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# BETA ALPHA PSI DELTA GAMMA CHAPTER

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CANDIDATE MANUAL  
SPRING 2024

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## General Information

The Delta Gamma chapter of Beta Alpha Psi at USF has been 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 (15 years). We hold the longest streak for Superior Chapter ranking (47 years), and we are the only chapter worldwide that has maintained the Gold Chapter Status since the award's inception. We truly are an elite chapter in this organization. These rankings are due to our hardworking members and their outstanding involvement.

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

1. One Semester as a candidate. All candidates must enter the organization with a minimum 3.0 Accounting GPA and a minimum 3.0 Overall GPA. After one semester of candidacy, you will be initiated into probationary membership as a "Newly Initiated Member."
2. As a Newly Initiated Member, it is necessary to meet the requirements for "Member" to be considered 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 following candidacy 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.

3. 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

Dues for the Spring 2024 Semester are **\$190** for candidates, plus an optional Headshot for **\$20\***. The candidate dues include a t-shirt, professional name tag, national membership registration, and local chapter dues.

All dues must be turned into the Treasurer, Yash Patel. All dues must be received by **01/19/2024** and are non-refundable per [International Office policy](#).

## Transcripts

GPA's will be checked at the beginning of the Candidate semester and again at the beginning of the New Initiate semester. If your 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. New Initiates 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 **01/19/2024** to the chapter advisors, Professor Jennifer Cainas and Professor Luke Richardson. Official or unofficial transcripts from DegreeWorks or facts.org may be submitted via e-mail to [transcripts@usfbap.org](mailto:transcripts@usfbap.org).

## Chapter Communication

Email and other sources of online communication are very important at the Delta Gamma chapter. Our website, [www.usfbap.org](http://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 attend **75%** of the meetings and socials throughout the semester for all Beta Alpha Psi meetings and socials. In addition to **75%** of the meetings/socials, there are also mandatory events that must be attended by candidates. The Recording Secretary, Nick Bennett, 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 given **two extra community service hours**. You cannot attend a social that you did not sign up for. Contact the Recording Secretary and the Social Chair at least **72 hours in advance** to let him know that you cannot attend the social will not result in an attendance deduction.

Candidates aspiring to achieve "Superior Candidate Status" must have a **95%** attendance rate and meet all other requirements. This accomplishment will be recognized at the Scholarship Banquet.

## Mandatory Events

The events listed below are mandatory, but do not count towards the attendance requirement. If you are unable to attend a mandatory event, please contact the Vice President, Aldo Jimenez Valdez, at [vp@usfbap.org](mailto:vp@usfbap.org).

Date	Time	Event
January 20th*	9:00 AM - 1:00 PM	Leadership Conference
January 20th*	2:00 PM - 3:00 PM	Career Fair Bootcamp
Week of February 5th*	Varies	Mock Interviews
January 25th*	5:00 PM - 8:00 PM	Meet the Firms
January 26th	10:00 AM - 2:00 PM	Career Fair
April 26th*	5:00 PM - 9:00 PM	Scholarship Banquet

*Recording Secretary:* Nick Bennett, [secretary@usfbap.org](mailto:secretary@usfbap.org)

## Make-Up Policy

Anyone in danger of not meeting his or her 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 makeup events must first be approved by the Vice President, Aldo Jimenez Valdez.

## Tutoring Hours

Each candidate is required to hold one tutoring hour per week, starting the week of **01/22/2024** at the tables near the Lynn Pippenger School of Accountancy office on the third floor of the original business building. The tutoring rules and policies are as follows:

NOTE: Tutors are expected to show up **5 minutes before** their scheduled shift.

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.

**\*Dates may change**

5. Tutoring materials may not be left unattended at the tutoring tables if the next Tutor has not shown up for their scheduled shift. The materials must be returned to the SOA 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. The Tutor is financially responsible for any tutoring materials lost during his or her shift – no exceptions.**

**9. The Tutor is NOT to help students with the Principles of Financial Accounting Practice Set (Cybertext).\*\***

## **Make-Up Policy**

A candidate needs to give **72 hours** notice to the Vice-President or Tutoring Chair if they know they cannot make their tutoring hour. Failure to give proper notice for an excusable reason will result in **2 make-up hours** for every session missed. This means that a notice given at least **72 hours** in advance will not result in a penalty makeup hour. 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 the Vice President.

In other words:

- Less than 72 hour notice - make up hour PLUS penalty hour (total of 2 hours) to be completed by the following week.
- At least 72 hour notice - make up hour (total of 1 hour) to be completed by the following week.

If a candidate is unable to attend his or her regularly scheduled hour, he or she should first attempt to *swap* tutoring hours with another candidate for that week only. Both the Vice President and the Tutoring Committee Chair (**Geoff Wilson** - [TutoringChair@usfbap.org](mailto:TutoringChair@usfbap.org)) need to approve of the swap beforehand. No penalty hours will be assessed for swapping a tutoring hour with another candidate.

## **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:

**Kai Basden**, [MockInterviewsChair@usfbap.org](mailto:MockInterviewsChair@usfbap.org)

Mock interviews will be held during the **week of February 5th**. Candidates are required to participate in mock interviews. Be sure to bring a recent resume and dress business professional for this event.

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

## Beta Buddy

Each candidate will be given a Beta Buddy, who is a current BAP member. The purpose of Beta Buddy is to give all candidates a peer mentor, who will help the candidates navigate through their first semester in BAP. Every week, there will be Beta Buddy challenges where each Beta Buddy pair is encouraged to complete to earn points. The top Beta Buddy pair at the end of each month will receive a reward. At the end of the semester, the top three Beta Buddy pairs will receive prizes.

## Community Service

The community service requirement for candidates is **12 total hours** per semester. **Eight hours** of the community service 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 ([cschair@usfbap.org](mailto:cschair@usfbap.org)) 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 [USF BAP Community Service Webpage](#). 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 attendance 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 17th, 2024 \* to fulfill his or her speech requirement. Attendance at the speech contest is mandatory for everyone in Beta Alpha Psi.

Candidates' speeches must be **2 minutes** in length on any subject that is **NOT** accounting related. There must be some visual component 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, Aldo Jimenez Valdez, [vp@usfbap.org](mailto:vp@usfbap.org)

## Scholarship Banquet: Friday, April 26th,, 2024\*

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

Location: **Tampa Palms Country Club\***

**\*May change**

## **Committee Requirement**

Candidates are required to serve on **two (2)** committees. The Vice President, Aldo Jimenez Valdez, will assign candidates to their committees based on the survey where candidates can list their committee preferences.

## **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.

These activities are to make up for not fulfilling your Committee requirement. All make-up events must first be approved by the Vice President, Aldo Jimenez Valdez.

## **Workshop**

Candidates are required to attend at least one workshop. Throughout the fall semester, we will host **2-3** workshops.

## **INSPIRE Mentor Program**

This is an opportunity that is optional for candidates and members to receive a mentor, who is an accounting professional in the Tampa Bay area. Mentors may assist their mentees with pursuing internships, creating career goals, revising resumes, touring the mentor's office, and developing professional skills. The INSPIRE Mentor chair, Marina Calandra, will be sending emails with more information pertaining to the INSPIRE Mentor Program.



## Committee Chair Contacts

Committee Name	Committee Chair Name	Email***
2021 Banquet	Yashima Peart	2021Banquetchair@usfbap.org
APD/ Community College Outreach	TBA	accountingdaychair@usfbap.org
Beta Buddies	Alondra Vargas-Garcia	BetaBuddyChair@usfbap.org
Career Fair Bootcamp	Jennifer Paez	CareerFairBootcampChair@usfbap.org
Community Service	Michael Murren	cschair@usfbap.org
INSPIRE Mentor	Marina Calandra	inspirementorchair@usfbap.org
Intermediate 1 Social	William Haayen	intermediatesocial@usfbap.org
Leadership	Owen Welch	LeadershipConferenceChair@usfbap.org
Meet the Firms	Adrian Perdomo	meetthefirms@usfbap.org
Mock Interviews	Kai Basden	MockInterviewsChair@usfbap.org
Pizzo	Shania DelPino	BAP.PizzoVolunteering@usfbap.org
Proctoring	David Lee	ProctoringChair@usfbap.org
Recruitment	Shania DelPino	RecruitmentChair@usfbap.org
Refreshments	Aaron Do	RefreshmentsChair@usfbap.org
Scholarship Banquet	TBA	ScholarshipBanquetChair@usfbap.org
Socials	Alanea Bader	Social@usfbap.org
Tutoring	Geoff Wilson	TutoringChair@usfbap.org
Workshops	Destin Lacquement	Workshopschair@usfbap.org

\*\*\*Emails are case sensitive

## Beta Alpha Psi Officer Contacts and Office Hours

Officer Position	Name	Email
President	Chloe Snow	president@usfbap.org
Vice President	Aldo Jimenez Valdez	vp@usfbap.org
Treasurer	Yash Patel	treasurer@usfbap.org
Secretary	Nick Bennett	secretary@usfbap.org
Reporter	Zach Stoner	reporter@usfbap.org
IS Director	Gage Riznyk	isdirector@usfbap.org

Name	Day of the Week	Time	Location
Zach Stoner	Monday	11:00 AM - 12:00 PM	BSN 1203
Nick Bennett	Monday	3:30 PM - 4:30 PM	BSN 1203
Gage Riznyk	Tuesday	1:00 PM - 2:00 PM	BSN 1203
Aldo Jimenez Valdez	Tuesday	3:30 PM - 4:30 PM	BSN 1203
Yash Patel	Wednesday	12:30 PM - 1:30 PM	BSN 1203
Chloe Snow	Thursday	1:00 PM - 2:00 PM	BSN 1203

Everyone is encouraged to drop in whether you want to chat and get to know the officers or to approach the officers with questions.