



BETA ALPHA PSI

Graduate Candidate/Affiliate Packet

NAME: _____

Meet Professionals

Get a Professional Mentor

Connect With Employers

Gain National Recognition

Improve Soft Skills

Easy to Join:

Visit our Website: www.bapthetaxi.com

- 1. Fill out application (due September 5th 2014)**
- 2. Pay dues by September 5th 2014**
- 3. Attend orientation September 5th 2014** (required for membership)

BAP – Theta Xi Graduate Student Candidates

Requirements for graduate students to become a CANDIDATE in BAP – Theta Xi chapter:

1. Be a degree seeking graduate student in good standing at UNM.
2. Be majoring, concentrating, or have a stated interest in accounting, finance, or management information systems.
3. Have an undergraduate cumulative GPA of at least 3.00 - or - have at least a 3.25 GPA on the last 30 undergraduate semester hours -or- have a GPA of 3.00 on 6 hours of graduate-level classes.
4. Complete and submit Candidate Application. Please fill out candidate information sheet, page 4, and sign the privacy policy, page 5. Please turn in the **entire application**, pages 4-7, as well as unofficial transcripts, by Friday, September 5th, 2014 at 1:30pm. If you wish to be part of the mentorship program please include pages 8 & 9.
5. Pay dues and fees and submit appropriate documentation as detailed on the DUES/FEES section of the website, or see page 6, by Friday, September 5th, 2014 at 1:30pm.
6. Agree to the BAP code of ethics and UNM code of conduct, see the bottom of page 5.
7. Attend mandatory Candidate Orientation on Friday, September 5th, 2014 at 12:30PM in ASM 1065, or contact the chapter president (unmbap.pres@gmail.com) **before** Orientation if you need to make alternative arrangements.

Students who do not yet meet these requirements should consider AFFILIATE membership!

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

Once accepted as a CANDIDATE graduate students must fulfill the following requirements in 1 semester in order to become a full MEMBER:

1. Attend 4 hours of professional events, 2 hours of which must be BAP Technical Meetings (attending a full 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 the "BAP Technical/Professional Event Form" for each professional event attended, excluding BAP Technical Meetings. Events must meet the requirements set out in the "Technical/Professional Event Policy" in order to qualify for credit.
2. Participate in 4 hours of BAP sponsored community service events. No non-BAP sponsored service activities can be used to fulfill membership requirements
3. Attend mandatory Candidate Initiation on Friday, November 21st, 2014 or make alternate arrangements with the chapter president (unmbap.pres@gmail.com) **before** the event.

A Candidate failing to meet any of the aforementioned requirements due to extenuating circumstances and who wishes to be initiated as a full member, must seek approval from the Executive Board. The Candidate must present the circumstances before the Executive Board in person, or through written correspondence a month prior to the Initiation ceremony.

Candidate Application Submission:

Option 1) Please complete the candidate application (Pages 4-7) and email it to (unmbap.secretary@gmail.com). Be sure to include an electronic copy of your transcripts in the email. If a candidate 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 1-3 are for your reference and do not need to be submitted with the application.

Option 2) Please complete the candidate application (Pages 4-7) 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 1-3 are for your reference and do not need to be submitted with the application.

BAP – Theta Xi Affiliate Membership

Any student enrolled at UNM who **does not** meet the requirements for candidacy or membership may become an AFFILIATE member of BAP - Theta Xi:

1. Complete and submit Candidate Application. Please fill out candidate information sheet, page 4, and sign the privacy policy, page 5. Please turn in the **entire application**, pages 4-7, as well as unofficial transcripts, by Friday, September 5th, 2014 at 1:30pm. If you wish to be part of the mentorship program please include pages 8 & 9.
2. Pay dues and fees and submit appropriate documentation as detailed on the DUES/FEES section of the website, or see page 6, by Friday, September 5th, 2014 at 1:30pm.
3. Agree to the BAP code of ethics and UNM code of conduct, see the bottom of page 5.
4. Attend mandatory Candidate Orientation on Friday, September 5th, 2014 at 12:30PM in ASM 1065, or contact the chapter president (unmbap.pres@gmail.com) **before** Orientation if you need to make alternative arrangements.

Affiliate status allows full participation in BAP programs and events, but does not qualify as a semester of active participation required for wearing honor cords at graduation. Affiliate members cannot become officers in the Theta Xi chapter.

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

Affiliate Application Submission:

Option 1) Please complete the application (Pages 4-7) and email it to (unmbap.secretary@gmail.com). Be sure to include an electronic copy of your transcripts in the email. If an affiliate 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 1-3 are for your reference and do not need to be submitted with the application.

Option 2) Please complete the application (Pages 4-7) 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 1-3 are for your reference and do not need to be submitted with the application.



BETA ALPHA PSI

Theta Xi Chapter

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



Candidate Information

Date of Graduation: _____ G.P.A.: _____ Student ID Number: _____

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

*Name: _____

*Address: _____

*City: _____

*State: _____

*Zip Code: _____

Permanent Address: _____

*Primary Phone: _____ Other Phone: _____

*E-Mail Address: _____

*Major: _____ Undergraduate or Graduate (circle one)

*indicates a required field.

THE CANDIDATE MEMBERSHIP FEE IS \$35.00 FIRST SEMESTER; CANDIDATES HAVE AN ADDITIONAL ONE-TIME FEE OF \$65.00. THIS APPLICATION IS THE FIRST STEP AN APPLICANT CANDIDATE TAKES TO BECOME A MEMBER. A CANDIDATE MUST FULFILL THE REQUIREMENTS IN ORDER TO REACH 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: _____

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 as 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 it 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 does not agree to. If you do not notify your local president, Beta Alpha Psi and the local chapter will assume that 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 Candidate 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>).

First Name Middle Initial Last Name

Sign Date

Membership Dues and Fees Procedures:

ALL fees will be collected by Camille Pompeo in ASM 2072.

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 Camille Pompeo at ASM 2072.
 - 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 2014 – Candidates

Please check the boxes for all applicable payments. Turn this form in along with the paper receipt from Camille Pompeo (ASM 2072). 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: _____

- \$65 – one time only candidate fee (first time candidates must check this box)
- \$35 – Member dues (All candidates must check this box)

Total: _____

Payment Checklist Fall 2014 – Affiliates

Please check the boxes for all applicable payments. **Only fill out this part of the form if you are NOT eligible for candidacy.** Turn this form in along with the paper receipt from Camille Pompeo (ASM 2072). 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: _____

- \$40 – Affiliate dues (All affiliates must check this box)

Total: _____

Did you send your candidate application electronically?

YES NO (circle one)

STAPLE RECIEPT TO THIS PAGE!!

Your Interests:

1. What are your hobbies and interests?

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

3. What is your career goal?

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?

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 John Jaramillo, VP of Mentorship (unmbap.vpmentorship@gmail.com). Due Date will be posted on the website and announced over the email listserve.

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

1) Did this candidate 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 Initial: _____
3) Did this member meet the GPA requirements(attached transcripts)? Yes No Initial: _____