



FALL 2026

BETA ALPHA PSI

UNIVERSITY OF NORTH FLORIDA

XI ETA CHAPTER

CANDIDATE MANUAL



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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 advance students and professionals in their careers. 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 5, 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 approximately 25 sponsoring firms, including the Big 4 and prominent regional and local firms.

The Chapter will hold its next induction ceremony in April 2027. All candidates that meet membership requirements in Spring 2027 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 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 2026 semester must be submitted online by Sunday, August 30 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 Tommy Vanhooose 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. Other than the one-time fee mentioned above, no additional dues or fees are assessed for candidates or members. We are only accepting payment through Venmo to the account: @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 – candidates may attend either August 25 or August 27 at 4:30pm
- Seven (7) Tuesday networking events – Building 42, New Section of Coggin Building
 - One in the last 4 weeks of the semester
- Three (3) BAP Board Meetings – Building 42, New Section of Coggin Building
- Three (3) BAP Workshops – Building 42, New Section of Coggin Building
- One (1) BAP Volunteer event
- One (1) of the following Qualifying UNF Recruiting Events
 - *Follow the links to learn more about each event*
 - [Accounting and Finance Career Fair](#) – September 16, 11am-2pm
 - [Business Career Fair](#) – September 30, 12-4pm
 - [Coggin Networking Night](#) – November 17, 5-7pm
 - [Office Tours](#)
- Networking events as follows:
 - Fall Semesters: Fall Networking Event and Alumni Social
 - Spring Semesters: Spring Luncheon and Initiation of Second Semester Candidates

Second Semester Candidates are required to attend at a minimum:

- Seven (7) Tuesday networking events
 - One in the last 4 weeks of the semester
- Three (3) BAP Board Meetings
- Three (3) 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 and Finance Career Fair](#) – September 16, 11am-2pm
 - [Business Career Fair](#) – September 30, 12-4pm
 - [Coggin Networking Night](#) – November 17, 5-7pm
 - [Office Tours](#)
- Networking events as follows:
 - Fall Semesters: Fall Networking Event and Alumni Social
 - Spring Semesters: Spring Luncheon and Initiation of Second Semester Candidates

The schedule of events 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 complete the attendance quiz will result in the candidate being marked absent.**

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, Tommy Vanhooose at recruitment.unfbap@gmail.com, at least 72 hours in advance to inform him 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
- Four (4) BAP Workshops
- Two (2) BAP Volunteer Events
- Two (2) of the following qualifying UNF Recruiting Event

Follow the links to learn more about each event

- [Accounting and Finance Career Fair](#) – September 16, 11-2pm
- [Business Career Fair](#) – September 30, 12-4pm
- [Coggin Networking Night](#) – November 17, 5-7pm
- [Office Tours](#)
- Networking events as follows:
 - Fall Semesters: Fall Networking Event and Alumni Social
 - Spring Semesters: Spring Luncheon and Initiation of Second Semester Candidates

*Requirements must be met during both first and second semesters. These requirements are for Fall 2026 and are subject to change in Spring 2027.

BOARD MEETINGS

All Beta Alpha Psi Board meetings are open to candidates and members. Candidates are required to attend, at minimum, three (3) 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.

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, Franchesca Bradner, 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 will be added to the Teams group chat 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, Tommy Vanhooose at recruitment.unfbap@gmail.com.

We communicate internally through our Canvas site and Teams. 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, Tommy Vanhooose at recruitment.unfbap@gmail.com.

CHAPTER BOARD OF DIRECTORS AND ADVISOR

Position	Officer Name	Email
President	Franchesca Bradner	president.unfbap@gmail.com
Vice President	Kennedy Schubert	vp.unfbap@gmail.com
Director of Programming	Jer Gabriel Thelander	programs.unfbap@gmail.com
Director of Recruitment	Tommy Vanhooose	recruitment.unfbap@gmail.com
Director of Marketing	Luca Fiannaca	marketing.unfbap@gmail.com
Director of Information Technology	Rio Stennett	it.unfbap@gmail.com
Director of Community Outreach	Clayton Shaw	service.unfbap@gmail.com
Director of Social Events	Quintin Spanier	social.unfbap@gmail.com
Treasurer	Jahari Bynoe	treasurer.unfbap@gmail.com
Secretary	Julie Wu	secretary.unfbap@gmail.com
Reporter	Oliver Chamblin	reporter.unfbap@gmail.com
Historian	Romina Velasco	historian.unfbap@gmail.com
Faculty Advisor	Jeffrey Gottlieb	j.gottlieb@unf.edu