Beta Alpha Psi Chapter Reporting Checklist

Login & Account Setup

- Access Reporting Intranet via BAP.org (top right corner)
- Faculty advisor creates chapter officer logins
- Confirm activation email is received and processed
- Use valid email and unique password (no sharing)

Chapter Profile Updates

- Update advisor, officer, and school information
- Verify mailing address for award letters
- Declare award-seeking status or mission-based status

Candidate Management

- Collect $85 candidate fee
- Add candidates to membership roster using their correct start date
- Confirm initiation requirements and dates
- Submit candidates for initiation
- Pay dues and receive pdf of membership certificates

Activity Reporting

- Enter Professional, Service, and Reaching Out activities
- Ensure activities are at least 50 minutes long
- Track attendance and save participation
- Select Impact Categories and complete metrics
- Report Essential Skills for award-seeking chapters
- Include up to 3 Non-BAP activities per member
- Must hold 1 induction per academic year

Scorecard & Verification

- Use Student Participation Verification Report to download attendance data into Excel
- Check final Chapter Scorecard regularly

Required Reports & Deadlines

- **Beginning of Year Report: Oct 15 (US) / June 15 (Oceania)** Watch 2:33 tutorial
- Upload chapter bylaws, Enter Plan of Activities (6 professional activities, 2 service activities, 3 Reaching out activities), Confirm compliance with Student Affairs department policies and procedures
- **Mid-Year Report for award seeking, probation and petitioning chapters: Dec 15 (US), Aug 15 (Oceania)** Declare award status, enter fall candidates and activities Watch 90 second tutorial
- **End of Year report: June 1 (US)/Dec 15 (Oceania)** Update Chapter Profile page, Attach financial statements, Confirm that reporting is complete, File 990n and enter submission id number in end of year report or complete Over $50K spreadsheet. Sign off on report.

Payments

- Pay Chapter Maintenance Fee: $325 by Beginning of Year report deadline
- Generate Membership Dues Invoice, payable within 60 days of entering records
- Pay dues via credit card or candidate self-payment
- Send profile update and payment links to candidates

Digital Badges & Resources

- Faculty advisors receive PDF certificates
- Inducted members receive digital badge via Credly upon request
- Members, add badge to LinkedIn profile and join the Alumni & Member Network
- Complete PCA Quiz (score 80%+ for ROA credit) and record the Reaching Out activity
- Contact Executive Office: bap@bapeo.org / 919.402.4044
- Program for Chapter Activities outlines chapter requirements and eligible activities

***Award seeking chapters must include at least 1 mandatory "Essential Skills* session (Refer to Essential Skills topics under Professional Activities).**

All chapters seeking Gold and Platinum status must attend either the Annual Meeting or a Mid-Year Meeting. To win Platinum, you must submit for the competition.

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Chapter Achievement Level	Beginning of Year Report (BOY)	Mid-Year Report	Initiation	End-of-Year Report (EOY)	Reaching Out Activities (ROA)	Professional Activities	Service Activities
Bronze (Mission-based)	Yes	No	Yes	Yes	3	6	2
Silver	Yes	Yes	Yes	Yes	8	*10	4
Gold	Yes	Yes	Yes	Yes	11	*12	6