

BETA ALPHA PSI

Candidate Entry & Dues Procedures

Officer Training Reference

Purpose

These procedures are intended to help chapter officers maintain accurate candidate records and manage candidate dues consistently when adding students to the Beta Alpha Psi system.

Before Entering Candidates

Before any candidate is entered into the system, the chapter reporter must review the candidate list with the faculty advisor. This review should confirm that the students listed are the candidates the chapter intends to enter.

Collect Dues Before Entry

Candidates should only be entered after the \$85 dues have been collected. Collecting payment first helps the chapter avoid creating receivables for students whose dues have not yet been received.

Financial Responsibility Created by Entry

Each candidate entered into the Reporting Intranet creates an \$85 receivable for the chapter. Once a candidate is entered, the chapter is responsible for the \$85 dues, regardless of whether the student ultimately becomes eligible for membership.

Key Reminders

Do not enter a candidate until the list has been reviewed with the faculty advisor and the \$85 dues have been collected. Entry into the system creates the chapter's financial obligation. Dues are payable to the Executive Office within 60 days of entry into the Reporting Intranet.

Candidate Entry Checklist

- ✓ Candidate appears on the chapter's reviewed candidate list.
- ✓ Chapter reporter has reviewed the candidate list with the faculty advisor.
- ✓ The candidate's \$85 dues have been collected.
- ✓ The officer understands that each candidate entered creates an \$85 receivable for the chapter.
- ✓ The officer understands that the \$85 dues remain payable once the candidate is entered, even if the student does not ultimately become eligible for membership.
- ✓ Dues are payable to the Executive Office within 60 days of entry into the Reporting Intranet.