



## **Beta Alpha Psi Chapter 101 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, 1 service activity, 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](#)
  - 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](mailto: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.**

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