

Member/Candidate Acknowledgment Form

When meeting your semester requirements, be aware of the following:

- It is your responsibility to sign-in to Beta Alpha Psi meetings and functions in order to receive proper credit. Failure to do so will result in no credit for your participation.
- It is your responsibility to verify that proper credit has been documented in the official point spreadsheet that is emailed to you each week.
- All discrepancies must be emailed to the reporter on a timely basis. You have two weeks to notify the reporter that an error has been made to the point spreadsheet. For example, you were not given credit for your attendance at our professional meeting on February 1st. You must notify the reporter of this issue no later than February 14th.

When signing up to participate in Beta Alpha Psi functions, be aware of the following:

- Signing up to work or participate in a Beta Alpha Psi event is a commitment that is expected to be fulfilled by you.
- In the event that you are unable to fulfill your commitment, it is your responsibility to notify the coordinating officer of the event of your circumstances on a timely basis. Notification should be given no less than 24 hours prior to the start of the event.
- In the event that you are unable to fulfill your commitment, it is your responsibility to ensure your shift is covered by finding a replacement for you.
- In the event that you do not contact an officer a minimum of 24 hours prior to the start of the event and do not find a replacement for your shift, the amount of time initially signed up for will be deducted from you. If you find a replacement and notify the coordinating officer, no deduction will take place.

By signing this document, I acknowledge my understanding of all policies listed above.

Name (printed)

Signature