



SPRING 2024

BETA ALPHA PSI

UNIVERSITY OF NORTH FLORIDA

XI ETA CHAPTER

CANDIDATE MANUAL



TABLE OF CONTENTS

Introduction	2
General Information	2
Becoming a Member	2
Dues	3
Academic Requirements	3
Attendance Requirements*	4
Superior Candidate Requirements*	5
Spring 2024 Calendar	6
Board Meetings	7
Chapter Communication	7
Chapter Board of Directors and Advisor	Error! Bookmark not defined.

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 26 sponsoring firms, including the Big 4 and prominent regional and local firms.

The Chapter will hold its next induction ceremony on April 19th, 2024. All candidates that meet membership requirements in Spring 2024 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 Spring 2024 semester must be submitted online by Sunday, January 28th 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 Ainsley Erb 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. Jeffrey Gottlieb. 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 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*
 - [Business Career Fair - February 28th](#)
 - [Finance and Financial Planning Career Day - January 26th](#)
- 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*
 - [Business Career Fair - February 28th](#)
 - [Finance and Financial Planning Career Day - January 26th](#)
- 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, Ainsley Erb 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*
 - [Business Career Fair - February 28th](#)
 - [Finance and Financial Planning Career Day - January 26th](#)
- 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 Spring 2024 and are subject to change in Spring 2024.

SPRING 2024 CALENDAR

Week	Date	Event/Speaker	Location
Week 1	Tuesday, January 10th, 2024	Tabling in Coggin	Coggin Lobby
Week 2	Tuesday, January 16th, 2024	Candidate Orientation	58/3804
	Thursday, January 18th, 2024	Candidate Orientation	58/3606
	Tuesday, January 23rd, 2024	Johnson Lambert	58/3804
Week 3	Thursday, January 25th, 2024	Board Meeting	58/3606
	Friday, January 26th, 2024	Candidate Orientation	TBD
	Friday, January 26th, 2024	Finance and Financial Planning Career Day	Student Union, West
Week 4	Tuesday, January 30th, 2024	Smoak, Davis, and Nixon (SDN)	TBD
	Thursday, February 1st, 2024	Board Meeting	58/3606
	Friday, February 2nd, 2024	Principles Luncheon	TBD
Week 5	Tuesday, February 6th, 2024	FORVIS	58/3804
	Friday, February 8th, 2024	BAP Regional Meeting	N/A
	Tuesday, February 13th, 2024	Tabling in Coggin	Coggin Lobby
Week 6	Tuesday, February 13th, 2024	KPMG	58/3804
	Thursday, February 15th, 2024	BAP Workshop	58/Ballroom A
Week 7	Tuesday, February 20th, 2024	Ernst and Young (EY)	58/3804
	Thursday, February 22nd, 2024	Board Meeting	58/3606
Week 8	Tuesday, February 27th, 2024	Grant Thornton	58/3804
	Wednesday, February 28th, 2024	Business Career Fair	University Center
	Thursday, February 29th, 2024	BAP Workshop	58/3805
Week 9	Tuesday, March 5th, 2024	Fanatics	TBD
	Thursday, March 7th, 2024	Board Meeting	58/3605
Week 10	Tuesday, March 12th, 2024	Regency Centers	58/3804
	Wednesday, March 13th, 2024	Tabling in Coggin	Coggin Lobby
	Thursday, March 14th, 2024	BAP Workshop	58/ Ballroom A
Week 11	Monday, March 18th, 2024	Spring Break	N/A
Week 12	Tuesday, March 26th, 2024	Bodine Perry / Macquarie / Heinz, Jolles, and Berry	58/3804
	Thursday, March 28th, 2024	Board Meeting	58/3606
Week 13	Tuesday, April 2nd, 2024	Berkowitz Pollatz Brant / IIA / Shorstein and Shorstein	58/3804

	Thursday, April 4th, 2024	BAP Workshop	58/3806
Week 14	Tuesday, April 9th, 2024	Tabling in Coggin	Coggin Lobby
	Tuesday, April 9th, 2024	Meet the Firm - TBD	58/3804
	Thursday, April 11th, 2024	Board Meeting	58/3606
Week 15	Tuesday, April 16th, 2024	Meet the Firm - TBD	58/3804
	Thursday, April 18th, 2024	BAP Workshop - U-World	TBD
	Friday, April 19th, 2024	Initiation	TBD
Week 16	Thursday, April 25th, 2024	Board Meeting	58/3606
Week 17	Monday, April 29th, 2024	Finals Week	N/A

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 Spring 2024 candidates who meet candidate/membership requirements are eligible to run in the Spring 2024 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, Kevin Prata, 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, Ainsley Erb 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, Ainsley Erb at recruitment.unfbap@gmail.com.

CHAPTER BOARD OF DIRECTORS AND ADVISOR

Position	Officer Name	Email
President	Kevin Prata	president.unfbap@gmail.com
President-Elect		presidentelect.unfbap@gmail.com
Vice President	Michelle Berube	vp.unfbap@gmail.com
Director of Programming	Nate Dutrieux	events.unfbap@gmail.com
Director of Recruitment	Ainsley Erb	recruitment.unfbap@gmail.com
Director of Recruitment-Elect		
Director of Marketing	Francis Felix Javier	marketing.unfbap@gmail.com
Director of Information Technology	Taahira Khan	it.unfbap@gmail.com
Director of Community Outreach	Aleah Roy	service.unfbap@gmail.com
Treasurer	Kason Miller	treasurer.unfbap@gmail.com
Secretary	Adelaide Micale	secretary.unfbap@gmail.com
Reporter	Chace Stanaback	reporter.unfbap@gmail.com
Historian	Hang Ngo	historian.unfbap@gmail.com
At-Large Board Member #1		atlarge.unfbap@gmail.com
At-Large Board Member #2		atlarge.unfbap@gmail.com
Faculty Advisor	Jeffrey Gottlieb	j.gottlieb@unf.edu