

## **BAP – Theta Xi Graduate Student Active Membership Requirements:**

Graduate students and Post-baccalaureate students at the institution where they were members as undergraduates may elect to continue or renew affiliation.

Once completing their semester as a candidate, and being initiated, graduate student members of BAP retain membership status so long as they remain degree seeking students in good standing at UNM.

Theta Xi Chapter requires the following **additional requirements** in order to remain an active member:

1. Please complete and submit the Membership Packet. Please fill out membership information sheet, page 3. Please complete the membership questionnaire, page 4. Please sign the privacy policy, page 5. Turn in the **entire application**, pages 3-7, as well as unofficial transcripts, by Friday, August 28th, 2015 at 1:30pm. If you wish to be part of the mentorship program please include pages 8 & 9.
2. Pay dues/fees and submit appropriate documentation as detailed on dues/fees sections of the website, or see page 6, by Friday, August 28th, 2015 at 1:30 pm.
3. Agree to the BAP code of ethics and UNM code of conduct, please see the bottom of page 5.
4. Maintain a cumulative GPA of at least 3.0 in graduate-level coursework.
5. Attend 4 hours of professional events, 2 hours of which must be BAP Technical Meetings (each BAP Technical Meeting counts as 1 hour). Members/Candidates that do not sign the sign-in sheet at BAP Technical Meetings will not receive credit for the event.
  - a. Submit a "BAP Technical/Professional Event Form" for each professional event attended, excluding weekly BAP Technical Meetings.
6. Participate in 4 hours of BAP sponsored community service events. No non-BAP sponsored service activities can be used to fulfill membership requirements.

Questions about membership requirements can be directed to the chapter VP of Membership (**[unmbap.vpmembership@gmail.com](mailto:unmbap.vpmembership@gmail.com)**)

### **Membership Packet Submission:**

*Option 1*) Please complete the membership packet (Pages 3-7) and email it to (**[unmbap.secretary@gmail.com](mailto:unmbap.secretary@gmail.com)**). Be sure to include an electronic copy of your transcripts in the email. If a member submits the packet electronically then page 7 must be turned in physically to ASM 2052 (BAP office). Please ensure your fee/dues receipt is stapled to page 7. Pages 1-2 are for your reference and do not need to be submitted with the packet.

*Option 2*) Please complete the membership packet (Pages 3-7) and place it inside of the box on the door of ASM 2052 (BAP Office). Please ensure that your transcripts are attached, or sent electronically, and you have stapled your fee/dues receipt to page 7. Pages 1-2 are for your reference and do not need to be submitted with the packet.



# BETA ALPHA PSI Theta Xi Chapter



University of New Mexico  
R.O. Anderson Schools of Management  
Albuquerque, New Mexico 87131

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## Membership Information

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Date of Graduation: \_\_\_\_\_ G.P.A.: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**\*\*PLEASE SUBMIT AN UNOFFICIAL TRANSCRIPT FOR VERIFICATION PURPOSES\*\***

\*Name: \_\_\_\_\_

\*Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

\*City: \_\_\_\_\_

\*State: \_\_\_\_\_

\*Zip Code: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

\*E-Mail Address: \_\_\_\_\_

\*Major: \_\_\_\_\_ Undergraduate or Graduate \*(circle one)

\*indicates a required field.

THE MEMBERSHIP FEE IS \$40.00; A MEMBER MUST FULFILL THE REQUIREMENTS IN ORDER TO RETAIN MEMBERSHIP STATUS.

I have read the attached pages listing the membership requirements and I agree to all the terms. I understand that my membership fee is non-refundable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Membership Questionnaire:**

Name: \_\_\_\_\_

Do you intend to graduate this semester?

\_\_\_\_\_Yes \_\_\_\_\_No

At the end of this semester, will you have completed 2 consecutive semesters as an active member of BAP? Your candidate semester does count toward this requirement. This qualifies you for honors cords.

\_\_\_\_\_Yes \_\_\_\_\_No

If YES: Would you like to order cords for graduation? Cords are free.

\_\_\_\_\_Yes \_\_\_\_\_No

If YES: Would you like to order an honors stole for graduation? Cost \$15. Please pay for stoles now and check the appropriate box on the payment checklist. If you are unsure, there will be another opportunity to order cords and stoles.

\_\_\_\_\_Yes \_\_\_\_\_No

Were you ever an officer in BAP?

\_\_\_\_\_Yes \_\_\_\_\_No

**Please submit your most recent unofficial transcript to the chapter secretary each semester ([unmbap.secretary@gmail.com](mailto:unmbap.secretary@gmail.com)) or submit the transcripts with your membership packet by the packet due date.**

Did you send your transcripts to the secretary via email?

\_\_\_\_\_Yes \_\_\_\_\_No

## Information Management and Privacy

As a member of Beta Alpha Psi you have supplied and may continue supplying Beta Alpha Psi with information about yourself. Beta Alpha Psi (BAP) needs this information to maintain a record of your membership, communicate with you, carry out its activities, assist you if you have a disability and maintain contact with you when you have graduated. BAP must also satisfy the statistical and data requirements of us and when requested by governmental and any grant giving bodies and the Internal Revenue Service. Much of the information that is collected from you via all methods listed in the privacy policy is required by governmental and any grant giving bodies and the IRS and BAP is not permitted to accept your application unless the information is provided.

The information you supply is stored in the Reporting Intranet and internal and external databases listed in the Privacy Policy and is made available to the Executive Office, conference planners, the organizing committees of meetings and competitions, the alumni section when you graduate and your local chapter as required. Information will be disclosed as listed in the Privacy Policy and to governmental and any grant giving bodies and the IRS in accordance with their directives.

The names and current projects of chapters and members may be published in electronic and or printed media highlighting the projects undertaken by BAP, its chapters or its members. If you do not want these details published, you should inform the executive office and your local chapter.

BAP will use the email address you provided with this application to contact you about matters related to your membership of BAP and to inform you about services available to you while you are a member or an alumni member.

BAP may also access your records to identify students who may be eligible for employment opportunities and may pass on a subset of the records to employers.

Beta Alpha Psi or your local chapter may publicize events by printing and distributing information and or pictures of members. Printed material may include names of members and descriptions of events. Pictures may be accompanied by identification details or they may be anonymous.

Other than the exceptions above and those listed in the Privacy Policy, BAP does not disclose personal information about members except with the consent of the member concerned or where required or authorized by legislation or court or criminal proceedings.

You have the right to access and correct any personal information concerning you held by BAP in its databases. Routine corrections, changes and enquiries should be directed to your local chapter reporting secretary. Your initial application, when accepted and any subsequent changes will be confirmed with you by email.

If you do not agree to these conditions, please notify your local chapter President in writing listing which sections you do not agree to. If you do not notify your local president, Beta Alpha Psi and the local chapter will assume that you have consented to these conditions.

If you have any feedback about current programs or suggestions for the future, please let your local chapter or the Chapter Advocate for your region know.

As a Member of Beta Alpha Psi – Theta Xi chapter I have read the privacy policy, and agree to abide by the UNM Code of Conduct (<http://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html>) and BAP Code of Ethics (<http://www.bap.org/ethics.aspx>).

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First Name	Middle Initial	Last Name
Sign		Date

## **Membership Dues and Fees Procedures:**

ALL fees will be collected by Tina Armijo in ASM 2078.

### **Affiliate Dues: \$40**

- \$40 each semester.

### **Candidate Dues: \$100**

- \$65 one time national fee paid to national Beta Alpha Psi organization.
- \$35 candidate fee.

### **Member Dues: \$40**

- \$40 membership fee per semester.

### **Procedures:**

1. Prepare legal tender: **SORRY WE CANNOT ACCEPT CASH.**
  - a. Check: make check payable to “Beta Alpha Psi, Theta Xi”.
  - b. Money Order (for exact amount).
2. Take legal tender to Tina Armijo at ASM 2078.
  - a. Dues will **ONLY** be accepted at this office!
3. State your name (provide ID if requested), and request the amount be paid to Beta Alpha Psi as membership fees/candidate fees.
4. Get a **receipt** for payment!
  - a. Verify that it shows the correct name, and dollar amount.
5. Attach the receipt to page 7 of your packet. Turn in to the BAP office (ASM 2052). It is advisable to make a copy of the receipt.

### **Important:**

By paying dues, you are indicating acceptance of all chapter rules and responsibilities. As such there will be **no refunds** unless extenuating circumstances prove otherwise. Such circumstances may include:

- o Prepayment before verification of eligibility
- o Disenrollment from chapter within 30 days of semester start due to events outside of candidate/member’s control (loss of family member, etc.)

Fees will not be refunded for:

- o Personal disenrollment from chapter
- o Removal from chapter for any reason by officers
- o Failure to meet requirements at end of semester
- o At officer discretion

## Payment Checklist Fall 2015 – Members

Please check the boxes for all applicable payments. Turn this form in along with the paper receipt from Tina Armijo (ASM 2078). Officers **will not** accept payment.

*Payment will not be recognized unless both this form and the paper receipt are turned in.*

**Electronic forms and receipts will not be accepted!**

**Name:** \_\_\_\_\_

- \$15 for Stoles, Cords are free (Only if you are graduating this semester **AND** want stoles. Do not check if you only want cords)
  
- \$40 – Member dues (**All** members must check this box)

**Total:** \_\_\_\_\_

**Did you send your membership packet electronically?**

YES                      NO                      (circle one)

**STAPLE RECIEPT TO THIS PAGE!!**



**Your Interests:**

1. What are your hobbies and interests?

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2. Do you participate in any extracurricular activities outside of school? If yes, explain:

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3. What is your career goal?

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4. Do you plan on attending graduate school?  Yes  No

5. What would you like to learn more about or become better at with the help of a mentor?

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6. What three words best describe you? \_\_\_\_\_

**Match Information:**

What days of the week are you available to participate? (check all that apply):

- Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

What is the best time for you to participate? (check all that apply):

- Mornings  Afternoons  Evenings  Weekends

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Mentorship Program Responsibilities & Expectations Include**

- ❖ Make a commitment to the program for one semester.
- ❖ Make the time commitment of communicating in person or through alternative methods (email, phone, carrier pigeon) with the assigned mentor for at least 3 hours (preferably more) over the course of the semester and if possible attempt to communicate with them every week.
- ❖ Attend Mentorship “Meet & Greet” (look at the BAP calendar).
- ❖ Attend the Mentorship Social Event, date and time TBA on BAP calendar.
- ❖ Submit Mentorship Hours Log to Philip Stella, VP of Membership/Mentorship ([unmbap.vpmembership@gmail.com](mailto:unmbap.vpmembership@gmail.com)). Due Date will be posted on the website and announced over the email listserve.

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FOR OFFICIAL USE ONLY (**DO NOT FILL OUT**):

1) Did this member pay their dues (fill out information below)?

Candidate     Member

Paid by:         Cash         Check # \_\_\_\_\_         Other \_\_\_\_\_

Received By: \_\_\_\_\_ Title: \_\_\_\_\_

2) Did this member attend orientation?                      Yes                      No                      Intial: \_\_\_\_\_

3) Did this member meet the GPA requirements(attached transcripts)?    Yes                      No                      Intial: \_\_\_\_\_