



Beta Alpha Psi

*An International Honorary Organization for
Financial Information Professionals*

Beta Chi Chapter

**Membership Handbook
Fall 2009**

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If you have any questions regarding the Membership Handbook, please email Riyako Asami, Director of Membership, at Membership.ssubap@gmail.com.

August 26, 2009

Dear Initiate:

Thank you for joining the Beta Chi Chapter of Beta Alpha Psi at San Francisco State University!

As you review the recruiting brochures from firms in the public and private sectors of the accounting, finance, and information systems profession, you will find that these organizations are seeking candidates who not only maintain outstanding academic records in school, but more importantly, possess excellent professional and interpersonal skills, such as communication skills, teamwork spirit, decision-making skills, and leadership abilities. Joining organizations such as Beta Alpha Psi will provide you with opportunities to develop and refine these skills, which will have a significant effect on your marketability and subsequent professional growth.

Along with opportunities to develop the necessary professional skills, Beta Alpha Psi provides you opportunities to network with accounting professionals and fellow students who share a common professional interest. Many of these contacts can be nurtured and developed into highly valuable professional and social relationships.

To reap all of the benefits that Beta Alpha Psi provides, you must actively participate in the organization. "What you'll get out of it is as much as you put into it." The more time and effort you put into networking and developing your professional skills, the more confident and well-rounded you will become.

On behalf of Beta Alpha Psi, I would like to take this opportunity to welcome you and hope that you benefit from Beta Alpha Psi as much as I have.

Sincerely,

Riyako Asami
Director of Membership
Beta Alpha Psi, Beta Chi Chapter
San Francisco State University

About Beta Alpha Psi

What is Beta Alpha Psi?

BETA ALPHA PSI is an international honorary organization for Financial Information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance, and information systems; providing opportunities for self-development, service, and association among members and professionals; and encouraging a sense of ethical, social, and public responsibility.

Beta Alpha Psi is governed by a constitution, and its affairs are administered by the National Council through its National Administrator. The duties of the National Administrator include receiving the activity reports from the chapters, evaluating and tabulating these reports, and working closely with each chapter. Besides the well-organized structure, personal friendships are key to keeping Beta Alpha Psi an effective organization.

Why should I join Beta Alpha Psi?

Beta Alpha Psi coordinates premier events to encourage professional development, such as the following: office visits to professional business organizations, technical presentations and workshops, service events to promote social responsibility, social events to network students and professionals, and our signature event, *Meet the Firms*.

These exciting events provide students with the opportunity to network with professionals, to improve leadership and communication skills, and to obtain a better understanding of the financial information field.

How can I join Beta Alpha Psi?

Any qualifying student who is majoring in accounting, finance, or information systems may join Beta Alpha Psi. Anyone who wants to be a member must attend *Welcome Night* scheduled for **Monday, August 31st, 2009 from 5:00-7:00pm in Rosa Park A-C in the basement of the Cesar Chavez Student Center**. Please email Riyako Asami, Director of Membership, at Membership.sfsubap@gmail.com for more information.

How can I be successfully initiated?

To be successfully initiated, you have to meet the Minimum Membership Requirements set by the National Council. Basically, this means maintaining good academic performance and actively participating in all events. Detailed membership requirements are included in the *Minimum Membership Requirements* section.

Where can I find more information about Beta Alpha Psi?

Office: SCI 300
Website: <http://userwww.sfsu.edu/~bap> **Email:** Membership.sfsubap@gmail.com
Bulletin Board: BUS Building, 1st Floor

History of Beta Alpha Psi



With the 1896 passage of New York's Certified Public Accounting Law, accountancy began to assume the earmarks of a profession. This development gave rise to the need for educational facilities, and as a result, the Wharton School and New York University were the first to establish courses in accounting.

Rapid strides took place in the profession as accounting became a separate curriculum in the business schools and as accounting students began to consider themselves distinct from other business students. In response to this, Professor Hiram T. Scovill formed the first accounting club in 1917. By 1919, the club had its own constitution and bylaws and had adopted as its name the Greek letters "**Beta Alpha Psi**".

Growth was rapid and by 1942, Beta Alpha Psi had established 24 chapters. Except for a slowdown during World War II, the organization has grown steadily. Today, Beta Alpha Psi has over 200 chapters.

The organization has always set high standards for its membership. Beta Alpha Psi seeks to promote and enhance the accounting profession through high academic standards and sound principles of professional conduct. Chapters are accepted into the national organization only if they are part of a strong business program and possess a full-time accounting faculty. Since 1947, the business school of a chapter has been required to be a member of the American Association of Collegiate Schools of Business.

Beta Alpha Psi

- Encourage and promote professional and scholastic excellence in the fields of accounting, finance, and information systems
- Continue to grow in membership and in participation
- Encourage and participate in more social and professional activities with other regional chapters
- Become more involved in community activities
- Offer voluntary tutorial services for lower-level accounting students
- Increase interaction between present members and alumni
- Promote and develop teamwork skills within the organization
- Promote increased involvement from faculty members in chapter activities

In addition, our chapter – Beta Chi – has achieved the **Superior Chapter** status. A Superior Chapter will:

- Receive financial awards from the National Chapter
- Receive a Superior Chapter plaque
- Be listed in the Beta Alpha Psi Annual Report

In order to meet the national requirements for superior chapter, an award-seeking chapter must maintain a high level of activity and involvement. This is measured, largely, as a percentage of attendance at events and activities. Thus, your participation in all events is very important. Members' attendance will be reported to the national office to help meet our superior chapter requirements. Through participation, not only will you allow yourself to be involved socially and professionally, but you will also be part of a team effort to accomplish our chapter's goal.

Why should you fulfill the requirements?: Our chapter of Beta Alpha Psi, the *Beta Chi* Chapter, tracks and reports our initiates' and members' participation so as to maintain our status as a nationally-recognized **Superior Chapter**, which distinguishes us at the *highest level of excellence*. Our members are proud of our ongoing status as a Superior Chapter, and we strive to continue to uphold this standing year after year. Your participation is a crucial element in allowing us to maintain our position as one of the best Beta Alpha Psi chapters nationwide! **Please participate actively, as you will find the more you participate, the more benefits you will enjoy.**

How does the point system work?: We track initiates' and members' participation according to a point system. *The more points, the better!* In fact, our chapter recognizes and offers awards to our highest achievers each semester. To remain in good standing however, you must achieve the **minimum** number of points in your category each semester.

Points offer flexibility: Students benefit from attending all mandatory events, but we recognize work and/or school may conflict with events. Our point system offers flexibility by allowing students to substitute some requirements for others. If you have questions about the system, speak with an officer or contact Riyako Asami, Director of Membership at membership.sfsubap@gmail.com. [Our Director of Membership will track your involvement throughout the semester.](#)

Track your progress: While our Director of Membership will track your involvement using sign-in sheets from each of our events, you will benefit by keeping a record of those events you attend. Should you have questions or need clarification as to your standing during the semester, consult the Director of Membership or another officer.

Minimum Membership Requirements Fall 2009

ALL Students Must:

- | | |
|--|----------|
| • Attend <i>Welcome Night</i> | 2 points |
| • Submit resume and Attend <i>Meet the Firms</i> | 8 points |
| • Attend BAP/ASO Joint Social | 2 points |
| • Attend <i>Awards Banquet</i> | 3 points |
| • Vote in <i>Chapter Elections</i> | 2 points |
| • Contribute 4 Hours of Tutoring | 1 point |

In Addition:

First Semester Initiates Must:

- | | | |
|---|-------------------------------|---|
| • Attend 6 Professional Presentations | (1 point per presentation) | 6 |
| • Attend 1 Office Visit/Mock interview | (2 point per visit/interview) | 2 |
| • Attend 3 Service Events | (3 point per service event) | 9 |
| • Attend <i>Initiates' Day</i> | | 4 |
| • Attend an Interview/Resume Workshop. | | 1 |
| • Participate in a committee (Optional, but encouraged for those considering becoming officers) | | 1 |

Total First Semester Initiates Point Requirement 40

Second Semester Initiates (see next page)

Second Semester Initiates Must *(In addition to requirements of ALL students):*

- Attend 4 Professional Presentations (1 point per presentation) 4
- Attend 2 Service Events (3 point per service event) 6
- Attend *Initiation Ceremony* 2

Total Second Semester Initiates Point Requirement **30**

Members Must *(In addition to requirements for ALL students):*

- Attend 3 Professional Presentations (1 point per presentation) 3
- Attend 1 Service Event (3 point per service event) 3
- Attend *Initiation Ceremony* 1

Total Member Point Requirement **25**

Sign in for all events! Be sure to sign in at each and every event you attend. Look for the proper sign-in sheet to be sure you get credit for attendance.

Please note, in accordance with our responsibilities as a nationally-affiliated organization:

- Each student has the responsibility to meet and fulfill all requirements for initiation and continued membership
 - **All membership fees must be paid by check and submitted along with an updated application by Friday, September 11, 2009 at 4:45 p.m. in the BAP box in SCI 300**
 - For 2nd Semester Initiates, membership dues are \$45
 - For Members (3rd semester and more), membership dues are \$20
 - Please make checks payable to *Beta Alpha Psi*
 - Participation in VITA will be accepted as two Service Events. *This applies to Spring semester only.*
 - All students who complete the minimum membership requirements will be considered to be in good standing and will be noted as such on the Awards' Banquet program.
 - In extreme cases, the requirements can be revised on a per case basis after examination by the officers and faculty advisor. An exception is not automatic and will be based heavily on the individual student's record. **Any requests for an exception must be submitted in writing to Riyako Asami, Director of Membership, prior to the event in question.** Initiates who do not meet all the membership requirements will not be initiated and will forfeit their membership fees.
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TUTORING PROGRAM: Fall 2009

The Beta Alpha Psi tutoring program is an invaluable service that helps students with lower division accounting courses, primarily ACCT 100 and 101, while assisting the accounting faculty in meeting their instructional objectives. Through proper implementation of this program, Beta Alpha Psi can fulfill students' needs as well as our national chapter's requirements for community service.

This tutoring program distinguishes Beta Alpha Psi from other organizations by allowing members to give back to the students of San Francisco State University. With your help, Beta Alpha Psi can achieve its goal of producing top accounting students and, ultimately, top Beta Alpha Psi members prepared to enter the accounting profession.

Tutoring hours will be set up every week; be sure to sign-up weekly on I-Learn. To spread tutoring assistance equally throughout the semester, no more than two tutoring hours can be scheduled for a particular week for any individual. Additionally, only two Beta Alpha Psi tutors can be scheduled at any given time. Members and initiates are required to perform four hours of tutoring per semester. A penalty of one extra tutoring hour will be imposed for each tutoring hour missed (if you sign up but don't show up).

Please honor your tutoring commitments. If you are absolutely unable to attend a session, you should immediately contact our Director of Membership, Riyako Asami at membership.sfsubap@gmail.com.

Not honoring a tutoring commitment is seen as disrespectful to the Organization and the students, and is not in keeping with the Foundations upon which Beta Alpha Psi was founded.

ACCOUNTING LAB

Location:	Science Building, Room 205
Hours:	Mondays: 10:00 AM to 1:00 PM; closed from 1:00PM to 2:00 PM Reopen from 2:00 PM to 4:00 PM
	Tuesdays: 9:30 AM to 2:00 PM
	Wednesdays: 10:00 AM to 1:00 PM; closed from 1:00PM to 2:00 PM; Reopen from 2:00 PM to 4:00 PM
	Thursdays: 9:30 AM to 2:00 PM
	Fridays: Closed.

*The tutoring lab will be closed on campus holidays and furlough days.

This same tutoring schedule will be posted outside of the lab in SCI 205 and on I-Learn.

Tutoring Instructions:

- Sign up at least one week ahead. The sign-up sheet will be posted weekly on I-Learn.
- Go to SCI 205 on the day and time for which you have signed up.
- Get the tutoring worksheet from the volunteer BAP supervisor on duty and sign in. If you are more than 10 minutes late to your session, you will not receive credit for tutoring.
- Get the "BAP Accounting Tutor" sign from the volunteer BAP supervisor on duty and make sure it is displayed clearly during your session.
- When you have finished, please get a signature from the volunteer BAP supervisor on duty. If you fail to get the tutoring worksheet signed by this person, you will not receive credit for your session.

UPCOMING EVENTS

Fall 2009

A calendar of events will be posted on the BAP Bulletin Board and on the website. Fliers will also be posted on the BAP Bulletin Board before each event. All updates on upcoming events will be distributed through I-Learn in a weekly newsletter, so check I-Learn and read weekly emails. As usual, our events will include:

- Office Visits to Accounting Firms
- Meet the Firms
- Professional Presentations
- Awards Banquet
- Mock Interviews
- BAP/ASO Joint Social
- Community Service
- Initiation Ceremony

Don't forget to always keep a look out for upcoming events!



WEBSITE INFORMATION

Fall 2009

The following information will be posted on our website <http://userwww.sfsu.edu/~bap>

- Requirements
- Description of Tutoring Program
- Calendar of Events (will also be posted on the BAP board)

Please visit our website often as it is updated regularly. There are links on the page to many of the firms and companies who recruit at San Francisco State University as well as others. We encourage you to become familiar with all the firms who will be giving technical presentations and workshops as well as those who will be attending *Meet the Firms*.

If you have trouble accessing our website, please contact the VP of Information, Eric Ho at information.ssubap@gmail.com

Beta Alpha Psi

Directory of Officers

Fall 2009

President Amy Winters Pillai <i>President.sfsubap@gmail.com</i>	Vice President Igor Ryvkin <i>Vicepresident.sfsubap@gmail.com</i>
VP of Administration Salie Loi <i>Administration.sfsubap@gmail.com</i>	Treasurer Anthony Yuson <i>Treasurer.sfsubap@gmail.com</i>
VP of Technical Presentations Kevin Sasur <i>Techpresentations.sfsubap@gmail.com</i>	VP of Professional Development Simon Hoang <i>Profdevelopment.sfsubap@gmail.com</i>
VP of Information Eric Ho <i>Information.sfsubap@gmail.com</i>	VP of Public Relations Anthony Yuson <i>Publicrelations.sfsubap@gmail.com</i>
Social Coordinator Howard Leung <i>Socialcoord.sfsubap@gmail.com</i>	Director of VITA Huimin Li <i>Vitacoord.sfsubap@gmail.com</i>
Director of Membership Riyako Asami <i>Membership.sfsubap@gmail.com</i>	Director of Regionals 10'/Chapter Contact Stephanie Shew <i>Chaptercontact.sfsubap@gmail.com</i>
Director of Social Affairs Tetsuro Araki <i>Social2.sfsubap@gmail.com</i>	Director of Fundraising Martina Paul <i>Fundraising.sfsubap@gmail.com</i>
Director of Alumni Relations Jennifer Rossmiller <i>Fundraising.sfsubap@gmail.com</i>	
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