

## CSUN BAP Points Protocol

The following document was written with the purpose of helping CSUN Beta Alpha Psi members understand the organization's reporting system and point requirements. This document does not address BAP grade requirements.

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### Mandatory Events

All Beta Alpha Psi members without a **reasonable** excuse are required to attend the following events: Candidate Integration Day and at least one Weekend Seminar. All Beta Alpha Psi candidates are required to complete the Candidate Project in order to become an initiate, or else they become candidates on probation and are required to complete the Candidate Project the following semester in order to be elevated to initiate. **Candidate Project is a non-points event for all candidates**, only non-candidates can earn points from the Candidate Project. Failure to attend the mandatory events will result in probation, or removal from the organization if one is already on probation. Excusable reasons to not attend are as follows:

- Religious beliefs
- VITA service
- Conflicting class schedule

Members must provide written proof of their VITA service or conflicting class schedule. Any reason not listed must be approved by the President or VP of Membership.

### Points Reporting System

BAP maintains a record of attendees at events through the sole use of up-to-date sign in sheets, which are to be brought by the directors of the events. If no sign in sheet is provided, the Technology Administrator will contact the directors for a list of attendees. The sign in sheet will have the name, date, and sponsor of the event as well as a contact person for the event.

Members will find their names listed under their membership groupings. In order to earn points from attending the event, a member is to provide their sign in and sign out times and initials. The event's scheduled time represents the only period in which points can be earned. A member cannot sign in earlier or sign out later than the stated event time, unless specifically authorized by an attending Executive. **A member must sign in only for the time they were physically present at the event!**

Directors are to immediately deliver the sign in sheets after the event to the student worker at the EY Career Center.

### **Missing Points**

BAP directors are responsible for providing the Technology Administrator with the sign in sheets within one week.

Throughout the semester, a series of reporting deadlines will be announced in which the points sheet is to be up-to-date and missing no events. All BAP directors that are holding onto sign in sheets must deliver them to the Reporting Secretary before the deadline date. After the deadline passes, if you find you are missing points from any **BAP** event that occurred before the deadline, you are to automatically contact the Events' directors regarding your missing points. The directors are to then contact the Technology Administrator to vouch for your attendance at the event. For all **non-BAP** events, please contact the Technology Administrator at all times for missing points.

### **Points Requirements**

BAP requires its candidates and initiates obtain a specified amount of points by attending a variety of events in order to remain in good standing. Members that are not in good standing are placed on probation and are denied all privileges of membership. One hour of attendance equals 1.2 points and should be recorded in 15 minute increments. Points are only considered in the semester earned; they can neither be carried back nor forward. All events are placed into three categories: Professional, Administrative, and Community Service.

### **Professional**

The Professional category is broken down into two sub-categories: BAP and Total.

1) BAP Professional points are earned by attending BAP-sponsored events in which an Accounting Professional presents. The point requirement for BAP Professional events for each semester is **15**. Some examples of BAP-sponsored events may include:

- BAP Wednesday Technical Meetings
- BAP Firm Tours
- Meet the Firms
- Awards Banquet
- Weekend Seminars
- Candidate Integration Day
- Regional Meetings
- BAP Alumni Event
- BAP Sponsored Firm Contacting
- BAP Resume Workshops/Mock Interviews

2) Non-BAP Professional points are earned by attending professional events. Non-BAP Professional points include excess BAP Professional points. The point requirement for Non-BAP Professional events for each semester is **10**. Some examples of professional events above may include:

- AA Monday and Wednesday Technical Meetings
- AA Firm Tours
- Professional Presentations

AA Resume Workshops/Mock Interviews

### **Administrative**

3) Administrative points are earned by attending administrative events, including non-BAP sponsored events. The point requirement for Administrative events for each semester is **5**. Some examples of administrative events may include:

BAP Monday Administrative Meetings

Other BAP Organizational Meetings

AA General Meetings

Qualifying Social Events

Table Sitting

Assisting Directors before, during, and after events (In order to keep Professional and Administrative points separate, the hours spent assisting a director for an event should not be recorded on the same sign in sheet for the event. Directors should bring a separate sign in sheet or contact the Technology Administrator)

Director and Executive Points

### **Community Service**

Community Service is broken down into two sub-requirements: Tutoring and Community Service.

4) Tutoring points are earned by attending tutoring sessions. The point requirement for BAP Tutoring for each semester is **5**. Examples of qualifying tutoring events may include:

BAP Tutoring (as a tutor or tutee)

BHA Tutoring

Private tutoring (For points regarding private tutoring, email the Technology Administrator to record points. The tutoring must be at no charge to the tutee to qualify for points!)

6) Community Service points are earned by attending qualifying service events, including non-BAP sponsored service events. Tutoring qualifies as Community Service. Qualifying community service events are frequently hosted by BAP and AA. Non-candidates can earn community service points by participating in the Candidate Project. Members can attend other service events outside of school so long as proper documentation and contact information is provided. The point requirement for Community Service for each semester is **10**.

### **Grand Total**

7) Candidates and Initiates are required to have a grand total of **45** points and have met the six previous point requirements. Any member that meets all six previous point requirements will by default have earned 45 points and have met the Grand Total requirement.

### **Probation**

Failure to meet any of the point requirements will result in probation or removal from the organization.

If a Candidate or Initiate fails to meet one of the point requirements, then the member will be considered an Initiate on probation. If the initiate on probation fails to meet one of the point requirements in their next semester with BAP, then the member will be expelled from the organization. Additionally, all initiates must be in good standing in order to become up for initiation.

**Contacts**

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