



SPRING 2022

BETA ALPHA PSI

UNIVERSITY OF NORTH FLORIDA

XI ETA CHAPTER

CANDIDATE MANUAL



The following Candidate Manual was approved on January 13th, 2022, 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 24 sponsoring firms, including the Big 4 and prominent regional and local firms.

The Chapter will hold its next induction ceremony on April 29th, 2022. All candidates that meet membership requirements in Fall 2021 will be inducted at the ceremony in the Spring 2022 semester at our annual banquet.

BECOMING A MEMBER

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

- *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.
- *Second semester through initiation:* As a second semester candidate, individuals are expected to continue meeting all academic and applicable attendance requirements. Second Semester Candidates (SSC) must 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 2022 semester must be submitted online by 1/28 at 11:59pm.

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 Marlene Olavarria 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 the 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, or Information Systems

ATTENDANCE REQUIREMENTS*

First Semester Candidates are required to attend at a minimum:

- One (1) Candidate Orientation
- Seven (7) of the twelve (12) Tuesday networking events
- One (1) Qualifying UNF Recruiting Event
- Initiation of second semester candidates
- One (1) BAP Board Meeting
- Six (6) hours of tutoring with BAP
 - At least 2 of these hours must be done within the last four weeks of the semester (not including finals week)
- 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 at a minimum:

- Seven (7) of the thirteen (13) Tuesday network events
- One (1) Qualifying UNF Recruiting Event
- Initiation of second semester candidates
- One (1) BAP Board Meeting
- Six (6) hours of tutoring with BAP
 - At least 2 of these hours must be done within the last four weeks of the semester (not including finals week)
- One (1) BAP Volunteer Event

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, Marlene Olavarria at recruitment.unfbap@gmail.com, at least 72 hours in advance to inform her that you cannot attend the social, there will be no attendance deduction.

SUPERIOR CANDIDATE REQUIREMENTS*

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

- One (1) Candidate Orientation
- Can miss no more than two (2) Tuesday networking events each semester of candidacy
- Two (2) Qualifying UNF Recruiting Events
- Initiation of second semester candidates
- Can miss no more than three (3) Board Meetings each semester of candidacy
- Ten (10) hours of tutoring with BAP
 - At least 2 of these hours must be done within the last four weeks of the semester (not including finals week)
- Two (2) BAP Volunteer Event

POINT SYSTEM*

As noted in the section above, candidates must earn five (5) points from various activities. A minimum of 2 Points **MUST** be earned through a BAP Volunteer Event. Additional points to reach the required 5 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 qualifying UNF Recruiting Events (in excess of the 1 required)
- One (1) hour of volunteer work (in excess of the 6 required)

2 Points:

- BAP Board Meeting(s) (in excess of the 1 required)
- BAP Workshops
- BAP Volunteer Events (in excess of the 1 required)

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

SPRING 2022 CALENDAR

Week	Date	Event/Speaker	Room
Week 1	Thursday, January 13, 2022	Board Meeting	58/3601
Week 2	Tuesday, January 18, 2022	Candidate Orientation	58/3805
	Thursday, January 20, 2022	Candidate Orientation	58/3805
Week 3	Tuesday, January 25, 2022	DHG	58/3805
	Thursday, January 27, 2022	Board Meeting	58/3601
	Friday, January 28, 2022	Candidate Orientation	58/3805
Week 4	Tuesday, February 01, 2022	Deloitte	58/3805
	Friday, February 04, 2022	Principles Luncheon	58/3703 (ABC)
Week 5	Tuesday, February 08, 2022	Shorstein & Shorstein	58/3805
	Thursday, February 10, 2022	Board Meeting	58/3601
Week 6	Tuesday, February 15, 2022	KPMG	TBA
Week 7	Tuesday, February 22, 2022	Crippen	58/3805
	Thursday, February 24, 2022	Board Meeting	58/3601
Week 8	Tuesday, March 01, 2022	Carr Riggs Ingram	58/3805
Week 9	Tuesday, March 08, 2022	Regency Centers	58/3805
	Thursday, March 10, 2022	Board Meeting	58/3601
Week 10	Spring Break		
Week 11	Tuesday, March 22, 2022	Johnson Lambert	58/3805
	Thursday, March 24, 2022	Board Meeting	58/3601
Week 12	Tuesday, March 29, 2022	Grant Thornton/TBA	58/3805
Week 13	Tuesday, April 05, 2022	Becker/TBA	58/3805
	Thursday, April 07, 2022	Board Meeting	58/3601
Week 14	Tuesday, April 12, 2022	Uworld Roger CPA Review	58/3805
Week 15	Tuesday, April 19, 2022	Fanatics	58/3805
	Thursday, April 21, 2022	Board Meeting	58/3601
Week 16	Tuesday, April 26, 2022	Hancock Askew & Co.	58/3703 (D)
	Friday, April 29, 2022	Initiation	TBA
Week 17	Finals Week		

UNF Recruiting Events are BAP-promoted. The full schedule can be viewed at https://www.unf.edu/careerservices/employers_and_recruiters/events-calendar.aspx

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.

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.

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 Initiation).

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 2022 candidates who meet candidate/membership requirements are eligible to run in the Fall 2022 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, Robert King, 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.

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 electronic sign-up sheets on Canvas, or by emailing the Director of Recruitment, Marlene Olavarria 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, Marlene Olavarria at recruitment.unfbap@gmail.com.

CHAPTER BOARD OF DIRECTORS AND ADVISOR

Position	Officer Name	Email
President	Robert King	president.unfbap@gmail.com
President-Elect	N/A	presidentelect.unfbap@gmail.com
Vice President	Calvin Whitaker	vp.unfbap@gmail.com
Director of Programming	Julianne Martinez	events.unfbap@gmail.com
Director of Recruitment	Marlene Olavarria	recruitment.unfbap@gmail.com
Director of Recruitment-Elect	N/A	
Director of Marketing	Mick Pepper	marketing.unfbap@gmail.com
Director of Information Technology	Connor Malone	it.unfbap@gmail.com
Director of Community Outreach	Matthew Murphey	service.unfbap@gmail.com
Treasurer	Mason Malone	treasurer.unfbap@gmail.com
Secretary	Huy Cao	secretary.unfbap@gmail.com
Reporter	Hunter Sis	reporter.unfbap@gmail.com
Historian	Simone Pozzoni	historian.unfbap@gmail.com
At-Large Board Member #1	Jay Davis	
At-Large Board Member #2		
Faculty Advisor	Mark Leininger	m.leininger@unf.edu