



BETA ALPHA PSI

Honorary Organization for Financial Information
Students and Professionals

PURPOSE:

Beta Alpha Psi (BAP) is an honorary organization for financial information students and professionals. The purposes of BAP, as set forth in its constitution, are:

- The recognition of outstanding academic achievements in the field of accounting, finance, and information systems;
- The promotion of the study and practice of professional fields related to these disciplines;
- The provision of opportunities for self-development and association among members and practicing financial professionals;
- The encouragement of a sense of ethical, social, and public responsibilities.

ORGANIZATION:

BAP was founded nationally in 1919. The Delta Omicron (DO) chapter was organized at the University of Nebraska – Lincoln (UNL) in 1976. The membership includes those persons of good moral character who have achieved scholastic and/or professional excellence in the fields of accounting, finance, or information systems. There are over 200 active chapters serving accounting, finance, and information systems students in collegiate schools of business throughout the country.

ACTIVITIES:

The DO chapter meets at least once a week during the spring and fall semesters. The programs supplement and reinforce your class activities. All members are expected to participate in chapter affairs, which include presentations and panel discussions by students, faculty members, and guests; field trips; business meetings, and a variety of other professional and social activities.

IMPORTANCE:

Students plan, organize, and direct their own activities and provide for their own interests. BAP enables students to network with other students on a regional and international basis, with faculty members and business professionals.

MEMBERSHIP REQUIREMENTS:

Membership is open to all persons majoring in accounting, finance, and/or information systems who are interested in the aim and purpose of the organization and who meet the following requirements:

Undergraduates must have:

- Completed at least one semester in the College of Business Administration at the University of Nebraska - Lincoln
- Enrolled and/or completed Accounting 308, 309, 313, or 314 (accounting major) or completed Finance 307, 361, 363, 365, or 382 (Finance major)
- A cumulative 3.0 GPA in **ALL** courses (accounting and/or finance major)
- A 3.0 GPA in all upper-level accounting courses, excluding Business Law (accounting major) and/or a 3.0 GPA in all upper-level finance courses (finance major)
- Met point requirements of the chapter (accounting and/or finance major)
- Paid the one-time \$100.00 initiation fee (accounting and/or finance major)

Graduates must have:

- Declared an area of concentration in accounting, finance, or information systems
- Matriculated into the Master's program at the University of Nebraska - Lincoln
- A cumulative 3.0 GPA in all accounting courses (accounting major) or finance courses (finance major)
- A cumulative 3.0 in all graduate courses
- Met the point requirements of the chapter
- Paid the one time \$100.00 initiation fee

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Contact Information Fall 2011

GENERAL INFORMATION:

BAP Office: CBA 383

BAP Mailbox: CBA 307 (School of Accountancy office)

National BAP Website: <http://www.bap.org/>

OFFICER INFORMATION:

Office	Name	Phone #	E-Mail Address
President	Sean Girvan	402-578-4031	seanthegirvan@gmail.com
Vice President	Spencer Goff	308-760-2357	goffs@huskers.unl.edu
Treasurer	Courtney Wells	308-750-0530	Courtney.Wells@huskers.unl.edu
Secretary	Amanda Sambasile	402-871-9655	asambasile@yahoo.com
Recruitment and Retention	John Shurtliff	847-727-1955	John.Shurtliff@huskers.unl.edu
Tutoring/Proctoring Coordinator	Sarah Sirotkin	402-990-1059	snsirotkin@yahoo.com

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Points Requirements Fall 2011

MEMBERSHIP POINTS REQUIRED

To remain in **GOOD** standing:

Members – 1200 points, Candidates – 1250 points

To earn **DISTINGUISHED** status:

Members – 1300 points, Candidates – 1350 points

To earn **SUPERIOR** status:

Members – 1500 points, Candidates – 1600 points

ADDITIONAL INFORMATION:

- If you cannot attend an event that you have signed up for, get another member to take your place, and e-mail the tutor lab coordinator. If you fail to get someone to take your place 200 pts will be **deducted** from your total.
- Awards will be given at each banquet for members who earn points above the requirements.
- All firms/companies who attend Meet the Firms (MTF) or host a chapter meeting will receive a list of members who earn distinguished status and superior status each semester.
- **At the end of each semester, we will recognize two Beta Alpha Psi members for achieve the highest number of points. These members can receive GOLD status, which is the highest achievement a member can earn. There will be one awarded for candidates and one for members.**

POINT OPPORTUNITIES:

PROFESSIONAL MEETINGS

50 points per hour (usually 75pts per meeting)

- Members - Allowed to miss **two** business professional meetings
- Candidates - Allowed to miss **one** business professional meeting
- If you have a conflict with a night class, contact the BAP President.

PARTICIPATE IN COMMUNITY SERVICE PROJECTS

50 points per hour

- Required for all members and candidates
- For every service project a member attends, his/her name will be entered into the end of the semester raffle to be held at the initiation banquet

ASSIST IN THE BAP TUTOR LAB

50 points per tutor lab

- Members will tutor Accounting 201, 202, and 306 students during 60-minute time slots.
- Members should complete as many as possible but will only receive points for 8 tutor labs per semester.
- Sign-up sheets available for tutor labs, study sessions and exam proctoring are available online thru blackboard

ACCOUNTING 201/202 EXAM PROCTORING

50 points per hour

- Members will be present at a 201/202 exam to monitor and answer questions.
- Members will receive 125 points to facilitate administrative responsibilities for ACCT 201 exams.
- Members will receive 100 points to facilitate administrative responsibilities for ACCT 202 exams.
- Sign up for proctoring outside of the BAP office (CBA 383).

BAP EXAM REVIEWS

75 points per review

- Help at an ACCT 201 or 202 exam review which last an hour and a half
- Sign up for the exam reviews outside the BAP Office (CBA 383)

MEET THE FIRMS (MTF)

100 points

- Public accounting firms, private industries, and governmental agencies are represented. Each firm has representatives available for questions and literature to distribute.

- All members and candidates must submit an electronic copy of your resume in order to receive points! Resumes will be compiled into an electronic resume book and distributed to companies attending MTF.

ATTEND A SOCIAL

50 points

- Members and candidates get together to have a good time and get to know each other.

ATTEND INITIATION BANQUET

75 points Fall / 125 Points Spring

- End of the semester dinner where awards are given, candidates initiated, and new officers are initiated.
- This event is **mandatory** for candidates to initiate. It is also **mandatory** for members to attend.

SERVE AS AN OFFICER

250 points per semester

- Elections are held at the end of every semester for at least one officer position
- All members in a good standing are eligible to run for officer
- All members and candidates in good standing are eligible to vote

SERVE AS A COORDINATOR OR COMMITTEE CHAIR

150 points per semester

- Coordinate tutor labs
- Coordinate exam proctoring
- Other committees as needed

ATTEND A FIELD TRIP

150 points per field trip

- Attend a meeting outside Lincoln (usually in Omaha) co-sponsored by another BAP chapter.

GIVE AN ACCOUNTING RECRUITING PRESENTATION

100 points per visit

- Go to a high school and give a short presentation of different opportunities and careers in accounting.
- The faculty advisor will provide some material for the presentation.

ATTEND A REGIONAL AND/OR NATIONAL MEETING

350 points

- Research and prepare a topic to be presented at the meeting. BAP will pay for most costs of the trip. The meeting involves interesting seminars and discussions.
- Attend interesting seminars and workshops while at the meeting.
- Attend Community Service Day at the annual meeting.
- Regional meeting is in April – Points count towards spring semester

- Annual Meeting is in August – Points count towards fall semester

NON-BAP HOURS

50 points per hour

- Earn credit for professional or service hours completed outside BAP. Examples include listening to a professional speaker in class, helping at your Greek house's philanthropy, hearing a speaker at another club's meeting, etc.
- You get 50 points per hour of non-BAP activities up to a maximum of 400 points (8 hours) per semester

PARTICIPATE IN FUNDRAISING ACTIVITY

100 points per event

- Attend any fundraising event held or participate in any fundraising activities.

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Tutor Lab Information Fall 2011

REMINDER:

All BAP members must do tutor labs. You can only receive points for up to 8 tutor labs. If you have class during all scheduled tutor lab times and therefore cannot complete two tutor labs, contact the BAP president. Tutor labs will start on Tuesday, September 6th, 2011.

TUTOR LAB TIMES:

Mondays	2:30-3:30 PM
Tuesdays	10:00-11:00 AM
Wednesdays	9:30-10:30 AM
Thursdays	2:00-3:00 PM
Fridays	1:30-2:30 PM

These will be held in the BAP office (CBA 383). If you need to get the office unlocked at your scheduled time, the accounting administrative assistants will lend you a key. Please, however, return the key to the accounting office promptly.

LAB RESPONSIBILITIES:

1. You are responsible for attending the tutoring labs on the days for which you have signed up. You are responsible for keeping track of the days you sign up for. In other words, you will **not** have anyone reminding you that you have signed up for a particular lab. **THE SIGN UP SHEET IS AVAILABLE ONLINE ON BLACKBOARD**
2. If you are unable to attend the tutoring lab, please find a replacement. So do not cross off your name without finding a replacement. You will have 200 points **deducted** from your total if you don't show. Please contact the Tutor Lab Coordinator at least 24 hours in advance if you will not be able to attend the tutor lab that you signed up for.

LAB PROCEDURES:

1. Sign in on the BAP volunteer sheet.
2. Ask each student that comes in to sign in on the student sheet.
3. Make sure the student isn't working on a quiz or any assignment they are supposed to complete on their own.
4. Answer questions and work through homework exercises with the students.
5. Ask the student questions to see if they understand what you are telling or showing them.
6. Verify your answers with the solution manual.
7. Only allow students to review the solution manual if they have already attempted to complete their assignment or you have already helped them with it.
8. Never allow students to copy from, take a picture of, or leave with the solutions manual.
9. Stay the entire hour, even if no students show up.
10. You can work on your own homework when there aren't any students to help.

Group Based Competition: Fall 2011

Semester long competition based upon 3 criteria:

Rank	<u>Membership Points</u>	<u>Community Service</u>	<u>In-Meeting Competitions</u>
1 st Place	50	50	50
2 nd	40	40	40
3 rd	35	35	35
4 th	30	30	30
5 th	25	25	25
Min Req.	20	20	20

Membership Points: To meet minimum requirements, every member must be in GOOD standing at end of semester. Check the membership packet for more details about good standing. Rank determined by BEST AVERAGE membership points of group members

Community Service: To meet minimum requirements, the average community service per member must be 4 hours.

In-Meeting Competitions: To meet minimum requirements, groups MUST participate in every in-meeting competition

This category is based on how well the group competed:

1st Place: 3 Pts per event

2nd Place: 2 Pts per event

3rd Place: 1 Pt per event

At the end of the semester, the points will be totaled up and rank will be determined for competitions

PENALTIES: ***Deb Cosgrove, faculty advisor, may take off 5 points at her discretion for things such as texting, talking, passing notes, etc.

EXTRA CREDIT: If avg. group community service per member over 10 hours, extra 25 pts. If over 15, extra 50 pts