

Beta Alpha Psi
Delta Gamma Chapter



Candidate Manual

Spring 2015

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General Information

The Delta Gamma chapter of Beta Alpha Psi at USF has ranked as a Superior Chapter since 1976 and is a recipient of the Gold Chapter award (the highest ranking available) for all years it has been offered. We hold the longest streak for Superior Chapter ranking (38 years), and are one of two chapters worldwide that have maintained the Gold Chapter Status since the awards inception. We truly are an elite chapter in this organization! These rankings are due to our quality members and their outstanding involvement.

Becoming a member of Beta Alpha Psi is a three-stage process:

- One Semester as a candidate. After one semester of candidacy, you will be initiated into probationary membership as a “Newly Initiated Member.”
- As a Newly Initiated Member, it is necessary to meet the requirements for Member in Good Standing (MGS).
 - Member in Good Standing: Meet all BAP requirements as detailed in the Candidate and Member manuals. Additionally, Newly Initiated Members will be subject to a GPA check at the beginning of the semester to ensure that a 3.0 Accounting GPA has been maintained.

If you fail to meet these requirements, you will no longer be recognized as a member either locally or internationally. Your letter of resignation, along with your membership certificate, will be returned to the international headquarters.

- As a Member of Good Standing you will be expected to maintain that status until you graduate.

Once you are a full member, there is only one classification of membership as long as you are in school -- “active,” Only those who have left the University for Full-time Internships may be considered inactive.

Dues & Transcripts

Dues for the Spring 2015 Semester are still being determined, but have been around \$150/\$175 in the past. The candidate dues include a t-shirt, professional name tag, Leadership Conference participation, Scholarship Banquet ticket, national membership registration, and local chapter dues.

All dues must be turned into the Treasurer, Cindy Chen. All dues must be received by 1/16/2015. All dues are non-refundable per International Office policy.

GPA's will be checked at the beginning of the Candidate semester and again at the beginning of the New Member Initiate semester. If the overall or accounting GPA should fall below the 3.0 requirement at the beginning of the second semester, the candidate will be placed on probation. Candidates on probation will be subject to a GPA check at the beginning of their third semester at which point if his/her GPA is still below the 3.0 requirement, the candidate will not be allowed to continue membership until the GPA requirement is satisfied.

Candidate transcripts are due 1/16/2015 to the Vice-President, Nichole Clark. Official or unofficial (Degree Works or facts.org) transcripts may be submitted via e-mail to vp@usfbap.org.

Chapter Communication

Email and other sources of online communication are very important at the Delta Gamma chapter. Our website, www.usfbap.org, is updated regularly for all of our events. Each candidate is expected to visit the website and check their email on a regular basis for updates and other information. You will be added to the Beta Alpha Psi email list, as well as a candidate email list for information that only pertains to candidates. All of the sign-up sheets for socials, community service events, fundraising events, and other activities can be accessed online.

We communicate internally through our website. You can access your attendance records, online sign ups, committee manuals, contact information, and reimbursement forms through the website.

Attendance Requirement

Candidates are required to have 75% attendance for all Beta Alpha Psi meetings and socials. In addition to 75% attendance, there are also mandatory events that must be attended by candidates. The Recording Secretary (Israel Ibiapina) is in charge of attendance at meetings and socials. Be sure that you sign in at all meetings and socials otherwise you will not be counted as present for those events.

If you arrive at meetings 15 minutes late or have to leave 15 minutes early, you will not receive credit for attending that meeting. If you sign-up for a social and do not attend then you will be docked one attendance point. If you contact the Recording Secretary at least 72 hours in advance to let him/her know that you cannot attend the social, there will be no attendance deduction.

Candidates aspiring to achieve "Superior Candidate Status" must have a 95% attendance rate and meet all other requirements.

Mandatory Events

1/24/2015	Leadership Conference
1/22/2015	Interview Process Meeting
1/22/2015	Resume Builder Workshop
1/30/2015	Career Fair (Accounting)
1/28/2015	Career Fair (General – MSC)
1/29/2015	Career Fair (Science, Engineering and Technology)
2/2/2015	Mock Interviews
3/24/2015	Linked In Workshop
4/8/2015	GT Speech Contest – Mandatory Meeting
4/22/2015	Officer Elections – Mandatory Meeting
4/24/2015	Scholarship Banquet

* Attendance at only one of the Interview Process Meetings and Resume workshops is mandatory

**Two Career Fair Shifts can be worked over any of the three dates listed

Recording Secretary: Israel Ibiapina, secretary@usfbap.org

Make-Up Policy

Anyone in danger of not meeting their attendance requirement may make up attendance points from missed events with extra attendance opportunities that are offered throughout the semester. A 4-hour BAP sponsored community service event in addition to the mandatory community service requirement may also serve as a “bonus” event to make up for attendance. All make-up events must first be approved by Vice President, Nichole Clark.

Career Fair Participation

Each candidate is required to work two (2) shifts at the USF Career Fair.

The Career Fair Chair will coordinate sign-ups for this event.

Make-Up Policy

Failure to show up to an assigned career fair shift will result in a \$20 fine and four additional BAP community service hours. If proper notice (72 hours) is given to the career fair chair, then a shift can be made up with 4 hours of BAP sponsored community service, or an additional fundraising event. The executive committee may determine other make-up events. All make-up events must first be approved by Vice President, Nichole Clark.

Tutoring Hours

Each candidate is required to hold one tutoring hour per week, starting 1/19/2015, at the circle table near the School of Accountancy office on the third floor of the original business building. The tutoring rules and policies are below.

1. The Tutor must sign the lab manual in and out on the roster in the accounting office.
2. No one may sign in for the Tutor.
3. The Tutor must take possession of the lab manual at the time he/she signs in on the roster.
4. The Tutor must return the lab manual at the time he/she signs out.
5. The Tutor cannot physically transfer the lab manual to the next Tutor. It must go through the accounting office.
6. The Tutor must maintain possession of the lab manual during his/her hour in the lab.
7. The Tutor cannot physically give the lab manual to students or let them copy from it.
8. If the lab manual is lost as a result of not following the above rules, the remainder of the semester will be completed without the aid of a new lab manual.
9. The Tutor is NOT to help students with the Principles of Financial Accounting Practice Set.

If a student complains about the policies, the tutor should refer the student to Professor Cainas.

Make-Up Policy

A candidate needs to give 72 hours' notice to the Vice-President if they know they cannot make their tutoring hour. Failure to give proper notice will result in 2 make-up hours for every session missed. Even with notice, the candidate must make sure to serve their missed tutoring hour. The tutoring logs are audited on a weekly basis. All make-up events must first be approved by Vice President, Nichole Clark.

Mock Interviews

Mock interviews are held each semester for candidates. This gives candidates an opportunity to experience what upcoming interviews will be like, and get constructive feedback from actual accounting

professionals. When the interview is over the candidate will receive feedback on their resume, appearance, and conversation. Interview times are coordinated by:

MockInterviewsChair@usfbap.org

Mock interviews will be held **Monday, February 2nd**. Candidates are required to participate in mock interviews. Be sure to bring a recent resume and dress business professional for this event.

Interview Process Meetings

The interview process meetings are available to candidates to prepare them for the upcoming career fair and mock interviews. Each candidate is required to attend only one of the two meetings. The meetings are very informative and helpful. They should range from 30-45 minutes.

<u>Meeting Time</u>	<u>Location</u>
1/27/15	BSN 225 – 12:00pm –1:00pm
1/27/15	BSN 225 – 1:00pm – 2:00pm
1/27/15	BSN 225 – 2:00pm – 3:00pm
1/27/15	BSN 225 – 3:00pm – 4:00 pm
1/27/15	BSN 225 – 4:00pm – 5:00 pm

Fundraising Events

Candidates are required to participate in two (2) fundraising events this semester. One fundraising requirement will be fulfilled through your Career Fair shift and the second is still TBD.

Community Service

The community service requirement for candidates is 12 hours per semester. Eight of the community service hour requirement must be met with BAP sponsored activities. A community service event is considered a BAP sponsored activity if the sign-up is administered by the community service chair or executive committee. Another way to meet the community service requirement is doing outside events and filling out an Independent Activity Report along with written proof of service. Independent Activity Reports can be found online at www.usfbap.org or in the Beta Alpha Psi office. Donating blood is considered an independent activity and fulfills 2 hours of service. The community service chair is in charge of the sign-ups for service events, keeping track of attendance and submitting to the recording secretary. Sign-ups are available online.

Grant Thornton Speech Contest

Each candidate is required to present at the Grant Thornton Speech contest on April 8, to fulfill their speech requirement. Attendance at the speech contest is mandatory for everyone in Beta Alpha Psi.

Candidates' speech must be 2 minutes in length on any subject that is NOT accounting related. There must be some visual aspect of the presentation (for example PowerPoint) and apparent organization in the speech. If it is obvious that the speech has little or no preparation, credit will not be given. The attire to participate in the speech contest is business professional.

Contact: Vice President- Nichole Clark vp@usfbap.org (321) 271-7804

Scholarship Banquet Friday, April 24, 2015

Everyone in Beta Alpha Psi is required to attend the scholarship banquet at the end of each semester. Professionals and professors also attend the event. At the banquet, School of Accountancy scholarships and Beta Alpha Psi awards are distributed. The attire for the event is business professional and dinner is served.

Committee Requirement

Candidates are required to serve on two committees. Manuals for each of the committees can be found on Google Docs and should be read by each person on the committee. Contact information for the committee chairs and members can also be found on Google Docs. A brief description of each committee is attached to the end of the manual so you can choose what you would be most interested in.

Make-Up Policy

Anyone in danger of not meeting their committee requirement -may use the following activities to make up for their missed requirement:

1. Participate in another committee as determined by the Executive committee.
2. Participate in one extra fundraising requirement.
3. Participate in one extra BAP community service event (4 hr minimum)

These activities are to make up for not fulfilling your Committee requirements. You must do two of the activities outlined above to meet your requirement if you are required to serve on two committees. All make-up events must first be approved by Vice President, Nichole Clark.

Officer Contacts

<u>Officer</u>	<u>Name</u>	<u>E-mail</u>	<u>Phone Number</u>
President	Lauren Johnson	President@usfbap.org	(813) 503 - 1884
Vice President	Nichole Clark	VP@usfbap.org	(321) 271 - 7804
Treasurer	Cindy Chen	Treasurer@usfbap.org	(813) 600 - 8019
Secretary	Israel Ibiapina	Secretary@usfbap.org	(813) 787 - 6568
Reporter	Joe DiLascio	Reporter@usfbap.org	(631) 605 - 5750
IS Director	Brandi Wilder	ISDirector@usfbap.org	(813) 458 - 9106