

BAΨ
Beta Alpha Psi, Theta Phi Chapter
Western Washington University
Candidate Application Form for Fall 2009
Application Deadline: Thursday, October 8, 2009

Print your name exactly as you wish it to appear on your BAΨ certificate:

Mailing address (*street*) _____

(*city, state, zip*) _____

Phone _____ Email address _____

Gender (circle one): Male Female Birthdate (*mm/dd/yy*): _____ Ethnicity: _____

Major (circle one): Accounting Finance Information Systems (circle one): Undergraduate Graduate

Please Attach: (1) a check for the \$65 one-time initiation fee, payable to "Beta Alpha Psi"
(2) a cover letter stating why you want to belong to Beta Alpha Psi, and what you expect to contribute to Beta Alpha Psi.

I certify that (initial each line):

_____ I agree to continue to pay WWU Accounting Society dues and to continue to be a member of the WWU Accounting Society as long as I am a student at WWU, *and*

_____ I agree to contribute constructively to the Theta Phi Chapter of Beta Alpha Psi as long as I am a student at WWU, *and*

_____ I agree to participate in at least the minimum service and professional activities as required by the Chapter commensurate with the requirements of BAΨ International, *and*

_____ I agree to attend **all** regularly-scheduled Chapter meetings, unless excused *in advance* by the Reporting Secretary, *and*

_____ I agree to attend a BAΨ *Volunteer Activity and Candidate Night*, *and*

_____ I understand that the \$65 candidate fee is *not refundable* under any circumstance, *and*

_____ I agree to read the Chapter By-Laws of the Theta Phi Chapter on the Chapter's website, *and*

_____ After the end of this quarter, I will provide a *Grade Certification and Application for Induction* (page 4 of this application), an up-to-date transcript, plus computation of my GPA in upper level courses in my major to Dr. Zite Hutton, Faculty Advisor, by June 30, 2009, *and*

_____ I understand that I must attend the Induction Ceremony scheduled for **Fall** Quarter to become a member of BAΨ, *and*

_____ I have read, understand, and plan to fulfill the candidate requirements by the required due dates: Candidate requirements include professional activities, service (volunteer) activities, Candidate Night, and reporting requirements.

Signed: _____ Date ____/____/____

The requirements to become a member of Beta Alpha Psi are stated on the attached pages. It is **your** responsibility to see that the requirements are met and reported to the Beta Alpha Psi Reporting Secretary, **Danielle Crewdson**.

Give this page, cover letter, and your check for **\$65** (payable to "Beta Alpha Psi") to the Assistant Treasurer, **Daniel Martin**, by **Thursday, October 8, 2009**. The Assistant Treasurer will initial below, and immediately deliver this form and your cover letter to the Reporting Secretary.

<i>For office use only</i> Date \$65 initiation fee received: _____ Initials of Assistant Treasurer: _____

BAΨ Candidate Process & Requirements

Theta Phi Chapter of Beta Alpha Psi at Western Washington University

Fall Quarter 2009

(Keep this page for reference!)

By the Application Deadline (October 8, 2009):

- Read through the application form and this information. Make sure that you understand the application and attached information. Ask the Reporting Secretary, **Dannielle Crewdson**, **crewdson88@gmail.com**, if you have any questions.
- Complete the Candidate Application Form (page 1 of this application).
- Write your cover letter stating why you want to belong to Beta Alpha Psi and what you expect to contribute to Beta Alpha Psi.
- By the application deadline, submit the application, cover letter, and \$65 (one-time) candidate fee to the Assistant Treasurer. (The Assistant Treasurer will make a record of your payment and deliver your Candidate Application Form and cover letter to the Reporting Secretary.)

During your Candidate Quarter:

During the candidate period, you must participate in **at least 12 hours** of professional and service activities, as described below:

Professional Activity requirements:

- Candidates are required to participate in *at least* 5 hours of **professional** activities during **Fall Quarter 2009**. Typically, this requirement is satisfied by attending chapter meetings at which a professional presentation is offered. (Attendance is verified from the sign-in sheets at each meeting.) However, other activities that are professional in nature may also satisfy this requirement. (Note: On the BAP application, you agreed to attend **all** regularly-scheduled Chapter meetings, unless excused *in advance* by the Reporting Secretary.)

Service Activity (Volunteer) requirements:

- Candidates are required to participate in *at least* 5 hours of **service** activities in a Beta Alpha Psi sponsored service activity during **Fall Quarter 2009**. (The Volunteer Coordinator will set up at least 2 volunteer opportunities during the quarter.) It is **your** responsibility to contact **Kitty Bond**, the Volunteer Coordinator, in a timely (early) manner, so that you may complete your volunteer requirement. All volunteer hours for **Fall Quarter 2009** must be completed and reported no later than **November 26, 2009**.

Additional Activity & Reporting requirements:

- The remaining two hours may be in *either* professional *or* service activities.
- **You** must **report** ALL service activities and all non-BAP professional activities to the Reporting Secretary at **crewdson88@gmail.com**, as they occur, *no later than November 26, 2009*. (Report the name & type of activity, the date, and the starting and ending times. If it is a non-BAP professional or service activity, please provide additional details about the activity.)
- You are also required to attend a Candidate Night (scheduled with certain BAP Service Activities).

Other requirements:

- Read the By-Laws of the Theta Phi Chapter of Beta Alpha Psi on the chapter's website (see "What is BAP?" for the link to the Chapter By-Laws)
- Apply yourself in your courses in order to ensure that you meet the Academic requirements at the end of the quarter.

(see the next page for additional Candidate Requirements)

BAΨ Candidate Process & Requirements (continued)

Fall Quarter 2009 (Keep this page for reference!)

At the End of your Candidate Quarter:

As soon as grades are posted, you must submit the following items to Dr. David Zhu, Faculty Advisor:

- A completed "Grade Certification and Application for Induction" (page 4 of the application, available on the BAP website), along with:
- A statement summarizing your Professional Activities and Service Activities completed, and any other contributions you have made to the Chapter during the candidate period.
- A new statement expressing why you want to belong to Beta Alpha Psi.
- Transcripts verifying that you have met the academic requirements, as specified below (unofficial transcripts are OK). Also attach a computation of your GPA in upper level courses in your major.
- A current Member Information Form (if update is needed), find at:
www.cbe.wvu.edu/clubs/bap/docs/AccountingSocietyInformationRequestForm.doc

[Ways to turn this in: place in Prof. Zhu's mailbox in PH51 or under the door of PH409 (Prof. Zhu's office) or email (with this page & signature scanned) to david.zhu@wwu.edu or mail it to Prof. Zhu.]

The **Academic requirements** (to be met at the **end** of your candidate quarter):

- You have declared a concentration in accounting, finance, or information systems (graduate students must have a stated interest in accounting, finance, or information systems), and
- You have completed two years of collegiate business and non-business courses, and
- You have completed at least one upper level (300 level) course in your declared area of concentration at Western Washington University, and
- You have attained a cumulative grade point average in upper level courses, in your declared area of concentration, of at least 3.0 (attach a supporting calculation), and

Attained *either*:

- a. at least a cumulative grade point average (overall) of 3.0, or
- b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

Transcripts (unofficial are okay) are required to support the GPA requirements, along with supporting calculations where needed to show that you have clearly met the academic requirements.

If a candidate does not fulfill the candidate requirements in the candidate quarter, the candidate may petition to start the entire candidate process over in the next regular quarter. There is no "credit" for previously meeting part of the candidate requirements. [For example, if a Fall Quarter candidate completes all requirements except for the service requirements, the candidate has not successfully completed the candidate requirements in Fall Quarter. However, the candidate may petition to "start over" in the Winter Quarter, and complete all requirements during Winter Quarter.] The candidate is not required to pay another \$65 fee if the candidate "starts over" in the quarter immediately following.

After the End of your Candidate Quarter:

- Candidates are required to attend the New Member Induction in **Winter Quarter 2009** in order to be inducted into the Theta Phi Chapter of Beta Alpha Psi at Western Washington University. (Successful candidates are inducted at a ceremony in the next regular academic quarter.) You must attend the ceremony to be inducted into Beta Alpha Psi. At the induction ceremony, you will receive your Beta Alpha Psi membership certificate and a Beta Alpha Psi lapel pin to honor your achievement.
- Continue to pay WWU Accounting Society dues and to contribute constructively to the Theta Phi Chapter of Beta Alpha Psi as long as you are a student at WWU. (Note: On the BAP application, you agreed to do this.)
- Continue to participate in at least the minimum service and professional activities as required by the Chapter commensurate with the requirements of BAΨ International. (Note: On the BAP application, you agreed to do this.)

BAΨ
Beta Alpha Psi, Theta Phi Chapter
Western Washington University
Grade Certification and Application for Induction
Deadline: **December 31, 2009**

Name: _____

Email address: _____

Required Attachments:

- (1) **A statement summarizing your Professional Activities and Service Activities completed, and any other contributions you have made to the Chapter during the candidate period.**
- (2) **A new statement expressing why you want to belong to Beta Alpha Psi.**
- (3) **Transcripts verifying your academic performance, as specified below (unofficial transcripts are OK). Also attach a computation of your GPA in upper level courses in your major.**
- (4) **A current Member Information Form (if update is needed), find at:
www.cbe.wvu.edu/clubs/bap/docs/AccountingSocietyInformationRequestForm.doc**

I certify that:

1. I have declared a concentration in accounting, finance, or information systems (graduate students must have a stated interest in accounting, finance, or information systems), and
2. I have completed two years of collegiate business and non-business courses, and
3. I have completed at least one upper level (300 level) course in my declared area of concentration at Western Washington University, and
4. I have attained a cumulative grade point average in upper level courses, in my declared area of concentration of at least 3.0, and *

Attained *either*:

- a. at least a cumulative grade point average (overall) of 3.0, *or*
- b. at least a cumulative grade point average of 3.25 of the most recent 45 quarter hours.

*Transcripts must support the option chosen. i.e., if you choose option "a" then you must include transcripts for all college coursework, including transfer credits. If you choose option "b," then you must submit transcripts for at least 45 credit hours.

The information provided above and in the attached is true and correct to the best of my knowledge. I have met the requirements for membership in Beta Alpha Psi, and I hereby apply for induction into Theta Phi Chapter and Beta Alpha Psi International.

Signed: _____ Date ____/____/____

*This page is to be completed and turned in together with all attachments
to Prof. David Zhu, Theta Phi Chapter faculty advisor,
after the completion of **Fall Quarter 2009**; and no later than December 31, 2009.*

*Ways to turn this in: place in Prof. Zhu's mailbox in PH51 **or** under the door of PH409 (Prof. Zhu's office) **or** email (with this page & signature scanned) to david.zhu@wwu.edu **or** mail it to Prof. Zhu.*