



**FALL 2024**

**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 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 5<sup>th</sup>, 2019 as the 331<sup>st</sup> 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 25th, 2025. All candidates that meet membership requirements in Spring 2025 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 2024 semester must be submitted online by Sunday, September 8th 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](mailto: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 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\*
  - [Accounting and Finance Career Fair - September 4th](#)
  - [Business Career Fair - September 25th](#)
  - KPMG Office Visit - October 4th
  - IIA Presentation - October 23rd
- 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 and Finance Career Fair - September 4th](#)
  - [Business Career Fair - September 25th](#)
  - KPMG Office Visit - October 4th
  - IIA Presentation - October 23rd
- 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](http://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](mailto: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 1<sup>st</sup> and 2<sup>nd</sup> 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 and Finance Career Fair - September 4th](#)
  - IIA Presentation - September 23rd
  - [Business Career Fair - September 25th](#)
  - KPMG Office Visit - October 4th
- 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 2024 and are subject to change in Fall 2024.

**FALL 2024 CALENDAR**

<b>Week</b>	<b>Date</b>	<b>Event/Speaker</b>	<b>Location</b>
Week 1	Wednesday, August 21st, 2024	Tabling in Coggin	Coggin Lobby
	Thursday, August 22nd, 2024	Board Meeting	58/3601
Week 2	Tuesday, August 27th, 2024	Candidate Orientation	58/3804
	Wednesday, August 28th, 2024	Tabling in Coggin	Coggin Lobby
	Thursday, August 29th, 2024	Candidate Orientation	58/3805
Week 3	Tuesday, September 3rd, 2024	Smoak, Davis, and Nixon (SDN)	58/3804
	Wednesday, September 4th, 2024	Accounting and Finance Career Fair	Student Union, West
	Thursday, September 5th, 2024	Board Meeting	TBD
	Friday, September 6th, 2024	Candidate Orientation	Coggin Room 3136
Week 4	Tuesday, September 10th, 2024	Deloitte	58/3804
	Wednesday, September 11th, 2024	Tabling in Coggin	Coggin Lobby
	Thursday, September 12th, 2024	BAP Workshop	TBD
Week 5	Tuesday, September 17th, 2024	KPMG	58/3804
	Thursday September 19th, 2024	Board Meeting	58/3605
Week 6	Tuesday, September 24th, 2024	FORVIS Mazars	58/3804
	Wednesday, September 25th, 2024	Business Career Fair	University Center
	Thursday, September 26th, 2024	BAP Workshop	58/3805
Week 7	Tuesday, October 1st, 2024	PwC	58/3804
	Thursday, October 3rd, 2024	Board Meeting	58/3606
	Friday October 4th, 2024	KPMG Office Visit	
	Friday, October 4th, 2024	Alumni Social	TBD
Week 8	Sunday, October 6th, 2024	Jaguars Game	
	Tuesday, October 8th, 2024	PIVOT	58/3804
	Thursday, October 10th, 2024	Fall Break (UNF Closed)	N/A
Week 9	Tuesday, October 15, 2024	Fanatics	58/3804
	Thursday, October 17th, 2024	Board Meeting	58/3606
	Friday, October 18th, 2024	Humane Society Volunteer Event	
Week 10	Tuesday, October 22nd, 2024	Ennis, Pellum, and Associates	TBD
	Wednesday, October 23rd, 2024	IIA Presentation	
	Wednesday, October 23rd, 2024	Tabling in Coggin	Coggin Lobby



	Thursday, October 24th, 2024	BAP Workshop - Becker	58/3805
Week 11	Tuesday, October 29th, 2024	BDO	58/3804
	Thursday, October 31st, 2024	Board Meeting	58/3806
	Friday, November 1st, 2024	Fall Networking Event	Student Union Ballrooms
Week 12	Tuesday, November 5th, 2024	RSM	58/3804
	Thursday, November 7th, 2024	BAP Workshop	58/3806
Week 13	Tuesday, November 12th, 2024	EY	58/3804
	Thursday, November 14th, 2024	Board Meeting	58/3606
	Saturday, November 16th, 2024	Tentative Top Golf Event	
Week 14	Tuesday, November 19th, 2024	SBDP	58/3804
	Wednesday, November 20th, 2024	Tabling in Coggin	Coggin Lobby
	Thursday, November 21st, 2024	BAP Workshop	58/3805
Week 15	Tuesday, November 26th, 2024	Hancock Askew	TBD
	Wednesday, November 27th, 2024 to Friday, November 29th, 2024	Thanksgiving Break (UNF Closed)	N/A
Week 16	Tuesday, December 3rd, 2024	Meet The Firm - TBD	58/3804
	Wednesday, December 4th, 2024	Last Day of Tutoring for Semester	
	Thursday, December 5th, 2024	Board Meeting	58/3606
Week 17	Monday, December 9th, 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](http://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.

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](http://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](mailto: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](mailto:recruitment.unfbap@gmail.com).

## CHAPTER BOARD OF DIRECTORS AND ADVISOR

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

