



FALL 2021

BETA ALPHA PSI

UNIVERSITY OF NORTH FLORIDA

XI ETA CHAPTER

CANDIDATE MANUAL



The following Candidate Manual was approved on August 3rd, 2021, in accordance with Article II, Section 4, Paragraph B of the Chapter Bylaws.

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INTRODUCTION

As members of the UNF Chapter of Beta Alpha Psi, we want to thank you for considering becoming part of our organization. We believe you have taken a major step forward in your career and will do our best to welcome you as a candidate and future member. We hope your experience is everything you wish it to be and more!

GENERAL INFORMATION

Beta Alpha Psi is an honor organization that seeks to elevate students and professionals in their career. Since 1919, Beta Alpha Psi has added over 300 chapters and 300,000 members to its growing network. UNF's Xi Eta Chapter was initiated on April 5th, 2019 as the 331st chapter with roughly 50 founding members. Beta Alpha Psi is well regarded in the professional communities. The UNF chapter is highly supported within Jacksonville and the surrounding areas with 18 sponsoring firms, including the Big 4 and prominent regional and local firms.

The Chapter will hold its next induction ceremony on December 10th, 2021. All candidates that meet membership requirements in Fall 2021 will be inducted at the ceremony in the Spring 2022 semester (tentatively scheduled for May, 2022) at our annual banquet.

BECOMING A MEMBER

Becoming a member of Beta Alpha Psi is a two-step process:

1. *First semester as a candidate.* During this semester, First Semester Candidates (FSCs) submit their application and candidate dues. Candidates are expected to meet specific academic and attendance requirements at Beta Alpha Psi events (see "Academic Requirements" and "Attendance Requirements" sections for additional details). Candidates must have intent and reasonable assumption that they will be a UNF student for both semesters of candidacy (can continue to post-graduate semesters). Candidates who do not meet the academic and attendance requirements during the candidacy period will not be inducted as members to Beta Alpha Psi.
 - According to the Chapter Bylaws, a student may only remain a candidate for **one (1) academic semester. If academic and attendance requirements are not met within the candidacy semester, the student will not be permitted to re-apply to the organization in future semesters. In addition, if you had conditions for your candidacy and did not meet them, you will not be permitted to reapply. Extenuating circumstances will be considered by the board.**
2. *Second semester through initiation.* As a second semester candidate, individuals are expected to continue meet all academic and applicable attendance requirements.
 - Second Semester Candidates (SSC): Meet all BAP requirements as detailed in the Candidate Member manual, including timely payment of dues and attendance of BAP and BAP-promoted events as outlined in the "Attendance Requirements" section below.

Upon graduation, UNF BAP alumni members are encouraged to keep in touch with the Chapter and are invited to return as representatives for their firms at networking events.

DUES

Dues and applications for the Spring 2021 semester must be submitted online by 1/29 at 5pm.

The application is to be completed online and can be found on the UNF BAP website. To successfully submit your application, all required questions must be answered. If you have any questions regarding the application or payment, please reach out to Gibson Pardue at recruitment.unfbap@gmail.com.

Dues for the Candidate semester are \$120, which includes membership fee to the Beta Alpha Psi International and access to all UNF BAP exclusive events. Candidates who meet all requirements for both first and second semesters and achieve the Superior Candidate status will receive a \$30 credit in the form of a reimbursement after their initiation. Dues for initiated members are \$50 per year or \$30 per semester. We are only accepting payment through Venmo with the following link: @UNFBAP.

All dues for approved candidates are non-refundable per International Office policy. Candidate grades will be reviewed through our Faculty Advisor, Prof. Mark Leininger. Students who apply and turn in dues but who are not approved to become candidates for academic reasons will receive a refund. **Please note that students accepted as candidates who fail to meet the attendance requirements outlined below or who fail to meet the academic requirements at any time during candidacy will not receive a refund.**

ACADEMIC REQUIREMENTS

Students must meet the following conditions for candidacy:

- Have been admitted as a degree seeking or post-Baccalaureate student of the University of North Florida;
- Maintain a cumulative grade point average (GPA) in courses above the Sophomore level (3000+) of their “major requirements” of at least 3.0
 - Have completed forty-five (45) college credit hours and at least one major requirement (3000+) by the end of the first semester of candidacy
 - These requirements can be found on the UNF website under student’s respective major catalog page.
- Obtain a cumulative GPA of 3.00 before applying
- Maintain a GPA of 3.25 on the most recently completed thirty (30) semester hours
- Be a currently enrolled, Activity and Service (A&S) Fee-paying student.
- Declared a concentration in Accounting, Finance, Financial Planning, Business Analytics, Digital Technology, and Information Systems

ATTENDANCE REQUIREMENTS

First Semester Candidates are required to attend a minimum:

- One (1) Candidate Orientation
- Seven (7) of the twelve (12) Tuesday networking events (~60% rounded down)
- One (1) Coggin Career Week event
- The initiation of second semester candidates
- Fall networking event
- One (1) BAP Board Meeting
- Four (4) hours of Volunteering with BAP or Participate in one (1) BAP Volunteer Event (which is roughly three hours)
 - Four hours of volunteering can be done through tutoring
- Earn five (5) additional points by attending or completing various other BAP, or BAP-promoted, activities (view “Point System” section below)

Second Semester Candidates are required to attend a minimum:

- Seven (7) of the fourteen (14) Tuesday network events (~50%)
- One (1) Coggin Career Week event
- Their Initiation
- Fall networking event
- One (1) BAP Board Meeting
- Four (4) hours of Volunteering with BAP or Participate in one (1) BAP Volunteer Event (which is roughly three hours)
 - Four hours of volunteering can be done through tutoring.

The schedule of events is below and can be accessed on our website www.unfbap.org and Perch Portal <https://unf.campuslabs.com/engage/>. Candidates and members must complete the Canvas attendance quiz at all meetings and socials to be counted as present for those events.

If you arrive at meetings 15 minutes late or leave 15 minutes early, you will not receive credit for attending that meeting. If you sign up for an event and do not attend, you will be docked one attendance point. If you contact the Director of Recruitment, Gibson Pardue at recruitment.unfbap@gmail.com, at least 72 hours in advance to inform him that you cannot attend the social, there will be no attendance deduction.

POINT SYSTEM

As noted in the section above, candidates must earn five (5) points from various activities. Points can be earned in the following ways:

1 Point:

- Attend Candidate Orientation (in excess of the 1 required)
- Obtain the Coggin Career Readiness (formerly STAR) Certification during the candidate semester (documentation required)
 - If you are already certified, prior to candidacy, you can still be awarded a bonus point on receipt of proper documentation.
- Attend Coggin Career Week events (in excess of the one required)
- One (1) hour of volunteer work in excess of requirements
 - Maximum of 3 points

2 Points

- Attend BAP Board Meeting(s) (in excess of the 1 required)
- Attend BAP Workshops
- Participate in BAP Volunteer Events (in excess of the required four hours or one BAP volunteer event)

SUPERIOR CANDIDATE CHECKLIST*

Superior Candidates are required to achieve the following requirements in both their 1st and 2nd semesters:

- One (1) Candidate Orientation
- Can miss no more than two (2) Tuesday networking events this semester
- Two (2) Coggin Career Week events
- The initiation of second semester candidates
- Fall networking event
- Can miss no more than three (3) Board Meetings this semester
- Ten (10) hours of Volunteering
 - Volunteering can be done through tutoring or volunteering with outside organizations
- Participate in Two (2) BAP Volunteer Event

*Requirements must be met during both first and second semesters. These requirements are for Fall 2021. These are subject to change in the Spring 2022.

BOARD MEETINGS

All Beta Alpha Psi Board meetings are open to candidates and members. Candidates are required to attend, at minimum, one (1) board meeting and are encouraged to attend more to learn about the inner workings of the organization. Attendance at Board meetings is also encouraged for any members interested in running for a Board position. All Spring 2021 candidates who meet membership requirements are eligible to run in the Fall 2021 officer elections.

Board meetings are held on Thursdays bi-weekly from 4:30 to 5:45 pm. The Board meetings follow an agenda created by the President, Sarah Holcomb, which is emailed at least 48 hours before each meeting. At Board meetings, the Board members of Beta Alpha Psi plan events, discuss rules and policies, and cover officer updates.

FALL 2021 CALENDAR

Week	Date	Event/Speaker	Room
Week 1	Thursday, August 26, 2021	Board Meeting	3806
Week 2	Tuesday, August 31, 2021	Candidate Orientation	TBD
	Thursday, September 2, 2021	Candidate Orientation	3806
Week 3	Tuesday, September 7, 2021	Pivot	3806
	Thursday, September 9, 2021	Board Meeting	3806
	Friday, September 10, 2021	Candidate Orientation	3805
Week 4	Tuesday, September 14, 2021	BDO	3806
Week 5	Tuesday, September 21, 2021	DHG	3806
	Thursday, September 23, 2021	Board Meeting	3806
Week 6	Tuesday, September 28, 2021	EY	3806
Week 7	Tuesday, October 5, 2021	RSM	3806
	Thursday, October 7, 2021	Fall Social	TBD
Week 8	Tuesday, October 12, 2021	TBD	3806
Week 9	Tuesday, October 19, 2021	Ennis Pellum	3806
	Thursday, October 21, 2021	Board Meeting	3806
Week 10	Tuesday, October 26, 2021	PwC	3806
Week 11	Tuesday, November 2, 2021	KPMG/ TBD	3806
	Thursday, November 4, 2021	Alumni Social	TBD
Week 12	Tuesday, November 9, 2021	TBD	3806
Week 13	Tuesday, November 16, 2021	FNF	3806
	Thursday, November 18, 2021	Board Meeting	3806
Week 14	Tuesday, November 23, 2021	TBD	3806
Week 15	Tuesday, November 30, 2021	TBD	3806
	Thursday, December 2, 2021	Board Meeting	3806
Week 16	Tuesday, December 7, 2021	TBD	3805
	Friday, December 10, 2021	Initiation	TBD
Week 17	Tuesday, December 14, 2021	TBD	3806

The Coggin Career Week is a BAP-promoted event. The full schedule can be viewed at <https://www.unf.edu/coggin/CareerWeek/>

Some events may not be finalized as of date published and are subject to change. The full BAP Board Meeting schedule can be viewed under the "Events" tab on www.unfbap.org. Link to the Zoom meeting can be found in Canvas.

Please note that this schedule is subject to change. As mentioned above, all changes to the Beta Alpha Psi schedule will be posted on the website and will be announced on Canvas.

To support the effort against COVID-19, all events will be conducted either virtually or in accordance with university safety regulations. **Candidates are required to have their camera on during meetings.** The dress code is casual for orientations and board meetings, business casual for all guest speaker events (no tank tops), and business professional for all special events (Spring Social and Spring Initiation).

CHAPTER COMMUNICATION

Email and other sources of online communication are very important at the UNF chapter. Our website, www.unfbap.org, and Canvas site are updated regularly for all events. You will also be added to the Beta Alpha Psi email list, as well as a candidate email list for information that only pertains to candidates. Each candidate is expected to visit the website and check their email on a regular basis for updates and other information. Candidates and members may sign up for all socials, community service events, fundraising events, and other activities on physical sign-up sheets at BAP meetings, on electronic sign-up sheets on Canvas, or by emailing the Director of Recruitment, Gibson Pardue at recruitment.unfbap@gmail.com.

We communicate internally through our Canvas site. You can access your attendance records, contact information, board meeting minutes, and view all announcements through the Canvas page. For general questions or inquiries regarding any membership-related topic, candidates and members should contact the Director of Recruitment, Gibson Pardue at recruitment.unfbap@gmail.com.

CHAPTER BOARD OF DIRECTORS AND ADVISOR

Position	Officer Name	Email
President	Sarah Holcomb	president.unfbap@gmail.com
President-Elect	N/A	presidentelect.unfbap@gmail.com
Vice President	Sarah Haluch	vp.unfbap@gmail.com
Director of Programming	Fhiel Calayag	events.unfbap@gmail.com
Director of Recruitment	Gibson Pardue	recruitment.unfbap@gmail.com

Director of Recruitment-Elect	N/A	
Director of Marketing	Ingrid Patino	marketing.unfbap@gmail.com
Director of Information Technology	Robert King	it.unfbap@gmail.com
Director of Community Outreach	Zibran Sarwar	service.unfbap@gmail.com
Treasurer	Sillas Saldanha	treasurer.unfbap@gmail.com
Secretary	Alex Iannantuono	secretary.unfbap@gmail.com
Reporter	Nicholas Leininger	reporter.unfbap@gmail.com
Historian	Reth Kim	historian.unfbap@gmail.com
At-Large Board Member #1	Carla Morales Merced	
At-Large Board Member #2		
Faculty Advisor	Mark Leininger	m.leininger@unf.edu