



Best Practices Procedure Manual

Sponsored by Deloitte

Student – 2022/2023 Academic Year

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“Innovation distinguishes between
a **leader** and a follower.”
- Steve Jobs

Program Summary & Awards

Deloitte has been the proud sponsor of the Best Practices program since 2001. The program encourages Chapters to develop and execute programs that promote awareness and student involvement in projects exemplifying values shared by BAP and Deloitte. Each year, the BAP President Elect and the Deloitte Professional Partners members select topics to capture and promote their organizations’ shared values. Topic examples include ethics, diversity, corporate responsibility and increasing awareness of the accounting profession, skills-based volunteerism, and globalization. To date, there have been over 4,000 individual and team presentations at the regional/mid-year and Annual Meeting levels and \$600,000 awarded to BAP chapters to support chapter operations, scholarships, and the continuation of best practices projects.

The Best Practices competition comprises the following process:

1. Chapters submit an online form by **Friday, January 27, 2023 by 11:59PM ET** (deadline) addressing the individual 2022-2023 Best Practices Topics. Chapters may submit 1 submission per category, but are not required to enter a submission for each category.
2. The top submissions for each category will be invited to present at the Mid-Year meeting your chapter is attending (Houston, Charlotte, Seattle, Pittsburgh, Milwaukee, or Melbourne, Australia).
3. The top 2 teams from each category at the mid-year meeting will be invited to advance to the 2023 Annual Meeting in Las Vegas, Nevada where winning chapters earn verbal recognition and additional monetary awards.

Deloitte funds all Best Practices competitions. The Board of Directors and Deloitte set award levels, which are nonnegotiable; the BAP Executive Office pays monetary awards to the chapters.

At the Mid-Year competition, there is a first, second, and third place award for each Best Practices category. A complete list of categories is available on the BAP website. See table below for monetary award levels:

Deloitte Best Practices award summary* (each topic presented)				
Level of competition	First	Second	Third	Total awards
Mid-Year (5)	\$750	\$450	\$200	\$21,000
Annual Meeting (1)	\$1,500	\$1,000	\$500	\$9,000
				\$30,000

Timeline of Events

Spring (one year prior to Mid-Year Meeting)

- BAP President Elect proposes Best Practices topics.

August – January

- Professional Partners Chair and Chair Elect form judging teams for mid-year meeting submissions.
- Chapters determine topics to participate in, execute the project, and prepare submission form.
- Chapters complete and submit their final submission for Best Practices via the BAP website **no later than 11:59PM ET on Friday, January 27, 2023.**

February – May

- Once selected to present, chapters prepare their Best Practice presentations for the Mid-Year meeting.
- Live presentations for each category are a maximum of 8 minutes followed by 2 minutes of Q&A.
- The Professional Partner Chair and Chair Elect communicate judging expectations to Best Practices judges.
- Judges attend Mid-Year meeting to evaluate presentations and determine Mid-Year winners.
- The top 2 teams from each category will be announced at each Mid-Year meeting.
- Top 2 teams notify National Best Practices Coordinator of intention to compete at the Annual Meeting **no later than 3:00 p.m. CST on Friday, April 7, 2023.**
- National Best Practices Coordinator notifies the BAP Executive Office of all participants **no later than 3:00 p.m. CST on Friday, April 28, 2023.**
- Best Practices Coordinator begins preparing judging materials.

Key Dates

Friday, January 27, 2023, by 11:59PM ET Final Best Practices submissions due to BAP website

February – March

Attend one of the following mid-year meetings with your chapter:

- February 10-11, 2023: Houston, Texas
- February 17-18, 2023: Seattle Washington
- February 24-25, 2023: Charlotte, North Carolina
- March 3-4, 2023: Pittsburgh, Pennsylvania
- March 17-18, 2023: Milwaukee, Wisconsin
- April 12-14, 2023: Melbourne, Australia

Key Dates	
Friday, April 7, 2023 by 3:00 p.m. CST	Top 2 teams from each category at each mid-year meeting notify International Best Practices Coordinator of intention to compete at the Annual Meeting
Friday, April 28, 2023 by 3:00 p.m. CST	International Best Practices Coordinator notifies the BAP Executive Office of all participants

Roles and Responsibilities

Chapter Advocates

- Chapter Advocates do not have a responsibility in the competition beyond supporting the chapter as they prepare and execute their Best Practices presentations (if applicable).

Participating Chapters

1. Determine Best Practices projects, plan and execute event, and submit final submission
 - Timing: August – January.
 - Detail: Participating chapters determine which categories they will compete in shortly after the announcement of the Best Practices categories. Chapters may find that designating a committee at the beginning of the Fall semester or quarter allows them to conduct the appropriate research and formulate plans.
2. Prepare submission form
 - Timing: Prior to deadline.
 - Additional details can be found [here](#).
3. Prepare presentation once notified of selection to present at Mid-Year meeting
 - Timing: Prior to the Mid-Year meeting.
 - Detail: The submitting chapter prepares a live presentation based solely on the information provided about the competition. Please see Appendix B for presentation guidelines.
4. Attend Mid-Year meeting and present Best Practices!
 - Timing: Various dates depending on the Mid-Year meeting your chapter is attending
 - Detail: Attend Mid-Year meeting and present on all topics your chapter was selected to address. This is an amazing opportunity to practice your presentation skills in front of Professional Partners (professionals from various disciplines).

The Competition

Presenting Chapters Must

1. Chapters invited to present at the Mid-Year meeting must prepare a presentation outlining their response to the Best Practices prompt.
2. Present the substance of their efforts or vision within 8 minutes followed by 2 minutes of Q&A. Reference Appendix B for guidelines.

Judging Results

The Professional Partners Liaison selects judges independent of any student, college/university, and chapter affiliation. These judges are given the procedures and policies of the program and are expected to act accordingly to judge the presentation based on preset guidelines.

- The First place winning teams will receive written and verbal feedback from judges on content and/or presentation.
- Second and third place winning teams will receive written feedback via judge's evaluation form, which will be sent from the BAP Executive Office to the Chapter Advisor to share with participating chapters. Non-placing teams will receive feedback that provides developmental themes for all teams that competed in the category. Feedback may or may not be specific to each chapter but rather more general themes that the judges saw throughout the competition.
- Results, once submitted to the Chapter Advocate, are final.

Annual Meeting Procedures

Eligibility to Compete

The top two Best Practices winners from each category at each of the six mid-year meetings are eligible to compete in the Best Practices competition at the Annual Meeting.

The Annual Meeting Chairperson designates a Best Practices Coordinator. The BAP Executive Office ensures the identity and contact information of the Coordinator is provided to all Chapter Advocates and Host Chapters. As soon as possible, after receiving a top placement award, winning chapters must notify the Best Practices Coordinator of their intention to attend and compete at the Annual Meeting.

Presentation Guidelines

All guidelines for the Annual Meeting are consistent with guidelines for the Mid-Year competition. Reference Appendix B for Presentation Guidelines.

Winning teams that will be competing at the Annual Meeting are permitted to make updates to their presentations. The online form itself must essentially be the same as provided at the mid-year competition, while minor editorial/grammatical changes, reordering of major points, and updates to any results are permissible. Updates on progress made between the mid-year meeting competition deadline and the Annual Meeting should be included in the presentation.

Judging Results

Chapters will **not** receive feedback following the presentations at the Annual Meeting.

Appendix A

Online Form Guidelines

Thank you for participating the BAP Best Practices Competition. The online form is a summary of the most important aspects of your project/idea. Information provided within this form, must concurrently be a summary of your presentation.

Chapters must submit their online form via the BAP website **no later than 11:59 PM ET on Friday, January 27, 2023.**

The following actions may result in disqualification:

- Failure responding to any of the questions on the submission form
- Emailing your submission to your Chapter Advocate or to bap@bap.org
- All late submissions will automatically be disqualified

The online form needs to be started and submitted in one session. We highly recommend typing the responses for the form in a word document and cut/paste to complete the online form. Below are the questions included on the form.

Chapter Information

- Student Contact
- Student Contact Email
- Faculty Advisor Name
- Faculty Advisor Email
- University Name
- College of Business Name (if applicable)
- Chapter Name
- Mid-Year meeting you are attending (drop down option)
- Topic(s)

Questions

1. What are the primary goals of the project? (max 175 words)
2. What are the outcomes or expected outcomes if the project is yet to be completed at the time of submission? (max 150 words)
3. Number of members participating in project
4. Description of non-member participants and their roles (max 75 words)
5. Number of hours spent on project
6. What are the benefits to the chapter and others served by the project (i.e., lessons learned)? (max 80 words)
7. Is this project adaptable to other chapters?
8. What effects did the project have, or will have, on the community, chapter members, BAP, etc.? (max 80 words)
9. Is this a multi-year project?
10. If YES, please provide a summary of enhancements and statistical description of improvements from previous two years (max 80 words)
11. Is there any copyrighted material used in the presentation?
12. If YES, please provide a description of any copyrighted material used in the presentation (max 75 words)

Appendix B

Presentation Guidelines

These guidelines are intended to help chapters present a professional presentation, which will showcase your chapter's idea/project.

Required Content—Criteria considered by judges include, but are not limited to, the following:

- Overview of chapter involvement.
- Focus on one idea/project fitting under the selected Best Practices category.
- Informative beginning (introduction of presenters and topic).
- Presentation must address relevant points discussed in the corresponding online form.
- The presentation must include evidence of the success of your project when appropriate.
- At a minimum, the project must be something the submitting chapter is doing in the current year (i.e., not just a great idea, but something the chapter is actually doing).
- Feasibility to be replicated by other chapters.
- Quality of presentation, with appropriate use of technology within guidelines.
- Presentation skills of presenters such as eye contact, void of reading notes, transitions, ability to answer judges' questions.

General Guidelines

- Chapters must submit the online form by the deadline without exception.
- Teams should present their Best Practice for no more than 8 minutes.
- All BAP Best Practices presentation team members must have a speaking role during presentation.
- Best Practices being presented must be 50% complete by the time of the competition. If not able to be quantified, the percentage deemed to be completed will be determined at the discretion of the judges
- All firm-/corporate-/professional-copyrighted logos must not be included in presentations without proper approval.
- All chapters must use the official BAP logo or be disqualified from winning the Mid-Year meeting. Please visit <https://www.bap.org/branding-and-style-guidelines> for the logo.
- Handouts are **not** permitted. Teams may not provide additional hand out materials.
- Teams presenting on the same topic as in the previous year must clearly articulate the enhancements and statistical description between first and second years.

Q&A Session

- There will be 2 minutes of Q&A for each live presentation at the Mid-Year meeting.
- As a general best practice, chapters should consider what questions may be asked and incorporate that content into their presentation.

Evaluation & Feedback

- Chapters will be evaluated on content delivered during formal presentation only. Any conversation following the formal presentation will not be considered during the evaluation process.
- The decision of the judges is final.

Technology

- The presentation may include various forms of AV aids (audio, video, poster board, props, PowerPoint, etc.) to help communicate your project to the audience.
- PowerPoint presentations are limited to slides and photos only. Added audio or video must be limited to 60 seconds total — not one minute for each clip.