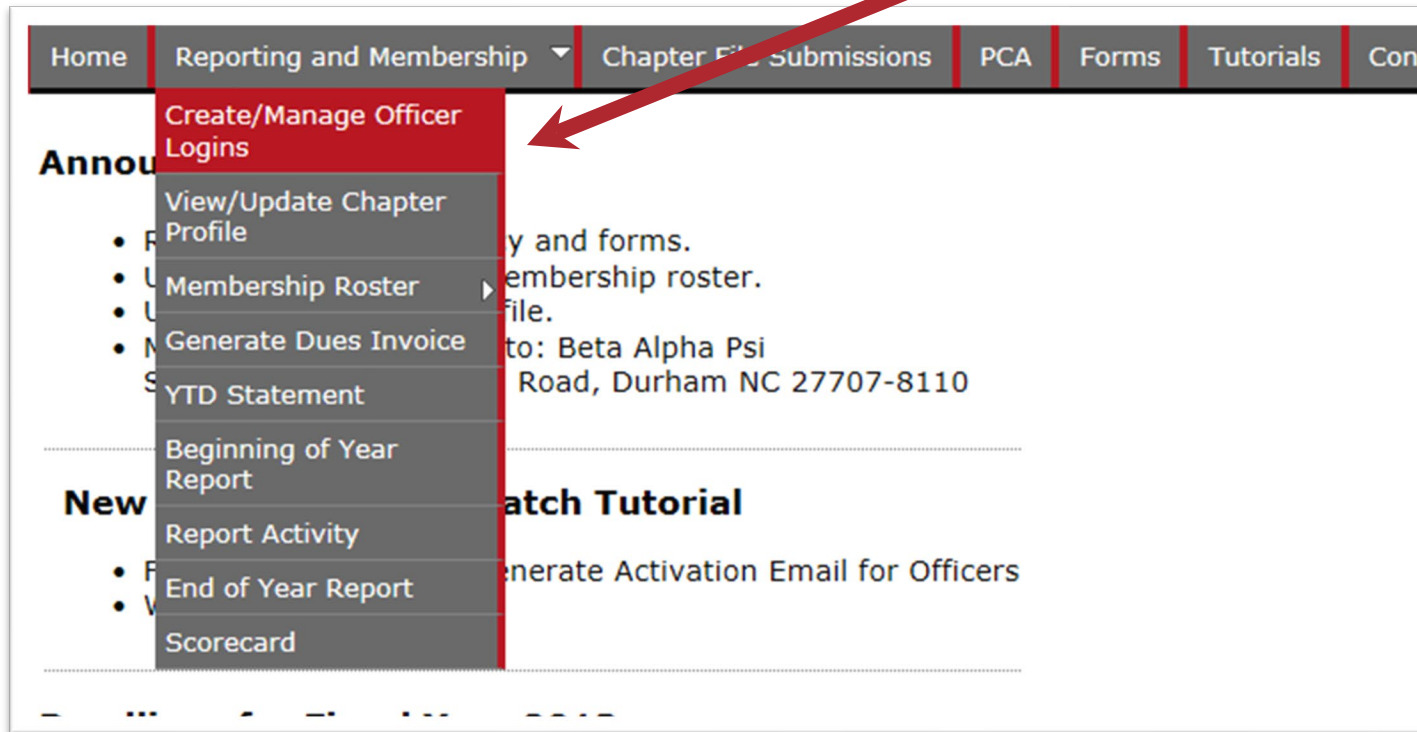
[Log In](#)

[Reset Password](#)



Login System Activation Process Officers

Faculty Advisors Enter the officers



Activation Process for Officers by Faculty Advisors

Create New RI Users

Advisors Officers Admins and Chapter Advocates

Note: Officer/Users Must Be Matched to Active Chapter Members

Select Chapter: 444 - Fab Four - Fab I

Search Members by Last Name: Search

Choose Matching Member: Leave blank for all active members.

Affleck, Ben
Clooney, George
Fiorentino, Margaret
Harrison, George
Jolie, Angelina

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.

Email Address: aj123@yahoo.com

First Name: Angelina

Last Name: Jolie

Select Officer/User Type: Reporter

Cancel Create User

2. Under the “Officers” tab, the FA will select the officer's name and officer’s role.

3. Then, select “Create User”.



Activation Process for Officers by Faculty Advisors

Advisors

Officers

Admins and Chapter Advocates

Note: Officer/Users Must Be Matched to Active Chapter Members

Select Chapter: 444 - Fab Four - Fab I

Search Members by Last Name:

Leave blank for all active members.

Choose Matching Member:

Affleck, Ben

Clooney, George

Fiorentino, Margaret

Harrison, George

Jolie, Angelina

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.

Email Address: aj123@yahoo.com

First Name: Angelina

Last Name: Jolie

Select Officer/User Type: President

The new user account has been successfully created. An activation e-mail has been sent to the address specified above.

Create Another User

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!

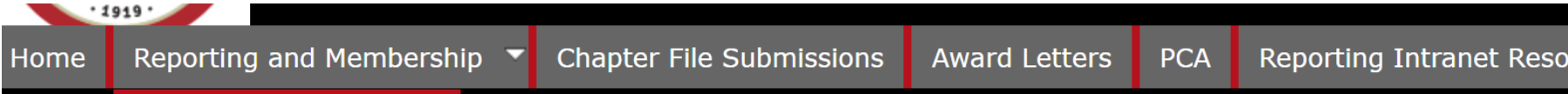
List the new officers

Verify address for award letters

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Update Chapter Profile



- View/Update Chapter Profile
- Membership Roster
- Generate Chapter Email Lists
- Generate Dues Invoice
- YTD Statement
- Beginning of Year Report
- Report Activity
- Mid Year Report
- End of Year Report
- Scorecard

Beginn
Chapt
rt (2025 - 2026)
our University, Fab Four

Year: 2025 - 2026

Our Chapter's Status

- ☐ Not Submitted
- ☐ Not Submitted
- ☐ Not Submitted

Attach Chapter Bylaws



Update Chapter Profile

Update your chapter's school information—including website link, achievement level, and mailing address—under the "School" tab.

Chapter Profile
* indicates a required field

Your changes have been saved.

Save Chapter

Admin Only Fields **School** Chapter Officers Chapter Contacts

Chapter Website:

LinkedIn Link:

Twitter Link:

Facebook Link:

Instagram Link:

School Year:

Achievement Type:



Update Chapter Profile

Add the officers' names here

Chapter Profile
* indicates a required field

Save Chapter

Admin Only Fields

School

Chapter Officers

Chapter Contacts

President

Name:*
E-mail:*
Phone:
Note: Phone not required, but must be valid for your Chapter's country if supplied.

Reporter

Name:*
E-mail:*
Phone:
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 \$85 fee?

Do you know the candidate's first day with Beta Alpha Psi?

View/Update Membership

[Home](#) | [Reporting and Membership](#) ▾ | [Chapter File Submissions](#) | [PCA](#) | [Forms](#) | [Tutorials](#) | [Contact](#) | [BAP Home](#)

Membership Roster

Add New

Candidates

[Active](#) (4)
[Submitted for Initiation](#) (6)
[Inactive](#) (2)

Members

[Active](#) (0)
[On Leave](#) (0)

[Alumni](#) (0)

[Deleted](#) (0)

Submit for Initiation

Make Inactive

Delete

Active Candidates

Click Member/Candidate Name to Edit Profile Record

◇	Name	Member Number	E-mail	Candidate Date	Membership Type
<input type="checkbox"/>	Jackman , Hugh	201325010011	hjackman1@yahoo.com	6/10/2013	Undergraduate
<input type="checkbox"/>	Johnson, Sarah	201325010003	sjohnson@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Stevens, John	201325010008	jstevens@bap.org	9/3/2012	Undergraduate

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Add a New Candidate



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

Candidate Start Date*:

Initiation Date:

Current Folder: Adding to Active Candidates

Type of Membership*:

Major*:

Address Line 1*:

Address Line 2:

City*:

State / Province / Region*:

ZIP/Postal Code*:

Country*:

First Name*:

Middle Initial:

Last Name*:

Suffix:

E-mail Address*:

Primary Phone*:

Other Phone:

Gender:

Ethnicity:

Birth Date:

Comments:

Save

Cancel

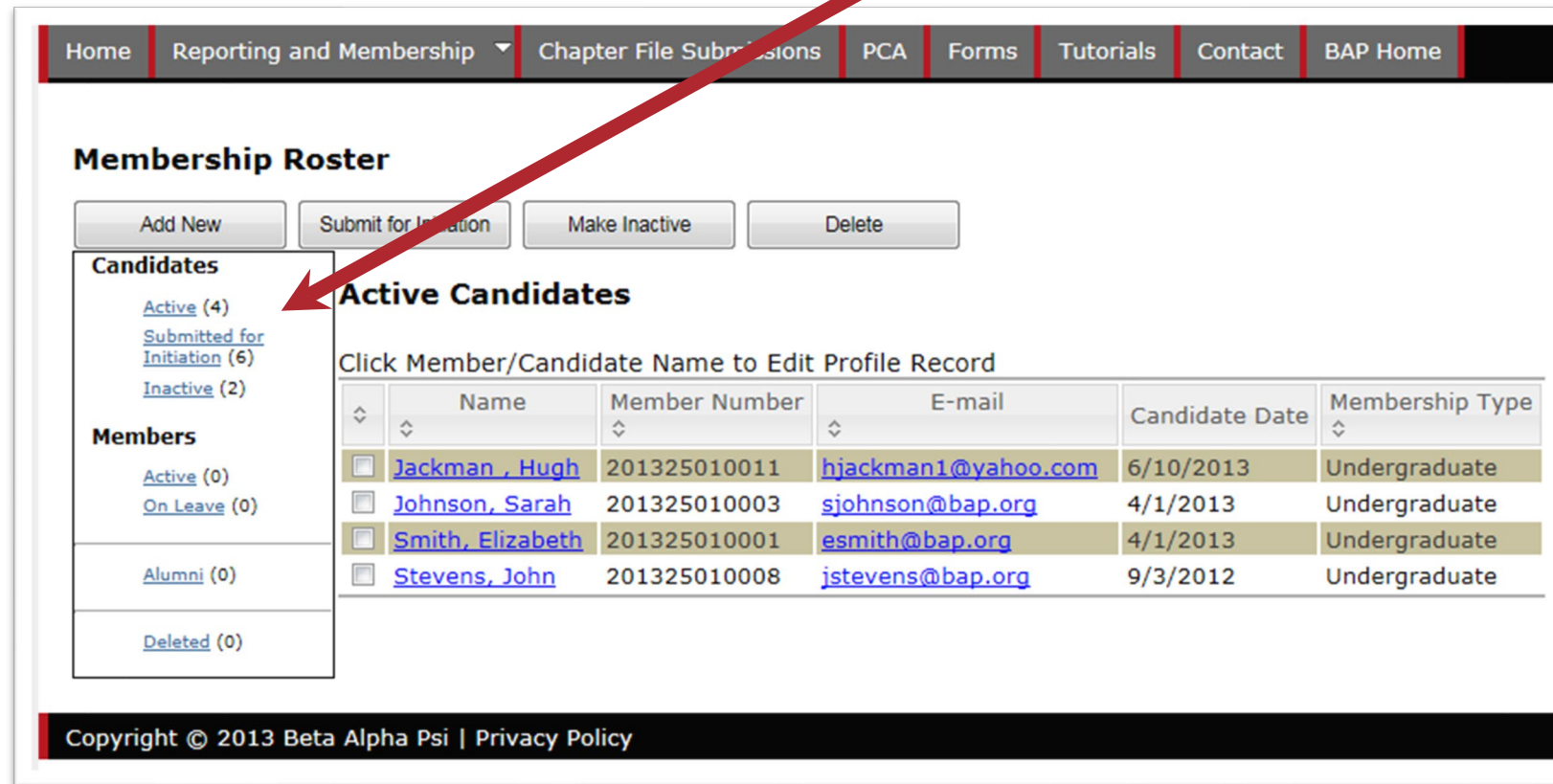
Membership Status Changes

Membership Payments and Credits

View/Update Membership

Candidates Section includes folders for Active Candidates, Submit for Initiation, and Inactive Candidates.

Members Section includes folders for Active Members, On Leave, and Alumni.



Membership Roster

Home | Reporting and Membership | Chapter File Submissions | PCA | Forms | Tutorials | Contact | BAP Home

[Add New](#) [Submit for Initiation](#) [Make Inactive](#) [Delete](#)

Candidates

- [Active \(4\)](#)
- [Submitted for Initiation \(6\)](#)
- [Inactive \(2\)](#)

Members

- [Active \(0\)](#)
- [On Leave \(0\)](#)
- [Alumni \(0\)](#)
- [Deleted \(0\)](#)

Active Candidates

Click Member/Candidate Name to Edit Profile Record

	Name	Member Number	E-mail	Candidate Date	Membership Type
<input type="checkbox"/>	Jackman, Hugh	201325010011	hjackman1@yahoo.com	6/10/2013	Undergraduate
<input type="checkbox"/>	Johnson, Sarah	201325010003	sjohnson@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Stevens, John	201325010008	jstevens@bap.org	9/3/2012	Undergraduate

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Pop Quiz

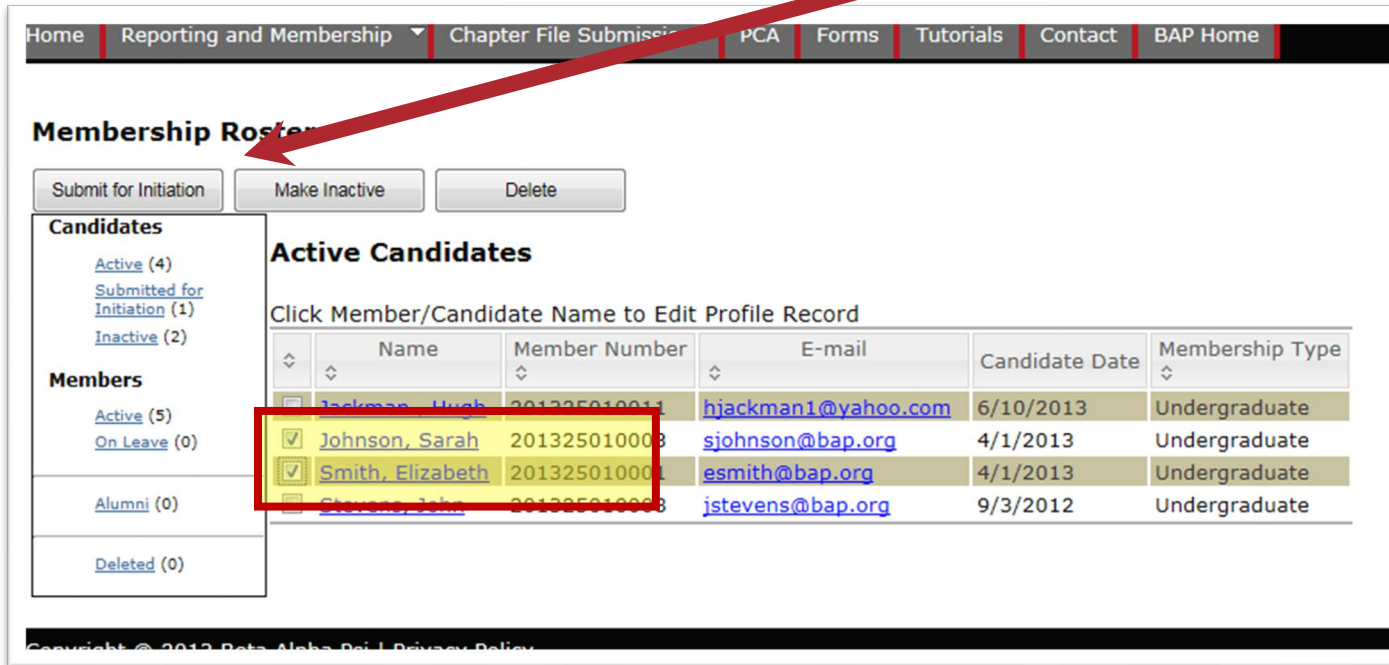
How do I get a pdf file of membership certificates?

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Submit a Candidate for Initiation

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.”



Membership Roster

Submit for Initiation Make Inactive Delete

Candidates

- [Active \(4\)](#)
- [Submitted for Initiation \(1\)](#)
- [Inactive \(2\)](#)

Members

- [Active \(5\)](#)
- [On Leave \(0\)](#)
- [Alumni \(0\)](#)
- [Deleted \(0\)](#)

Active Candidates

Click Member/Candidate Name to Edit Profile Record

	Name	Member Number	E-mail	Candidate Date	Membership Type
<input type="checkbox"/>	Jackman, Hugh	201325010011	hjackman1@yahoo.com	6/10/2013	Undergraduate
<input checked="" type="checkbox"/>	Johnson, Sarah	201325010008	sjohnson@bap.org	4/1/2013	Undergraduate
<input checked="" type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Stevens, John	201325010008	jstevens@bap.org	9/3/2012	Undergraduate

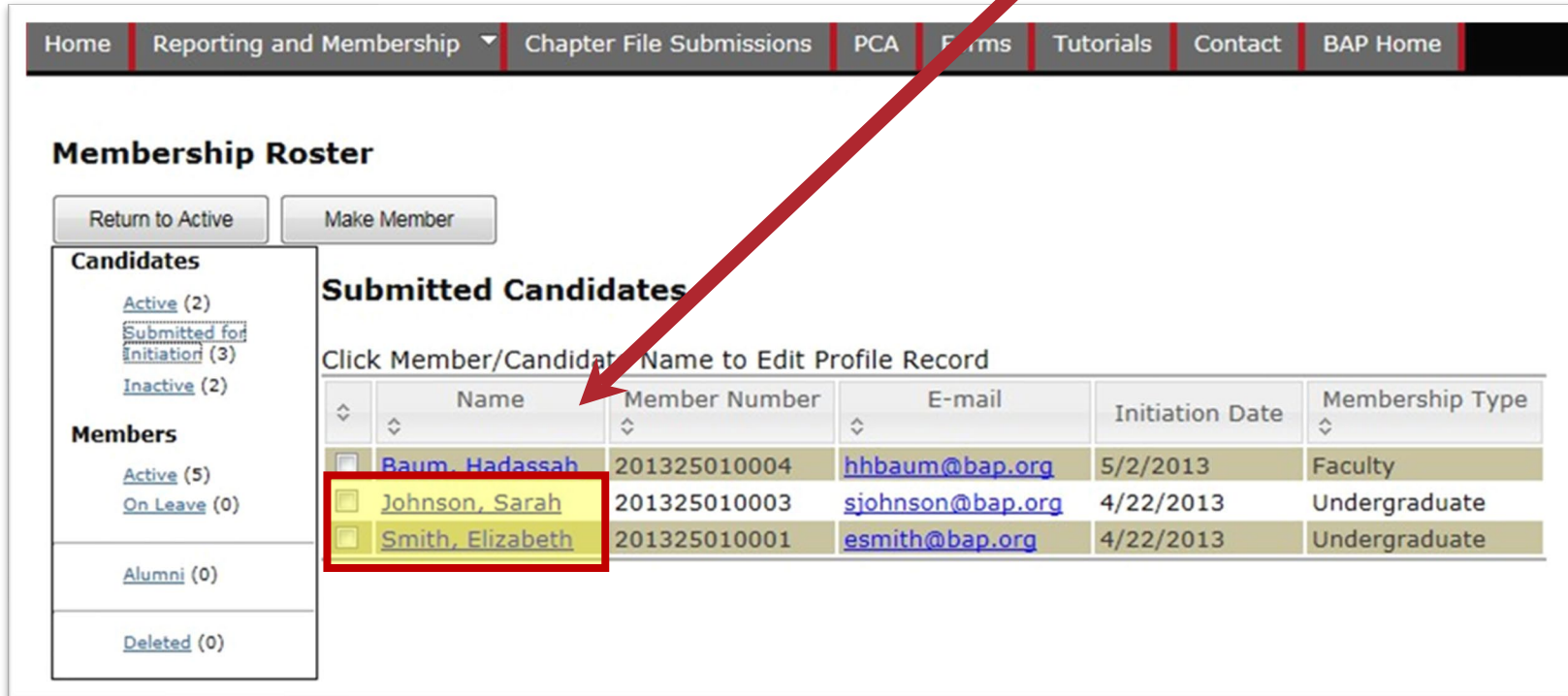
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The system will prompt the user to confirm that the candidate met the requirements and that the date is the same date for multiple candidates. Confirm both.



Submit a Candidate for Initiation

The records will appear in the “Submit for Initiation” folder.



Membership Roster

[Return to Active](#) [Make Member](#)

Candidates

- [Active](#) (2)
- [Submitted for Initiation](#) (3)
- [Inactive](#) (2)

Members

- [Active](#) (5)
- [On Leave](#) (0)
- [Alumni](#) (0)
- [Deleted](#) (0)

Submitted Candidates

Click Member/Candidate Name to Edit Profile Record

	Name	Member Number	E-mail	Initiation Date	Membership Type
<input type="checkbox"/>	Baum, Hadassah	201325010004	hhbaum@bap.org	5/2/2013	Faculty
<input type="checkbox"/>	Johnson, Sarah	201325010003	sjohnson@bap.org	4/22/2013	Undergraduate
<input type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/22/2013	Undergraduate

Once the fees for candidates have been paid, the Executive Office will send a pdf file of membership certificates to the advisor and move the records to the “Active Members” folder.



Online Activity Reporting System

Home

Reporting and Membership

Chapter File Submissions

Award Letters

PCA

Reporting Intranet Resources

Contact

BAP Home

Annou

Make

Facult

Welco

Deadli

Date

10/15/

View/Update Chapter Profile

Membership Roster

Generate Chapter Email Lists

Generate Dues Invoice

YTD Statement

Request Replacement Certificate

Beginning of Year Report

Report Activity

Mid Year Report

End of Year Report

Scorecard

tutorials and online guide.

ate their officer accounts.

u have any questions about the Reporting Intranet you can contact us at:

2025

ear Report

Make sure to complete the following tasks:

Update Chapter Profile Screen

Enter Plan of Activities

Upload Chapter Bylaws (if needed)

Pay \$325 Chapter Maintenance Fee online



Online Activity Reporting

Entering an Activity

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

Report Chapter Activities

Professional

Service

Reaching Out

Induction

Hours Summary

Scorecard

Student Participation Verification Report

Add

Add Non BAP Activity

Filter by Year: 2024 - 2025

Showing 1 to 1 of 1 entries

	Status	Name	Date	Year	At Least 50 Minutes Long?	In Name of BAP?	% Participation	Points
Edit/Delete	N/A	Nonprofit Accounting	12/3/2024	2024 - 2025	Yes	Yes	33%	1

Search:



Online Activity Reporting

Entering an Activity

Add New Professional Activity

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

Professional Activity Type:

Name of firm/company/org:

Essential Skill?

Activity Name:

Impact Activity?:

Enter the date of the activity.

Confirm the length was at least 50 minutes long.

Confirm that your chapter sponsored the activity.

Choose the activity type from the drop- down list.

Select “Save”.



Online Activity Reporting

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.



Add New Professional Activity

Confirm that the Activity was Performed in the Name of Beta Alpha Psi: ☒ Yes

Professional Activity Type:

Name of firm/company/org:

Essential Skill?

Activity Name:

Impact Activity?:

What to do if there are missing or extra members in this list.

The Chapter Activity was saved at 1:31 PM. Click "Close" to exit this window, or edit member participation below.

Showing 1 to 9 of 9 entries

Member Number	Name	<input type="checkbox"/> Check if attended
201104440002	Affleck, Ben	<input type="checkbox"/>
201204440002	Best, Pete	<input checked="" type="checkbox"/>
201004440004	Fiorentino, Margaret	<input checked="" type="checkbox"/>
200904440003	Lennon, John	<input type="checkbox"/>
201204440004	Osborne, Ozzie	<input type="checkbox"/>
201104440001	Pattison, Robert	<input type="checkbox"/>
201204440008	Smith, Mary	<input checked="" type="checkbox"/>

Did You Know? Impact Categories

- *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

Complete Wufoo form for each activity to earn Impact Activity Point in addition to attendance point

▼ 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



Online Activity Reporting

Add New Service Activity

Save

Delete

Close

Date of Activity:

11/26/2024

Was the Activity at Least 50 Minutes Long?:

☒ Yes

☐ No

Confirm that the Activity was Performed in the Name of Beta Alpha Psi:

☒ Yes

Service Activity Type:

Food Insecurity Activities

Activity Name:

Campus Food Bank

Impact Activity?:

Yes

Impact Category:

Media Promotion (TV or P

What to do if there are missing or extra members in this list.

The...

pa...

Sh...

20

20

Submit Impact Activity Form

Please make sure to submit the form in the link mentioned to complete the edit impact activity process, if needed or not done already [Click Here for Impact Activity Form](#).

Ok

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

Impact Activities

Please complete the below information to show the impact of your activity in your community.

Please complete this form for each impact activity.

School Name *

Chapter Name *

Chapter Number *

444

Region *

United States

Year

2024-2025

Activity Name *

Campus Food Bank

Date of Activity *

11 / 26 / 2024

MM DD YYYY

Please indicate which Impact Activity your chapter completed. *

Media Promotion (TV or Print)

Select Impact Category

*Complete form with
metrics*



Online Activity Reporting

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 No file chosen

Submit

Add description of activity and support.

Include date, summary and audience.



Online Activity Reporting

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.

Report Chapter Activities

ProfessionalServiceReaching OutInductionHours SummaryScorecardStudent Participation Verification Report

AddAdd Non BAP Activity

Filter by Year: 2024 - 2025

Showing 1 to 1 of 1 entries

	Status	Name	Date	Year	At Least 50 Minutes Long?	In Name of BAP?	% Participation	Points
Edit/Delete	Reject	Campus Food Bank	11/26/2024	2024 - 2025	Yes	Yes	33%	2

Search:



Online Activity Reporting

Add New Professional Activity

Save Cancel

Date of Activity:

Was the Activity at Least 50 Minutes Long?:

Confirm that the Activity was Performed in the Name of Beta Alpha Psi:

Professional Activity Type:

Name of firm/company/org:

Essential Skill?

Activity Name: ES-Business Writing Skills ▾

Impact Activity?: No ▾

- ES-Business Writing Skills
- ES-Negotiation Skills
- ES-Emotional Intelligence
- ES-Facilitation Skills
- ES-Managing Distractions
- ES-Conflict Management
- ES-Change Management
- ES-Interpersonal Skills at the Workplace
- ES-Diversity and Inclusion
- ES-Ethical Decision Making Skills
- ES-Accepting Feedback

*Essential Skill –
required for award
seeking chapters*

*Choose 1 from 11
listed for a
Professional session*



Online Activity Reporting

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

Chapter Scorecard

Chapter #444, Fab Four, Fab Four University

Planned Achievement Level: Award-Seeking

PCA Achievements		PCA Requirements	
Mission Based (Bronze) Requirements	YTD Credited	Mission Based (Bronze) Points Required	
Beginning of Year Report	<u>1</u>	1	
Induction	<u>0</u>	1	
Mid Year Report	<u>0</u>	0	
End of Year Report	<u>0</u>	1	
Reaching Out Activities (ROAs)	<u>0</u>	3	
Professional Activities	<u>0</u>	6	
Service Activities	<u>0</u>	2	
Total Points	1	14	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Silver	Required for Gold
Additional ROAs	<u>0</u>	5	8
Additional Professional Activities	<u>0</u>	4	6
Additional Service Activities	<u>0</u>	2	4
Mandatory Essential Skills Activity	<u>0</u>	1	1
Overall Chapter Status	Under Review <input type="button" value="v"/>	Yes	Yes



Non-BAP Activities

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.

Add Non BAP Activity

Save

Cancel

Activity Type: ☒ ☐

Date of Activity: 12/02/2024

Was the Activity at Least 50 Minutes Long?: ☒ Yes ☐ No

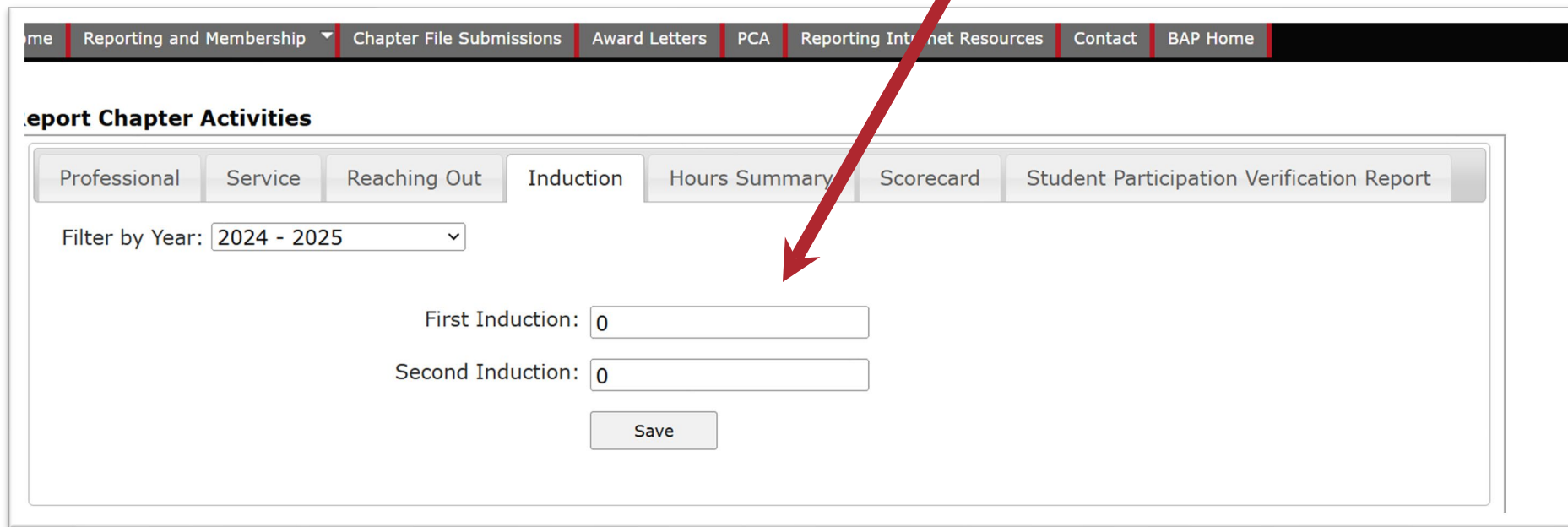
Activity Name: Non BAP Activity-SA Fall-1

Only three entries for fall and three entries for spring are allowed.



Online Activity Reporting Induction

*Enter the total number of initiates
for first and second inductions.
Make sure to “Save”.*



The screenshot shows the 'Report Chapter Activities' page. The navigation bar includes: Home, Reporting and Membership (selected), Chapter File Submissions, Award Letters, PCA, Reporting Internet Resources, Contact, and BAP Home. The 'Report Chapter Activities' section has tabs for: Professional, Service, Reaching Out, Induction (selected), Hours Summary, Scorecard, and Student Participation Verification Report. Below the tabs, there is a 'Filter by Year:' dropdown menu set to '2024 - 2025'. The 'Induction' section contains two input fields: 'First Induction:' with the value '0' and 'Second Induction:' with the value '0'. A 'Save' button is located below these fields. A red arrow points from the instructional text to the 'First Induction' input field.



Student Participation Verification Report

[Home](#) | [Reporting and Membership](#) | [Chapter File Submissions](#) | [Award Letters](#) | [PCA](#) | [Reporting Intranet Resources](#) | [Contact](#) | [BAP Home](#)

Report Chapter Activities

Professional

Service

Reaching Out

Induction

Hours Summary

Scorecard

Student Participation Verification Report

Filter by Activity type:

All

Filter by Year:

2024 - 2025

Refresh

Excel Export

Member Number	Member Name	test
<div>(All)</div>	<div>(All)</div>	<div>(All)</div>
▶ 200904440003	Lennon, John	Yes
201204440005	Vaughn, Vince	No
201204440007	test, test	Yes
201204440004	Osborne, Ozzie	No
201204440002	Best, Pete	Yes
201104440002	Affleck, Ben	Yes
201104440001	Pattison, Robert	Yes
201204440008	Smith, Mary	Yes
201004440004	Florentino, Margaret	No

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.

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Chapter 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

PCA Achievements		PCA Requirements	
Mission Based (Bronze) Requirements	YTD Credited	Mission Based (Bronze) Points Required	
Beginning of Year Report	<u>1</u>	1	
Induction	<u>0</u>	1	
Mid Year Report	<u>0</u>	0	
End of Year Report	<u>0</u>	1	
Reaching Out Activities (ROAs)	<u>0</u>	3	
Professional Activities	<u>0</u>	6	
Service Activities	<u>0</u>	2	
Total Points	1	14	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Silver	Required for Gold
Additional ROAs	<u>0</u>	5	8
Additional Professional Activities	<u>0</u>	4	6
Additional Service Activities	<u>0</u>	2	4
Mandatory Essential Skills Activity	<u>0</u>	1	1
Overall Chapter Status	Under Review ▼	Yes	Yes



Pop Quiz

*Can you name
some fun
Reaching Out
Activities?*




Online Activity Reporting Reaching Out Activities (ROAs)



Report Chapter Activities

Professional	Service	Reaching Out	Induction	Hours Summary	Scorecard	Student P
						Filter by Year:
Showing 1 to 26 of 26 entries						
Reaching Out Activities						
						Sponsor
						Status
						Upload Required?
2025 Annual Meeting Attendance						Executive Office
2025 Annual Meeting Presentation - Best Practices or Chapter Operations						Executive Office
AAA/CTLA Annual Meeting						Executive Office
2025 Participation In Project Run With It						Executive Office
Hosting or co-hosting Mid-Year Meeting – verified by Chapter Advocate						Executive Office
2026 Nomination for Outstanding Dean - Submit online on the Competitions Page.						Executive Office
2026 Mid-Year Meeting Attendance						Executive Office
2026 Mid-Year Meeting Presentation - Best Practices or Chapter Operations						Executive Office

Online Activity Reporting Reaching Out Activities (ROAs)






100 Books Donation	Executive Office	<input checked="" type="checkbox"/>	Yes 
1st Round Winner EY Leadership Award	Executive Office	<input type="checkbox"/>	No
Societal Impact Goal	Executive Office	<input checked="" type="checkbox"/>	Yes 
Virtual Chapter Reporting 101 Attendance - Fall 2025	Executive Office	<input type="checkbox"/>	No
Attendance at Live Virtual Induction-fall or spring	Executive Office	<input type="checkbox"/>	No
IS & Finance Interaction	Executive Office	<input type="checkbox"/>	No
Natural Disaster Relief	Executive Office	<input checked="" type="checkbox"/>	Yes 
Alumni Advocate Podcasts-2	Executive Office	<input type="checkbox"/>	Yes 
Community College/High School Outreach	Executive Office	<input checked="" type="checkbox"/>	Yes 
Quiz on 2025-2026 PCA	Executive Office	<input type="checkbox"/>	No



Online Activity Reporting

Reaching Out Activities (ROAs)

Quiz on 2025-2026 PCA

	Executive Office	<input type="checkbox"/>	No
Alumni Activity (25% + significant alumni participation)	Chapter	<input type="checkbox"/>	No
Undeclared Recruitment Event #1	Chapter	<input type="checkbox"/>	Yes 
Undeclared Recruitment Event #2	Chapter	<input type="checkbox"/>	Yes 
Multi-Chapter Event (25% membership participation)	Chapter	<input type="checkbox"/>	No
Promoting Careers in Accounting/Finance/Data Analytics #1	Chapter	<input type="checkbox"/>	Yes 
Promoting Careers in Accounting/Finance/Data Analytics #2	Chapter	<input type="checkbox"/>	Yes 
Second Induction	Chapter	<input type="checkbox"/>	No
Wellness Session	Chapter	<input type="checkbox"/>	Yes 

Some ROAs require an upload (description of event)



Executive Office Sponsored Reaching Out Activities

- *Virtual Induction*
- *Mid-Year Meeting*
- *Annual Meeting*

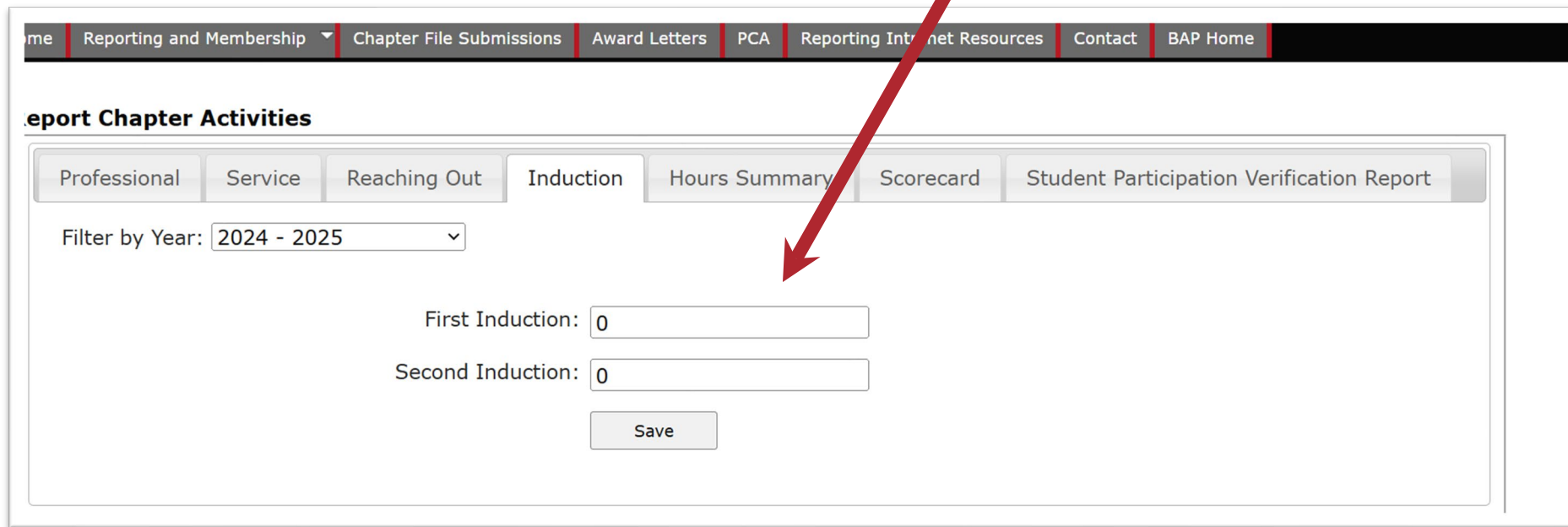


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Online Activity Reporting Induction

*Enter the total number of initiates
for first and second inductions.
Make sure to “Save”.*



The screenshot shows the 'Report Chapter Activities' interface. At the top is a navigation bar with links: Home, Reporting and Membership (selected), Chapter File Submissions, Award Letters, PCA, Reporting Internet Resources, Contact, and BAP Home. Below the navigation bar is the 'Report Chapter Activities' section. It features a row of tabs: Professional, Service, Reaching Out, Induction (selected), Hours Summary, Scorecard, and Student Participation Verification Report. Under the 'Induction' tab, there is a 'Filter by Year:' dropdown menu set to '2024 - 2025'. Below the filter are two input fields: 'First Induction:' with a value of '0' and 'Second Induction:' with a value of '0'. A 'Save' button is located below these fields. A red arrow points from the instructional text above to the 'First Induction' input field.



Chapter 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

PCA Achievements		PCA Requirements	
Mission Based (Bronze) Requirements	YTD Credited	Mission Based (Bronze) Points Required	
Beginning of Year Report	1	1	
Induction	0	1	
Mid Year Report	0	0	
End of Year Report	0	1	
Reaching Out Activities (ROAs)	0	3	
Professional Activities	0	6	
Service Activities	0	2	
Total Points	1	14	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Silver	Required for Gold
Additional ROAs	0	5	8
Additional Professional Activities	0	4	6
Additional Service Activities	0	2	4
Mandatory Essential Skills Activity	0	1	1
Overall Chapter Status	Under Review	Yes	Yes



Our mailing address has changed!

Our new address is:

Beta Alpha Psi

11161 E. State Rd 70

Suite 110-608

Lakewood Ranch, FL 34202



Membership Dues Payment by Credit Card

Membership Dues Invoice for Fiscal Year
2021 - 2022

Chapter Number 444, Fab Four University, Fab Four

Chapter Balance Prior to Fiscal Year 2021 - 2022: \$275.00

<input checked="" type="checkbox"/>	Member #	Member Name	Charge Year	Charge Date	Total Charge	Amount Owed
<input checked="" type="checkbox"/>	202204440007	Bynum, Sam	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440008	Carruthers, Harrison	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440005	Douglas, Beth	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440003	Drummond, Will	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440010	Higgins, Mark	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440006	Patterson, Andrew	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440009	Powell, Amy	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440011	Roberts, John	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440002	Sanz, Paul	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440004	Sullivan, Amy	2022	02/10/2022	75.00	75.00

Total Amount Owed: \$1025.00
Unpaid Members in Current Fiscal Year: 10

Check off the names of the records to be paid by credit card.



Payment Options for Membership Dues

Payment Options

Card

Check

All fields are required.

Credit/Debit Card

First Name

Middle Name

Last Name

Card Type

Master Card

Card Number

CVV

Expiration Date

01

2026

Make Check Payable to:
Beta Alpha Psi

Send Payment to:
Beta Alpha Psi
11161 E. State Rd 70
Ste 110-608
Lakewood Ranch, FL 34202



Membership Dues Payment by Credit Card

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

First Name
Middle Name
Last Name
Card Type
Card Number
CVV
Billing Address
Address
City
Country

Payment confirmation

Showing 1 to 10 of 10 entries

Member #	Member Name	Amount Owed
202204440007	Bynum, Sam	75.00
202204440008	Carruthers, Harrison	75.00
202204440005	Douglas, Beth	75.00
202204440003	Drummond, Will	75.00
202204440010	Higgins, Mark	75.00
202204440006	Patterson, Andrew	75.00
202204440009	Powell, Amy	75.00
202204440011	Roberts, John	75.00
202204440002	Sanz, Paul	75.00
202204440004	Sullivan, Amy	75.00

Search:

Total: \$750.00

Card Details

Card Type
Card Number
Expiration Date

Billing Address

Name
Address



Payment by Credit Card for Membership Dues

Enter valid credit card information.

Select "Submit".

Payment Options

☐ Card ☐ Check

All fields are required.

Credit/Debit Card

Card Type

Card Number

CVV Expiration Date

Billing Address

First Name Last Name

Address

City State

Country ZIP



Payment by Credit Card for Membership Dues

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

Payment Options

Card

Check

All fields are required.

Credit/Debit Card

Card Type

Master Card

Card Number

55555555555544

CVV

234

Expiration

Billing Address

First Name

Margaret

Address

220 Leigh Farm R

City

Durham

Country

United States

ZIP

27707

Cancel

Submit

Payment confirmation

Showing 1 to 3 of 3 entries

Member #	Member Name	Amount Owed
201325010004	Baum, Hadassah	75.00
201325010006	Boop, Betty	75.00
201325010002	Doeson, John	75.00

Search:

Total: \$225.00

Card Details

Card Type

Master Card

Card Number

xxxx xxxx xxx 4444

Expiration Date

01/2023

Billing Address

Name

Margaret Fiorentino

Address

220 Leigh Farm Road, Durham, NC, US, 27707

Cancel

Confirm



Payment by Credit Card for Membership Dues

[Print](#)

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

<input type="checkbox"/>	Member #	Member Name	Charge Year	Charge Date	Total Charge	Amount Owed
<input type="checkbox"/>	201325010011	Jackman , Hugh	2020	6/10/2020	75.00	75.00
<input type="checkbox"/>	201325010012	Jackson, Janet	2020	6/10/2020	75.00	75.00
<input type="checkbox"/>	201325010009	Johns, Steven	2020	5/20/2020	75.00	75.00
<input type="checkbox"/>	201325010001	Smith, Elizabeth	2020	5/20/2020	75.00	75.00
<input type="checkbox"/>	201325010008	Stevens, John	2020	5/20/2020	75.00	75.00
<input type="checkbox"/>	201325010010	Test, BAP	2020	6/10/2020	75.00	75.00
<input type="checkbox"/>	201325010007	Wagon, Chuck	2020	5/20/2020	75.00	75.00

Total Amount Owed: \$525.00

Unpaid Members in Current Fiscal Year: 7

Payment by Credit Card for Membership Dues

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

Member ID	Member Name	Year	Amount Due	Item Total
322529	Baum, Hadassah	2020	75.00	\$75.00
322531	Boop, Betty	2020	75.00	\$75.00
322527	Doeson, John	2020	75.00	\$75.00
			Subtotal	\$225.00

Billing Information

Full Name	:	Margaret Fiorentino
Address	:	220 Leigh Farm Road
City	:	Durham
State	:	NC
Zip/Postal Code	:	27707
Country	:	US



New! Candidates can pay their dues and update their profile information

Click **Send Profile Update Link** or click **Send Payment Email**.

Please ask students to check their spam folders.

Membership Roster

Add New

Submit for Initiation

Make Inactive

Delete

Candidates

[Active](#) (14)

[Submitted for Initiation](#) (2)

[Inactive](#) (0)

Members

[Active](#) (58)

[On Leave](#) (13)

[Alumni](#) (0)

[Deleted](#) (1)

Active Candidates

Click Member/Candidate Name to Edit Profile Record

	Name	Member Number	E-mail	Candidate Date	Membership Type	Effective Date	Send Profile Update Link	Send Payment Email
<input type="checkbox"/>	Active, Mail	202800110007	mailactive@gmail.com	6/27/2025	Graduate	6/27/2025	Send	Send
<input type="checkbox"/>	Becker, Raymond	202800110013	RaymondJBecker@teleworm.us	6/2/2025	Undergraduate	6/2/2025	Send	
<input type="checkbox"/>	Brennan, Lisa	202800110016	LisaJBrennan@jourrapide.com	9/7/2025	Undergraduate	9/7/2025	Send	
<input type="checkbox"/>	Campbell, Irvin	202800110010	bap@bapeo.org	6/1/2025	Undergraduate	6/1/2025	Send	Send
<input type="checkbox"/>	Demo, Profile	202800110012	profiledemo@gmail.com	7/1/2025	Undergraduate	7/1/2025	Send	Send
<input type="checkbox"/>	Jaynes, John L.	202500110001	John_Jaynes@jourrapide.com	5/28/2025	Undergraduate	6/27/2025	Send	



Candidates may update their own profiles

Edit Member/Candidate Details

University of California Berkeley, Chapter 11, Lambda

* indicates a required field, all dates should be in the format MM/DD/YYYY

Save

Cancel

Member Number: 202800110021

Candidate Start Date*: 9/2/2025

Initiation Date:

Current Folder: Active Candidates

Type of Membership*: Undergraduate

Majors*: Accounting, Finance

Minors: Analytics

Targeted Graduation Date*: 5/15/2027

City*: Raleigh

State / Province / Region*: NC

Country*: United States

Did you attend Community College*: Yes

First Name*: Ricky

Middle Initial:

Last Name*: Ensign

Suffix:

E-mail Address*: RickyBEnsign@rhyta.com

Personal E-mail: RickyBEnsign@rhyta.com

LinkedIn URL: https://www.linkedin.com/in/yourprofile

Mobile Phone:

Gender: Male

Ethnicity: White

Comments:



Email the candidate receives to pay

Subject line: Please complete the Beta Alpha Psi Candidate Payment Process

Dear Ricky Ensign:

Please click the following link to make your payment:
[Candidate Dues Payment](#) in U.S. funds.

Beta Alpha Psi



Candidates will receive a payment link via email. Clicking on the payment link will navigate them to the payment page.

Payment

Membership Dues \$85.00

All fields are required.

Credit/Debit Card

First Name

Ricky

Middle Name

Last Name

Ensign

Card Type

Master Card

Card Number

5474 6024 7769 6784

CVV

097

Expiration Date

10

2030

Billing Address



Enter necessary details and click “Submit”. Payment confirmation will be as shown below

Payment confirmation

Membership Due fee total: \$85.00

Card Details

Name	Ricky Ensign
Card Type	Master Card
Card Number	xxxx xxxx xxxx 6784
Expiration Date	10/2030

Billing Address

Address	1137 Jennifer Lane, Raleigh, Alabama, US, 27604
---------	--

Cancel

Confirm



Click “Confirm”

Payment confirmation

Payment Successful!

Thank you Ricky Ensign for your payment of **\$85.00**.

Your transaction ID is **5SP84267BM505632C**.

Membership Due fee total: \$85.00

Billing Address

Address

1137 Jennifer Lane,
Raleigh,
Alabama, US,
27604

Close

Print



Candidate email:

Dear Ricky Ensign,

Thank you for your payment of **\$85.00**

Your transaction ID is **5SP84267BM505632C**.

Chapter Number 11, University of California Berkeley, Lambda

Member ID	Member Name	Year	Amount Due	Item Total
202800110021	Ricky Ensign	2028	85.00	85.00
Subtotal				\$85.00

Billing Information

Full Name	:	Ricky Ensign
Address	:	1137 Jennifer Lane
City	:	Raleigh
State	:	Alabama



Email the candidate receives to update his/her profile

Subject line:

Please update your candidate profile here

Dear Ricky Ensign:

Please update your candidate profile here. [Click here to activate your account](#)

Beta Alpha Psi



Did You Know?

Faculty advisors will receive a PDF version of membership certificates.

Digital Badges Inducted members will receive an email from admin@credly.com with instructions on claiming their digital badge. Once claimed, it can be added to their [LinkedIn](#) profile. [Click [here](#) for instructions on claiming your digital badge or scan the QR code]



Quiz on Program for Chapter Activities (PCA)

Score 80% or better for the ROA



Alumni & Member Network

BAP members may join



Program for Chapter Activities (PCA)



Mid-Year Report in 90 Seconds



Questions?

Contact the Executive Office

- Email bap@bapeo.org
- Phone 919.402.4044



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