



FALL 2023

BETA ALPHA PSI

UNIVERSITY OF NORTH FLORIDA

XI ETA CHAPTER

CANDIDATE MANUAL



The following Candidate Manual was approved on August 24th, 2023, 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 19 sponsoring firms, including the Big 4 and prominent regional and local firms.

The Chapter will hold its next induction ceremony on April 26th, 2024. All candidates that meet membership requirements in Fall 2023 will be inducted 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 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-Baccalaureate 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, **if academic and attendance requirements are not met the first 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 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 Fall 2023 semester must be submitted online by September 10th 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 Tatiana Drake at recruitment.unfbap@gmail.com.

Dues for the Candidate semesters 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 at the University of North Florida
- Maintain a cumulative grade point average (GPA) in major required courses of at least 3.00
- Have completed forty-five (45) college credit hours and at least one major required course 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
- 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 Business Information Systems

ATTENDANCE REQUIREMENTS*

First Semester Candidates are required to attend at a minimum:

- One (1) Candidate Orientation
- Seven (7) Tuesday networking events
- Two (2) BAP Board Meeting
- Two (2) BAP Workshops
- One (1) Volunteer event
- One (1) of the following Qualifying UNF Recruiting Event

Follow the links to learn more about each event

- [Accounting Career Fair - Sept. 15](#)
- [Business Career Fair - Sept. 27](#)
- [Coggin Networking Night - Oct. 18](#)
- Social/Networking events as follows:
 - Fall Semesters: Fall Networking Event and Alumni Social
 - Spring Semesters: Principle's Luncheon and Initiation of Second Semester Candidates
- Six (6) hours of tutoring with BAP (see further instructions on canvas)
 - Only 2 people per session may tutor together
 - At least 2 of these hours must be done within the last four weeks of the semester (not including finals week)

Second Semester Candidates are required to attend at a minimum:

- Seven (7) Tuesday networking events
- Two (2) BAP Board Meeting
- Two (2) BAP Workshops
- One (1) BAP Volunteer Event
- One (1) of the following Qualifying UNF Recruiting Event

Follow the links to learn more about each event

- [Accounting Career Fair - Sept. 15](#)
- [Business Career Fair - Sept. 27](#)
- [Coggin Networking Night - Oct. 18](#)
- Social/Networking events as follows:
 - Fall Semesters: Fall Networking Event and Alumni Social
 - Spring Semesters: Principle's Luncheon and Initiation of Second Semester Candidates
- Six (6) hours of tutoring with BAP (see further instructions on canvas)
 - Only 2 people per session may tutor together
 - At least 2 of these hours must be done within the last four weeks of the semester (not including finals week)

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. **Failure to take the attendance quiz will result in an absent meeting.**

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, Tatiana Drake at recruitment.unfbap@gmail.com, at least 72 hours in advance to inform her that you cannot attend the event, 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
- Can miss no more than three (3) Board Meetings each semester of candidacy
- Three (3) BAP Workshops
- Two (2) BAP Volunteer Event
- Two (2) of the following Qualifying UNF Recruiting Event
 - *Follow the links to learn more about each event*
 - [Accounting Career Fair - Sept. 15](#)
 - [Business Career Fair - Sept. 27](#)
 - [Coggin Networking Night - Oct. 18](#)
- Social/Networking events as follows:
 - Fall Semesters: Fall Networking Event and Alumni Social
 - Spring Semesters: Principle's Luncheon and Initiation of Second Semester Candidates
- Ten (10) hours of tutoring with BAP (see further instructions on canvas)
 - Only 2 people per session may tutor together
 - At least 2 of these hours must be done within the last four weeks of the semester (not including finals week)

*Requirements must be met during both first and second semesters. These requirements are for Fall 2023 and are subject to change in Spring 2024.

FALL 2023 CALENDAR

| Week | Date | Event/Speaker | Location |
|---------|-------------------------------|-----------------------------|---------------|
| Week 1 | Wednesday, August 23, 2023 | Tabling | Coggin Lobby |
| | Thursday, August 24, 2023 | Board Meeting | 58/3606 |
| Week 2 | Tuesday, August 29, 2023 | Candidate Orientation | 58/3806 |
| | Thursday, August 31, 2023 | Candidate Orientation | 58/3806 |
| Week 3 | Tuesday, September 5, 2023 | Ennis Pllum | 58/3806 |
| | Thursday, September 7, 2023 | Board Meeting | 42/3136 |
| | Friday, September 8, 2023 | Candidate Orientation | 58/3806 |
| Week 4 | Tuesday, September 12, 2023 | KPMG | 58/3806 |
| | Thursday, September 14, 2023 | BAP Workshop - Resumes | 58/3806 |
| | Friday, September 15, 2023 | Ogier Gardens | Lot 18 |
| Week 5 | Tuesday, September 19, 2023 | SDN | 58/3806 |
| | Wednesday, September 20, 2023 | Tabling | Coggin Lobby |
| | Thursday, September 21, 2023 | Board Meeting | 58/3606 |
| Week 6 | Tuesday, September 26, 2023 | FORVIS | 58/3806 |
| | Thursday, September 28, 2023 | BAP Workshop - AI | 58/3806 |
| Week 7 | Tuesday, October 3, 2023 | PIVOT | 58/3806 |
| | Thursday, October 5, 2023 | Board Meeting | 58/3606 |
| | Friday, October 6, 2023 | Fall Networking Event @ 5pm | Student Union |
| Week 8 | Thursday, October 12, 2023 | BAP Workshop - TBD | 58/3806 |
| Week 9 | Tuesday, October 17, 2023 | Becker | 58/3806 |
| | Thursday, October 19, 2023 | Board Meeting | 58/3606 |
| | Friday, October 20, 2023 | Ogier Gardens | Lot 18 |
| Week 10 | Tuesday, October 24, 2023 | BDO | 58/3806 |
| | Wednesday, October 25, 2023 | Tabling | Coggin Lobby |
| | Thursday, October 26, 2023 | BAP Workshop - TBD | 58/3806 |
| Week 11 | Tuesday, October 31, 2023 | RSM | 58/3806 |
| | Thursday, November 2, 2023 | Board Meeting | 58/3606 |
| | Friday, November 3, 2023 | Alumni Social @ 6:30pm | TBD |
| Week 12 | Tuesday, November 7, 2023 | Deloitte | 58/3806 |
| | Thursday, November 9, 2023 | BAP Workshop - TBD | 58/3806 |
| Week 13 | Tuesday, November 14, 2023 | Hancock Askew | 58/3806 |
| | Thursday, November 16, 2023 | Board Meeting | 58/3606 |
| Week 14 | Thanksgiving Break | | |
| Week 15 | Tuesday, November 28, 2023 | PwC | 58/3806 |
| | Wednesday, November 29, 2023 | Tabling | Coggin Lobby |
| | Thursday, November 30, 2023 | Board Meeting | 58/3606 |
| Week 16 | Tuesday, December 5, 2023 | TBD | 58/3806 |
| | Thursday, December 7, 2023 | BAP Workshop - TBD | 58/3806 |
| Week 17 | Finals Week | | |

UNF Recruiting Events are BAP-promoted. The full schedule can be viewed at <https://www.unf.edu/careerservices/employers/upcoming-events.html>

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 at 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 chapter meetings, business casual for all guest speaker events (no tank tops), and business professional for all special events.

BOARD MEETINGS

All Beta Alpha Psi Board meetings are open to candidates and members. Candidates are required to attend, at minimum, two (2) board meetings 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 Fall 2023 candidates who meet candidate/membership requirements are eligible to run in the Fall 2023 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, Marlene Olavarria, 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. Additionally, all candidates are invited to join the GroupMe while a candidate to receive frequent updates about events. 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, Tatiana Drake 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, Tatiana Drake at recruitment.unfbap@gmail.com.

CHAPTER BOARD OF DIRECTORS AND ADVISOR

| Position | Officer Name | Email |
|------------------------------------|------------------------|--|
| President | Marlene Olavarria | president.unfbap@gmail.com |
| President-Elect | | presidentelect.unfbap@gmail.com |
| Vice President | Sayaris Meneses-Nelson | vp.unfbap@gmail.com |
| Director of Programming | Ashley Aguila | events.unfbap@gmail.com |
| Director of Recruitment | Tatiana Drake | recruitment.unfbap@gmail.com |
| Director of Recruitment-Elect | | |
| Director of Marketing | Sunni Stevens | marketing.unfbap@gmail.com |
| Director of Information Technology | Robert King | it.unfbap@gmail.com |
| Director of Community Outreach | Allareeza Alli | service.unfbap@gmail.com |
| Treasurer | Nathan Harte | treasurer.unfbap@gmail.com |
| Secretary | Jennifer Sailor | secretary.unfbap@gmail.com |
| Reporter | Hayden Murphy | reporter.unfbap@gmail.com |
| Historian | Antwain Marshall | historian.unfbap@gmail.com |
| At-Large Board Member #1 | Ainsley Erb | atlarge.unfbap@gmail.com |
| At-Large Board Member #2 | Mariyam Akhmetkaliyeva | atlarge.unfbap@gmail.com |
| Faculty Advisor | Mark Leininger | m.leininger@unf.edu |