

Frequently Asked Questions:

BGS Collegiate Chapter Operations

Section 1 – BGS Online Ordering System

Q: Where do I find the supply order? I can't find it on your website.

A: Go to <https://www.bgschapterservices.org> and select the "Supply Order" tab at the top of the page.

Q: When I click the "Add/Edit Shipping/Billing Address" button, nothing happens. How do I add or edit my address?

A: A built-in Windows pop-up blocker (on your personal computer) may keep the "Add/Edit Shipping/Billing Address" window from opening. When you click the button and the screen refreshes, simply click the button a second time and the new window will open. (Note: If the window still doesn't open, please make sure that any additional pop-up blockers are temporarily disabled.)

Q: What do I do if I don't have email addresses for students when I am entering them into the system as eligible members?

A: Since the email is a required field, you will need to enter an address into this field. It is strongly recommended that you locate the students' email addresses and enter them, as this is how we communicate information to the student (i.e. the link to the online MDP and the congratulatory email). If, however, you are unable to find an address for them, you can enter "unknown" into the email field.

Q: Do I have to enter all the names one by one, or can I import them from my list?

A: You now have the option of entering names one by one or uploading a CSV file. For help on creating a CSV file, please refer to the OOS Modification Instructions. If you have any questions about this procedure, please contact Donna Binek at dbinek@betagammasigma.org.

Q: Do I have to enter all the names at one time or can I add them later?

A: You do not have to enter all names in on the same visit. If you wish to add names to your eligible list, go back to <https://www.bgschapterservices.org> and click on the "Manage Induction Ceremony" tab. Find the ceremony date in the "Edit Existing Induction Ceremony" drop-down box. You can then either upload more names or enter them one at a time.

Q: Why did I not get a notification that you received my order?

A: To receive chapter emails (automatic emails through the Online Ordering System), you must check the "Email Settings" under the "Edit Personal Data" tab. (*Important Note: At least one chapter contact must be registered to receive these emails.*)

Q: I used to provide hard-copy invitations to eligible students. What do we do now?

A: You will still provide printed materials to eligible students inviting them to join Beta Gamma Sigma and are strongly encouraged to do so. However, you will now order those materials through the Online Ordering System, under the "Supply Order" tab.

Q: I would prefer to invite (contact) students face-to-face – by tapping or other invitation method. I would prefer not to add to their already busy schedules with more emails from BGS.

A: You will still be making the same invitation (contact) with eligible students and are strongly encouraged to do so. The only contacts they get from the system is 1) the email asking them to complete the online Membership Data Profile (MDP) once they have paid their membership fee to the chapter, and 2) a congratulatory email after completion of the MDP, which provides their membership numbers and registration instructions for the Online Directory (which new members have been receiving previously as well).

Q: I can't find the MDP in the invitation packet.

A: The MDP is now part of the Online Order System, set up to make it easier and quicker to get members eligible for member benefits. Chapters should forward the link to the MDP – <https://www.bgschapterservices.org/UI/member/memberintro.aspx> – to new members after they have paid their membership fee. Each member will also receive the link automatically through the system if the chapter entered the student's email address when they input the list of names.

Q: When do I give the MDP link to the students?

A: After the new member has paid the membership fee. It is also emailed to each student automatically after the chapter marks the member as "Paid" in the system – if the chapter included the student's email address when they input the list of names.

Q: What is the link for the MDP?

A: <https://www.bgschapterservices.org/UI/member/memberintro.aspx>

Q: How do I know who has not filled out the MDP?

A: On a regular basis, chapter representatives are asked to check the "Manage Induction Ceremony" section at www.bgschapterservices.org. There you can see a list of potential members who have not yet paid, as well as a list of new members who have paid but have not yet filled out the online MDP. You are asked to remind them to do this, as they will not be able to take advantage of all BGS member benefits until the MDP has been filled out completely and accurately. The completion of the MDP also "triggers" the creation of the membership certificate.

Q: Do I need to send a list of names to receive the membership certificates and pins?

A: No, we will generate the list of those to receive membership certificates through the system. When a new member fills out the online MDP they will be added to the list of those to receive a certificate.

Q: Do chapters have to pay for memberships before the certificates are shipped?

A: No, BGS will ship membership certificates before receiving payment for the membership fees from the chapter.

Q: Can I use a credit card to pay for membership fees?

A: No. The Central Office will bill the chapter for the total amount equal to all memberships (\$65 times the number of new members). The chapter total must be paid by chapter or college/university check.

Q: What is the difference between "Paid" members and "Reconciled" members on the site?

A: The chapter marks the members as "Paid" when they pay the membership fee. The Central Office marks member as "Reconciled" when they have filled out the online MDP.

Q: Can I delete a member that I already marked as “Paid”?

A: No, if you need to delete a member from the Paid list you must contact the Central Office. The Central Office can delete a Paid member.

Q: If a new member pays the membership fee but does not fill out the online MDP, will he/she still receive a certificate and pin?

A: He/she will not receive a certificate and pin at the induction ceremony because the completion of the MDP “triggers” the creation of the certificate. Otherwise the certificate will be created two (2) weeks following the ceremony date when the MDP is filled out by the chapter or the Central Office.

Q: If the MDP is completed less than five (5) days prior to the induction ceremony, can we still receive certificates in time for presentation at the ceremony?

A: That would only be possible if you personally contact Donna Binek at dbinek@betagammasigma.org and the chapter agrees to pay expedited shipping charges.

Q: We (the chapter) used to use the MDP for our own informational purposes also, so can I get paper copies?

A: The Central Office provides a database of new members to the chapter at the end of the semester, so a paper copy of the MDP is unnecessary.

Section 2 – Other FAQ’s

Q: Is it 7% or 10% of juniors that are eligible for the membership invitation?

A: The BGS Board of Governors approved a change in 2006, making both second-semester juniors and all seniors eligible if they rank in the top 10% of their baccalaureate business school classes.

Q) Why would an invited student fail to accept membership in Beta Gamma Sigma?

A) The primary cause for non-response may be that the student does not thoroughly understand the honor being bestowed or the value of membership. The Chapter Advisor should make sure all eligible students are fully aware of the meaning and value of lifetime membership in Beta Gamma Sigma.

Q) What should a chapter do when students do not respond to the membership invitations?

A) There are several things a chapter can do to get responses from potential members:

1. A follow-up letter from the Dean.
2. Follow-up phone calls from chapter officers.
3. Reminder emails to those that don’t respond.
4. BGS faculty members talk to students in their classes about the importance of BGS membership.
5. Inform invited students that, in addition to the honor of recognition, membership also includes several tangible benefits including a one-year subscription to both *BusinessWeek* and *Fortune* magazines.

Q: What is the lifetime membership fee?

A: Beta Gamma Sigma has set the lifetime membership fee at \$65. Some chapters charge an additional chapter fee, which is collected at the same time as the membership fee. (For

example, a chapter may charge \$75 -- \$65 of which goes to BGS and \$10 of which stays with the chapter.) There are no other “dues” for lifetime members of BGS. Once you have been inducted into the Society, you are a member for life.

Q) Who should order supplies and memberships from the Central Office?

A) Any chapter officer or a designated chapter representative may order chapter supplies or process the chapter’s online order. Chapters should update Chapter Contact information for every chapter officer/contact whenever there is new information.

Q) What shipping charges is the collegiate chapter responsible for?

A) The Central Office covers the following shipping costs sent via standard delivery service:

- 1) one chapter supply order per semester;
- 2) two scheduled shipments of membership materials 5 and 10 days prior to the induction ceremony;
- 3) one shipment of membership materials (if necessary) two weeks following the induction ceremony.

The chapter is charged shipping as follows:

- 1) requests for additional shipments of supply or membership materials to any chapter worldwide; or
- 2) shipments sent by expedited delivery methods within the U.S. and Canada.

The Central Office ships outside the U.S. and Canada via DHL. Chapters should keep in mind that the printed materials in the invitation packet add considerable weight to a shipment. To avoid additional shipping charges, chapters are encouraged to order supplies early in the semester so they can be sent via regular ground service.

Q) What is the BGS Connection and how often is it mailed to the chapters?

A) The BGS Connection is the electronic newsletter for BGS collegiate chapter advisors, officers and administrative contacts. This electronic newsletter is provided twice per year at the beginning of each semester (in January and September). It is important that Chapter Advisors review the BGS Connection when it is received so they are informed about updated chapter information and Central Office procedural changes. The newsletter should be forwarded to any other designated chapter representative working with the chapter who doesn’t receive it directly.

Q) What is the purpose of the BGS Information Card?

A) The information card is used to inform students about BGS early in their academic careers before they qualify for membership. The card encourages business students early in their academic careers to set Beta Gamma Sigma membership as a goal. Many chapters include the information card with letters sent to underclassmen named to the Dean’s List. The information cards may be ordered from the Central Office on the Chapter Supply Order Form on the Online Ordering System. These cards are provided free of charge.

Q) Who can be a chapter officer?

A) The President and Secretary-Treasurer/Chapter Advisor positions must be filled by members of the Society who are members of the business school faculty or the Dean. Ideally, the Dean or another senior faculty member would hold the position of president and a faculty member would fill the positions of Chapter Advisor and Secretary-Treasurer. However, the office of Secretary-Treasurer and the Chapter Advisor may be either the same person or two separate people.

Q) What is a tapping ceremony?

A) A tapping ceremony is the most successful method of inviting students to membership. Tapping is not mandatory for a chapter, but it is a very effective way to invite and recognize members and potential members among their peers. Typically, faculty members and often the Dean will visit selected business classes and formally present invitations to those eligible for membership. They will also recognize those that are already members of BGS. In some cases, faculty members choose to wear academic regalia for the tapping in class. *(Note: While not required of chapters, it has been verified that those chapters that distribute invitations through a tapping ceremony are most successful in obtaining memberships.)*

Q) May a chapter order honor cords and graduation stoles to wear at commencement?

A) The Central Office recommends that a chapter decide between offering either the honor cord *OR* the graduation stole for its members to wear at commencement. The rationale behind this is that it appears more uniform for members at the ceremony. These items are now available for order at the Online Ordering System site, on the Supply Order tab.