

Student Field Day

Planning Guidelines

1. **Date Selection:** Fall is the best time of year for this event, and is a great opportunity to include scholarship presentations during the event. Make sure to check availability with venue, host firms, and contact the local college/university to coordinate the date of the event.
2. **Venue Selection:** This needs to be done as early as possible to ensure a desirable location. When selecting the venue look for reasonable food & beverage (F&B), room rental, and AV rates. Laptops and data projectors are typically very expensive to rent at facilities, so it is suggested that the chapter bring their own laptop and data projector to use for cost savings. Determine the total anticipated number of attendees and reserve the room size accordingly. Free parking also needs to be provided by the venue for the students.
 - a. Once potential venues have been identified, send a request for proposal.
Attachment 1 – Venue RFP.doc
 - b. Once a venue is confirmed, the chapter officers should review and sign the contract.
 - c. After contract is signed, send the event details to the venue at least 14 days prior to the event. Event details should include: F&B, AV, and Room set up. It would be best to request crescent style or banquet style seating. If you have sponsors, please request a table with two chairs for each sponsor to be set up in the meeting room where the event is being held.
Attachment 2 – Event Details.doc
 - d. After the venue reviews your event details, they will send you a banquet event order (BEO) based on the event details you provided on the event detail. Carefully review and compare to your event details, sign and return. Most venues will request your final registration counts for F&B around 72 hours before the event.
 - e. Make sure to include chapter members, students, firm representatives, guest speakers, scholarship recipients and sponsors in your total counts for F&B to give to the venue.
3. **Secure Guest Lunch Speaker:** It is advised to try to do this early so that information on the guest speaker can be included on the Firm Invitation. The session is typically 45 minutes and should be on a topic that is relevant & interesting to students, as CPE is not the goal.
4. **Invite FICPA Educational Foundation Scholarship Recipients (Optional):** Contact Betsy Wilson (wilsonb@ficpa.org) at the FICPA to identify the local recipients of scholarships from the Ed Foundation to invite them to the program. Betsy will also be able to tell you which Ed Foundation Representative will be on hand for the scholarship presentation. Scholarships will be presented during lunch, so be sure to include the scholarship recipients and Ed Foundation reps in your head counts for F&B.

5. **Firm Selections:** Participating firms will host student groups at firm visits in either the morning, afternoon or both sessions. Firms will need to provide representatives to be present to help transport the students to and from their firm. It is preferable to have at least 10 firms for a group of 80-95 students (customize for your event). Firms should be representative of various sizes and from various sectors of the accounting profession.
 - a. Send “save the date” and firm invitations after the date and venue have been selected.
Attachment 3 – Firm Invitation.doc

6. **Meeting Notice Template and Event Registration:** To initiate the event’s online registration, a meeting notice must be submitted via the Chapter Officer’s Toolkit Portal. Officers may login to the toolkit to complete/submit the meeting notice
template: <http://www.ficpa.org/Content/Members/Communities/Chapters/Toolkit/MeetingNotice.aspx>
Indicate the dates for the first and reminder emails to be emailed to students and members. A “student” banner will be used in the email in place of the normal chapter banner. IMPORTANT- the following statement must be added in the fee area when submitting the meeting notice.
****Attendees must be student members of the FICPA so please make sure that is indicated on the event registration pages and provide a link to the FICPA Student Membership Application.**** This statement will guide the FICPA to set-up the event allowing only student members to register and will ensure a link to the student application is inserted in the meeting notice. *Attachment 4 – Meeting Notice Template and Event Registration.doc*

7. **Event Detail Tracking Spreadsheet:** Download the event attendee list from the Chapter Officer's Toolkit. The session column indicates the student’s selected firms to visit. To help keep track of the budget, expenses, sponsorships, attending students, and student’s firm visits, please use the various tabs on the Event Detail Tracking spreadsheet.
Attachment 5 – FICPA Chapter Attendee List
Attachment 6 – Event Detail Tracking Spreadsheets.xls

8. **Recruit Sponsors:** Contact possible sponsors (Wiley CPA Review, Becker, Gleim, Robert Half, etc.)
 - a. Offer sponsor a table at the event lunch and a few minutes at the microphone to speak during the luncheon. Request logos to use in promotions and on event sponsor signs.
Attachment 7 – Student Field Day Sponsor Contract.pdf

9. **Promotions:** Once the meeting notice has been approved by the chapter, the event registration link will be active on the chapter and student member web pages and the meeting notice will be distributed as requested. It is suggested that you also go to targeted campus events to promote the program. *****Attendees must be student members of the FICPA, so please make sure that is indicated on all promotions and provide a link to the FICPA Student Membership Application in the promotions.*****

- a. Your chapter may send their own “save the date” email to students, EDF scholarship recipients and accounting educators. Be sure to include contacts at student organizations such as BAP, SAS, NABA, and ALPFA in your email list.
 - b. Enlist chapter members to attend “Meet the Firms” events that may be held at local colleges or make campus visits to BAP, PBL and ASA to promote the event. Send Student Field Day Flyers, FICPA Talking Points, and FICPA Student Membership Applications with chapter members that attend these events.
Attachment 8 – Student Field Day Flyer.pptx
Attachment 9 – FICPA Talking Points.docx
Attachment 10 – FICPA Student Membership Application.pdf
 - c. Contact the FICPA (Angie Brooke) to split the cost of representation at (Meet the Firms) campus events or request promotion during one of her scheduled campus visits.
10. **Match registrants with firms:** A couple days before the event, review the student registration information and begin matching students up with firms.
11. **Create materials for event:**
- a. Name tags for students that indicate which firms they will be visiting.
 - b. Create sign-in sheets or use the downloadable attendee list located in the Chapter Officer’s Toolkit.
Attachment 6 – Event Detail Tracking Spreadsheets.xls
 - c. Create program agenda.
 - d. Print firm logo signs to post at central meeting location.
 - e. Print student assignments by firm for morning and afternoon sessions to hand out to the firms.
12. **Document the event:**
- a. Take photos and send to the FICPA to post on their website and social media sites.
 - b. Offer to submit articles on successful events for the FICPA FCT magazine and website.
Attachment 11 – Sample Articles
13. **Post Event:** Send thank you letters to the firms and sponsors that participated in the event. Include photos with the notes if possible.

For program questions, contact:

Debra Kelly, Member Connections Manager – kellyd@ficpa.org, 800-342-3197 ext. 431

Angie Brooke, Emerging Professional Manager – Brooka@ficpa.org, 800-342-3197 ext. 300

Sample Venue RFP

REQUEST FOR PROPOSAL

Event Name: FICPA (Chapter Name) - Student Field Day
Preferred Date: Month, Day, Year
Alternate Date(s): Month, Day, Year
Expected Attendance: Approximately xxx attendees
Estimated F&B Revenue: \$xxx

Preliminary Schedule (times may vary slightly)

8:00 - 9:00am	Registration & Continental Breakfast
9:00am - 12:00pm	General Session/Firm Visits
12:00 - 1:00pm	Lunch
1:00 - 4:00pm	General Session/Firm Visits
4:00pm	End Conference

Set Up: General Session – Crescent or banquet for xxx with podium at front of room. If sponsors are secured, we will need 2-3 sponsor tables with two chairs at each sponsor table placed along perimeter of room.

AV: Podium microphone, lavalier, and data projector support kit. **FICPA to provide laptop and data projector. **

Food & Beverage: Continental breakfast and plated lunch, both served in meeting room.

Special Concessions Requested: Please waive daily parking charges.

Please let me know if your property will have an Automated External Defibrillator (AED) in place, for the dates of this meeting. Due to evolving standards of care, a property with an AED and trained staff may receive preference over properties without AEDs during the selection process.

Please return proposal to:

Name

Title

Name of Chapter or Firm

E-mail address

Phone

Fax

Sample - Event Details**FICPA Student Field Day Event Detail (Example for 100 attendees)
(Date) – (Name of the Hotel) – (City)**

Sales Contact:

F/B Contact:

Email:

Direct Phone:

Fax :

Chapter Contact:

Phone Number: (Cell Number:

Fax Number:

Arrival date:

(Event Date)**Conference Registration** (Set by 6:30 a.m. - breakdown at 4p.m.)

2 - 6ft skirted tables w/ 2 chairs and 1 wastebasket

General Session Setup (Set by 6:30 a.m.)

Crescent or banquet style with water, pens, pads and mints

Set for 120 people (actual # could change)

Podium in front of room with mic

Table in front of room for LCD projector, laptops, speaker's materials

Sponsor Set Up (Set by 7:00 a.m. – breakdown at 4 p.m.)

Two 6ft skirted tables – placed in the meeting room along perimeter wall.

Audio Visual Needs: General Session

One free standing podium with microphone on riser

One Wireless Lavalier Microphone

One 4-channel mixer

One screen with dress kit at front of room

One extension cord

One extra-long data cord for LCD projector

One small table for LCD projector

Two Extension Strip outlets; one at LCD table and one by the podium

FICPA Chapter to provide LCD/data projector and laptop

Food and Beverage – (Adjust quantities & F&B for group size)**8:00 a.m. Continental Breakfast (Set by 7:15 a.m.)**

4 gallons coffee* (\$72/gal.)

2 gallons decaffeinated coffee* (\$72/gal.)

1 gallon hot water for hot tea* (\$72/gal.)

36 Tropicana Bottled Juices (\$4.50/ea.) Charges based on consumption.

4 doz. Assorted breakfast pastries, muffins and bagels with cream cheese* (\$57/doz.)

2 doz. assorted breakfast breads* (\$56/doz.)

2 doz. Whole Fruit (\$4/ea.)

3 doz. Yogurt (\$5/ea)

* REFRESH WITH APPROVAL BY MEETING MANAGER

11:35 a.m. - 12:35 p.m. LUNCH (Set by 11:25 p.m.)100 Estimate (**Final Guarantee to be made by phone 3 days prior to event**) \$32pp++

Caesar Salad

Baked Lasagna with meat sauce

Black Forest Cupcake
Preset iced tea, water, and dessert

FICPA STUDENT FIELD DAY

The Central Florida Chapter of the Florida Institute of Certified Public Accountants is pleased to invite your firm to participate in the annual **Central Florida FICPA Student Field Day on Friday, October 25, 2013 at the Crowne Plaza Hotel in downtown Orlando.**

This is an all day event which provides a wonderful opportunity to interact with Central Florida accounting students as well as other FICPA members. The day allows you to showcase your firm and what a career in public accounting has to offer. It also gives you the chance to meet a cross-section of future graduates from the Central Florida area. Each year has provided a memorable experience for students and practitioners alike.

If you have taken part in the program in the past, we invite you to participate again. If you have not participated in the past or have not participated recently, please join us.

The schedule for the day is as follows:

8:30 to 9:10AM	Buffet breakfast, name tag distribution and student/firm assignments at the Crowne Plaza Hotel.
9:10 to 9:30AM	Transport morning students from the Crowne Plaza Hotel to your office.
9:30 to 11:30PM	Morning presentations at firm offices.
11:30 to 12:00PM	Transport morning students from offices to the Crowne Plaza Hotel.
12:00 to 1:30PM	FICPA luncheon meeting with guest speaker at the Crowne Plaza Hotel.
1:30 to 2:00PM	Transport afternoon students to your office from the Crowne Plaza Hotel.
2:00 to 4:00PM	Afternoon presentations at firm offices.
4:00 to 4:15PM	Transport afternoon students from offices to the Crowne Plaza Hotel.

You will be assigned a group of students for either the morning, afternoon or both sessions (based on your availability and the number of participating students). We ask that, if possible, you participate in both sessions.

We encourage members of your firm to attend breakfast and the luncheon. The luncheon will include a guest speaker and the FICPA will be awarding scholarships.

Please remember **transportation between your office and the location is to be provided by your firm personnel.**

If you have any questions about the event contact xxx at (email, (phone) or (mobile)

Thank you for your cooperation. We are looking forward to another successful Student Field Day.

Sincerely,

xxx

Accounting Careers Committee Chair

2014 STUDENT FIELD DAY FIRM SIGN-UP SHEET

Firm Name _____

Contact Name: _____

Telephone: _____

Email: _____

Please indicate the number of students you can take for each session you will be participating in:

Morning _____

Afternoon _____

How many members of your firm will be attending:

Breakfast _____ @ \$10 _____ \$

Lunch _____ @ \$30 _____ \$

Total _____ \$

Return sign-up sheet with payment to:

Sample - Meeting Notice Request for Online Registration Set-Up

Meeting Name:

Subject Line for Email Notice:

Event Date:

Event Location: Please include location name, street, city, state and ZIP code

Topic/Speaker 1: Description of event to include information on guest speaker as well.

Event Schedule: List detailed agenda with times of sessions

Meal Description: Continental Breakfast and Plated Lunch

RSVP by: Please enter in the date for all registrations to be completed by

Member Cost: \$0 (This event is usually free for students)

The following statement must be added in the fee area when submitting the meeting notice request:

Attendees must be FICPA student members. (Please add link to the student application).

Chapter Registration Contact: Please included name, email address and phone number

Flyer/Brochure: Attach if applicable

Sponsor Information: Please give credit to all participating firms and the local Chapter.

Sponsor Logos: All sponsor logos can be attached to the event notice.

FICPA Chapter Attendee List

Chapter: XX

Meeting Date: xx/xx/xx

Presentation: Central Florida - Student Field Day

Credit Hours By Type: Total: 0

Last Name, First Name (please print)	Signature	Member Type	FICPA Member #	Firm	Amount Paid	Check Number (if known)	Session	Comments
Student's Name		Active Member: Student Member / Exam Qualified	104255	Unknown Educational	0		B03, G10, G11	
Student's Name		Active Member: Student Member / Exam Qualified	103938	University of Central Florida	0		B03, G07, G09, G10	
Student's Name		Active Member: Student Member / Exam Qualified	103981	Bethune- Cookman	0		B03, G02, G11	
Student's Name		Active Member: Student Member / Exam Qualified	104253	Bethune- Cookman	0		B03, G02, G09	
Student's Name		Active Member: Student Member / Exam Qualified	104090	University of Central Florida	0		B03, G08, G09	
Student's Name		Active Member: Student Member / Exam Qualified	103857	Florida Southern	0		B03, G09, G11	
Student's Name		Active Member: Student Member / Exam Qualified	103920		0		B03, G06, G09	
Student's Name		Active Member: Student Member / Exam Qualified	103947	GellerRagans	0		B03, G04, G06	
Student's Name		Active Member: Student Member / Exam Qualified	100277	Unknown Educational	0		B03, G09, G10, G11	
Student's Name		Active Member: Student Member / Exam Qualified	104154	University of Central Florida	0		B01, G09	
Student's Name		Active Member: Student Member / Exam Qualified	99884	Bethune Cookman	0		B03, G08, G11	
Student's Name		Active Member: Student Member / Exam Qualified	103641	University of Central Florida	0		B03, G04, G08, G09, G11	
Student's Name		Active Member: Student Member / Exam Qualified	103380	University of Central Florida	0		B01, G09	
Student's Name		Active Member: Student Member / Exam Qualified	103582	University of Central Florida	0		B03, G05, G09	
Student's Name		Active Member: Student Member / Exam Qualified	96675	University of Central Florida	0		B02, G08	
Student's Name		Active Member: Student Member / Exam Qualified	104122	University of Central Florida	0			

Central Florida FICPA (Example)
Student Field Day
Summary of Expenses
10/26/2012

Hotel (Breakfast and Lunch)	\$ 4,438
Parking	300
Name Tags and Programs	25
Gift for Speaker	50
Misc.	-
Total Expenses	<u>4,813</u>
Sponsorship:	
Becker CPA Review	350
Scholarship guest	25
Firms	
(Lunch @ \$30.00 each)	726
(Breakfast @ \$10.00 each)	418
Total Income	<u>1,519</u>
Net Expense for Event	<u><u>\$ 3,294</u></u>
Budget	\$ 3,000
Over/(under)	\$ 294

Crown			
Breakfast	89	\$ 14.75	1,313
Lunch	102	\$ 17.95	1,831
			-
Screen & Mic			<u>310</u>
			3,454
Service Fee	22%		760
Tax	6.50%		<u>224</u>
			4,438
Price per person		\$ 42.02	
Lunch		\$ 23.07	
Breakfast		\$ 18.95	

Total Count for Lunch

Students	72
Firms	22
Sponsors	2
Committee	6
Scholarship Recipient	5
Speaker	1
Allowance	-6
	<u>102</u>

Total Count for Breakfast

	69
	22
	-2
	<u>89</u>

Central Florida FICPA (Example Budget Summary)
Student Field Day
Summary of Expenses
xx/xx/xx

Hotel (Breakfast and Lunch)	\$ 3,089
Parking	300
Name Tags and Programs	25
Gift for Speaker	50
Misc.	-
Total Expenses	<u>3,464</u>
Sponsorship:	
Becker CPA Review	350
Scholarship guest	25
Firms	
(Lunch @ \$30.00 each)	726
(Breakfast @ \$10.00 each)	418
Total Income	<u>1,519</u>
Net Expense for Event	<u><u>\$ 1,945</u></u>
Budget	\$ 3,000
Over/(under)	\$ (1,055)

Crown			
Breakfast	58	\$ 14.75	856
Lunch	69	\$ 17.95	1,239
			-
Screen & Mic			<u>310</u>
			2,404
Service Fee	22%		529
Tax	6.50%		<u>156</u>
			3,089
Price per person		\$ 42.02	
Lunch		\$ 23.07	
Breakfast		\$ 18.95	

Total Count for Lunch

Students	39
Firms	22
Sponsors	2
Committee	6
Scholarship Recipient	5
Speaker	1
Allowance	-6
	<u>69</u>

Total Count for Breakfast

	38
	22
	-2
	<u>58</u>

Firm Schedule

	<u>Firm</u>	<u>Students</u>		<u>Meals</u>	
		<u>Morning</u>	<u>Afternoon</u>	<u>Breakfast</u>	<u>Lunch</u>
1	Averett Warmus Durkee Osburn Henning	12	0	4	4
2	BKHM, PA.	0	8	0	2
3	Borcheck and Gase	4	4	2	2
4	Carr, Riggs & Ingram	6	6	2	2
5	Geller Regans	0	15	2	4
6	Glickstein, Laval, Carris CPAs	8	0	2	5
7	LarsonAllen LLP	10	0	3	0
8	PriceWaterhouseCoopers	8	0	0	1
9	RSM McGladrey	15	0	5	0
10	Vestal & Wiler, CPAs	8	8	2	2
		71	41	22	22
Students Participating		38	30		
		-33	-11		

Student Schedule Details

Name	AWDOH		BKHM		Session	Averett Warmus		BKHM, P Borcheck & Gr, Riggs & Ing		CRI		GR		GLC		CLA		MG		PWC		VW		Morning	Afternoon			
	M	A	M	A		M	A	M	A	M	A	M	A	M	A	M	A	M	A	M	A	M	A			M	A	
Student's Name	Averett Warmus Durkee	BKHM, CPA			B	x																	1	1	B			
Student's Name	Averett Warmus Durkee	BKHM, CPA			A																		0	1	A			
Student's Name	PricewaterhouseCoopers	RSM McGladrey, Inc	MG		B																		1	0	B			
Student's Name	Geller Ragans	PricewaterhouseCoop	AWDOH	GR	B	x						x											1	1	B			
Student's Name	LarsonAllen LLP		AWDOH	GR	B	x						x											1	1	B			
Student's Name	PricewaterhouseCoopers	LarsonAllen LLP	PWC		M																		1	0	M			
Student's Name	PricewaterhouseCoopers	RSM McGladrey, Inc	MG		B																		1	0	B			
Student's Name	Carr, Riggs & Ingram, LLC	PricewaterhouseCoop	CRI		M						x												1	0	M			
Student's Name	Geller Ragans	RSM McGladrey, Inc	GLC	GR	B							x	x										1	1	B			
Student's Name	PricewaterhouseCoopers	Vestal & Wiler, CPAs	PWC		B																		1	0	B			
Student's Name	Carr, Riggs & Ingram, LLC	PricewaterhouseCoop	CRI		M						x												1	0	M			
Student's Name	Carr, Riggs & Ingram, LLC	RSM McGladrey, Inc	MG	VW	B																		x	1	1	B		
Student's Name	PricewaterhouseCoopers	RSM McGladrey, Inc	MG	GR	B								x											1	1	B		
Student's Name	BKHM, CPA	RSM McGladrey, Inc	GLC	BKHM	B									x										1	1	B		
Student's Name	RSM McGladrey, Inc	LarsonAllen LLP	MG		B																			1	0	B		
Student's Name	Geller Ragans	PricewaterhouseCoop	BG	GR	B								x											1	1	B		
Student's Name	BKHM, CPA	Carr, Riggs & Ingram, LLC	CRI		M							x												1	0	M		
Student's Name	Carr, Riggs & Ingram, LLC	Vestal & Wiler, CPAs	VW	CRI	B																			x	1	1	B	
Student's Name	PricewaterhouseCoopers	LarsonAllen LLP	CLA		B																			1	0	B		
Student's Name	PricewaterhouseCoopers		PWC		M																			1	0	M		
Student's Name	Carr, Riggs & Ingram, LLC	PricewaterhouseCoop	CRI		M							x												1	0	M		
Student's Name	PricewaterhouseCoopers	LarsonAllen LLP	CLA	BKHM	B																				1	1	B	
Student's Name	Geller Ragans	PricewaterhouseCoop	GLC	GR	B									x	x									1	1	B		
Student's Name	Carr, Riggs & Ingram, LLC	PricewaterhouseCoop	CRI	GR	B								x											1	1	B		
Student's Name	PricewaterhouseCoopers	LarsonAllen LLP	CLA		B																			1	0	B		
Student's Name	Geller Ragans		AWDOH		M	x																		1	0	M		
Student's Name	Carr, Riggs & Ingram, LLC		CRI	VW	B							x												x	1	1	B	
Student's Name	Geller Ragans	LarsonAllen LLP	AWDOH	GR	B	x								x											1	1	B	
Student's Name	PricewaterhouseCoopers	LarsonAllen LLP	CLA	CRI	B																				1	1	B	
Student's Name	Averett Warmus Durkee	Osburn Henning	AWDOH		M	x																			1	0	M	
Student's Name	RSM McGladrey, Inc	LarsonAllen LLP	MG	BKHM	B																				1	1	B	
Student's Name	RSM McGladrey, Inc	LarsonAllen LLP	MG		B																				1	0	B	
Student's Name	PricewaterhouseCoopers	Vestal & Wiler, CPAs	VW		B																				x	1	0	B
Student's Name	Carr, Riggs & Ingram, LLC	RSM McGladrey, Inc	MG	BKHM	B																				x	1	1	B
Student's Name	PricewaterhouseCoopers	Vestal & Wiler, CPAs	AWDOH	VW	B	x																				1	1	B
Student's Name	Glickstein, Laval, Carris	Vestal & Wiler, CPAs	GLC		M																				x	1	1	B
Student's Name	LarsonAllen LLP		AWDOH	BG	B	x																				1	1	B
Student's Name	Averett Warmus Durkee	Carr, Riggs & Ingram, LLC	AWDOH	GR	B	x																				1	1	B
Student's Name	Carr, Riggs & Ingram, LLC	LarsonAllen LLP	CLA	BKHM	B																					1	1	B
Count			9	0	0					7	1	1	6	2	0	9	4	0	5	0	8	0	3	0	2	3		
Avial			12	0	0					8	4	4	6	6	0	15	8	0	10	0	15	0	8	0	8	8		
			3							1	3	3	0	4		6	4		5		7		5		6	5		

B 29
A 1
M 9
 39

	Students	Scheduled	Over/Under
Morning	38	38	0
Afternoon	30	22	-8



Florida Institute of Certified Public Accountants

**FICPA Student Field Day (optional or use the FICPA Chapter Attendee List)
Student Sign In Sheet**

Name	Signature	Session	Morning Firm	Afternoon Firm	BAP	SAS
Student's Name		B	Averett Warmus	BKHM,PA		
Student's Name		A		BKHM,PA		
Student's Name		B	McGladrey			
Student's Name		B	Averett Warmus	Geller Ragans		
Student's Name		B	Averett Warmus	Geller Ragans		
Student's Name		M	PWC			
Student's Name		B	McGladrey			
Student's Name		M	Carr, Riggs & Ingram			
Student's Name		B	Glickstein	Geller Ragans		
Student's Name		B	PWC			
Student's Name		M	Carr, Riggs & Ingram			
Student's Name		B	McGladrey	Vestal & Wiler		
Student's Name		B	McGladrey	Geller Ragans		
Student's Name		B	Glickstein	BKHM,PA		
Student's Name		B	McGladrey			
Student's Name		B	Borcheck&Gase	Geller Ragans		
Student's Name		M	Carr, Riggs & Ingram			
Student's Name		B	Vestal & Wiler	Carr, Riggs & Ingram		
Student's Name		B	LarsonAllen			



Florida Institute of Certified Public Accountants

**FICPA Student Field Day
Firm Sign In Sheet**

Name	Breakfast	Lunch
Averett Warmus Durkee Osburn Henning	4	4
BKHM, PA.	0	2
Borcheck and Gase	2	2
Carr, Riggs & Ingram	2	2
Geller Regans	2	4
Glickstein, Laval, Carris CPAs	2	5
LarsonAllen LLP	3	0
PriceWaterhouseCoopers	0	1
RSM McGladrey	5	0
Vestal & Wiler, CPAs	2	2

Central Florida FICPA (Example Budget Summary)
Student Field Day
Summary of Expenses
xx/xx/xx

Hotel (Breakfast and Lunch)	\$ 3,089
Parking	300
Name Tags and Programs	25
Gift for Speaker	50
Misc.	-
Total Expenses	<u>3,464</u>
Sponsorship:	
Becker CPA Review	350
Scholarship guest	25
Firms	
(Lunch @ \$30.00 each)	726
(Breakfast @ \$10.00 each)	418
Total Income	<u>1,519</u>
Net Expense for Event	<u><u>\$ 1,945</u></u>
Budget	\$ 3,000
Over/(under)	\$ (1,055)

Crown			
Breakfast	58	\$ 14.75	856
Lunch	69	\$ 17.95	1,239
			-
Screen & Mic			<u>310</u>
			2,404
Service Fee	22%		529
Tax	6.50%		<u>156</u>
			3,089
Price per person		\$ 42.02	
Lunch		\$ 23.07	
Breakfast		\$ 18.95	

Total Count for Lunch

Students	39
Firms	22
Sponsors	2
Committee	6
Scholarship Recipient	5
Speaker	1
Allowance	-6
	<u>69</u>

Total Count for Breakfast

	38
	22
	-2
	<u>58</u>



SPONSOR APPLICATION/CONTRACT

Event Name: _____ Event Date: _____
Company Name: _____
Company Representative: _____ Title: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____ Email: _____

Please provide a brief description of the products and/or services your company offers.

Sponsorship Opportunities

Fee (1-day)

- Student Field Day Sponsor \$350

Sponsor Benefits

- Tabletop booth space at the event to promote products and services to all conference attendees.
- Company name/logo and hyperlink on the FICPA web site
- Company name on signage featuring event sponsors.
- Acknowledgement during opening remarks at conference.
- Lunch for two company representatives.

Table Top Sponsors

Sponsor must obtain electricity, extension cords, phone lines, easels, and other materials and services directly through the event facility. This cost is the responsibility of the sponsor. The FICPA will provide sponsor with the appropriate contacts with which to make arrangements.

The FICPA will provide the sponsor with a printed name badge if requested in advance.

It is agreed that the FICPA and the host facilities shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit area.

Space is assigned by the FICPA according to the date the FICPA receives the contract and payment for the sponsorship. Sponsors will not be permitted to assign, sublet or share with others any part of the space allotted to them.

Initial: _____

In accordance with Florida Statutes Section 212.18(3)(b)3, the FICPA authorizes sponsors to make retail sales on tangible personal property or service subject to sales tax. The sponsor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implications arising from activities while a sponsor at the program.

Due to regulations by the music industry regarding music at public meetings, conventions and shows, sponsors may not play music during the program, either live or recorded.

Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.

Terms and Conditions

Full payment is due with this contract. In the event of cancellation, a 50% non-refundable fee will be held. If within 30 days of the conference, 100% will be held.

This agreement does not include a list of FICPA members. A mailing list may be purchased through the FICPA by completing a mailing list agreement form.

Participation in conference lunch and/or reception is limited to tabletop or lunch sponsor(s), with a maximum of two representatives per company. Initial:_____

The FICPA management reserves the right to approve the character of any sponsor and the attendant advertising and sales promotions and to prohibit anything which in its judgment because of noise or other objectionable features may detract from the program in general.

The use of promotions, premiums, lotteries or giveaway contests must be approved by the FICPA management. Such approval may be granted or withheld with or without cause at the discretion of the FICPA management. Prize announcements are not made during the conference. The sponsor should contact the winner individually.

The sponsor agrees to indemnify and hold harmless the FICPA and the host facilities or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts of omissions of sponsors, their employees or their representatives or guests.

The FICPA will not be held responsible or liable for charges or damages for any failure of performance due to Acts of God, labor disputes, shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.

Insurance, if desired by the sponsor, must be obtained at his or her own expense.

My signature below indicates that I understand and agree to the terms of this application.

Company Representative

Date

Return application with payment to:

Florida Institute of CPAs, Attn.: FICPA Emerging Professionals Manager, Post Office Box 5437, Tallahassee, FL 32314

FICPA Use Only:

Contract accepted by: _____ **Date:** _____

Contract Rec'd: _____ **Payment Rec'd:** _____ **Name badge Req'd:** _____ **Box lunch Req'd:** _____



Florida Institute of Certified Public Accountants

2013 FICPA Student Field Day

The Central Florida Chapter of the Florida Institute of Certified Public Accountants is pleased to invite accounting students of junior or higher standing who are interested in accounting careers to the annual **Central Florida FICPA Student Field Day on Friday, October 26, 2012.**

The annual FICPA Student Field Day is a unique and fun opportunity for students to become acquainted with the “real world” and network with Orlando’s accounting firms. The event allows students to visit the offices of two different firms and experience what a career in public accounting has to offer.

The schedule for the day is as follows:

8:15 – 9:15 Registration and breakfast

9:15 – 12:00 Transportation to/from and presentation at morning firm

12:00 – 1:30 Luncheon

1:30 – 4:15 Transportation to/from and presentation at afternoon firm

Students may participate in the morning, afternoon, or both sessions. **Appropriate formal business attire is required.**

Students are asked to meet at **The Crowne Plaza Hotel, Orlando - Downtown** (304 West Colonial Drive, Orlando, FL 32801).

For further information and to register for the event visit:

<http://www.ficpa.org/StudentFieldDay>

*The deadline for registration is Thursday, October 18th.



TALKING POINTS FOR COLLEGE OUTREACH EVENT

Introduction

- **Greet student**, let them know that you are representing the FICPA, not an employer, and how long you have been a member.
- **Give them a flyer** about the FICPA Student Field Day and invite them to attend
- **Answer any questions** they may have & advise them to call the Member Service Center if they ever have questions about their future profession.

FICPA Membership Ask them if they are a member.

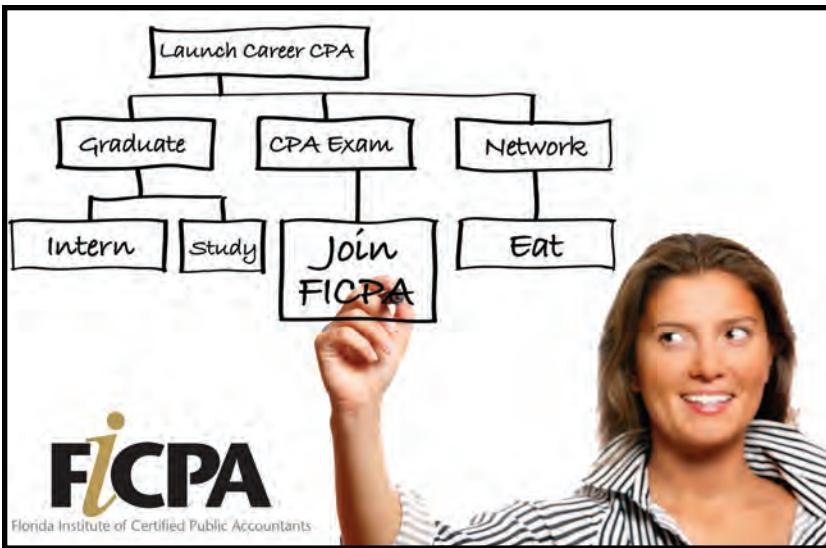
If **yes**, thank them for their membership. Get feedback on how they value it.

- Do they read the e-magazine?
- Remind them to keep their profile updated at www.ficpa.org
- Do they visit the **web site**? Advise them that we are open to any feedback on things that would make their membership more valuable. membership@ficpa.org
- Do they know about the **student discount on CPA exam review** study materials?
- Ever attend a **chapter meeting**? If not, let them know about the chapter.

If **not**, encourage them to become a member of the FICPA.

Benefits of joining the FICPA

- **Complimentary Student Membership**: Fiscal year is July 1st – June 30th (must reapply each year)
- Great on **Resume**'
- Scholarships. The FICPA Education Foundation awards over \$274K each year in scholarships for students; over \$3 million have been distributed since it was founded in 1959
- **CPA Exam Review** study materials at a discount through FICPA
 - Wiley
 - Gleim CPA Review – 20% off any review product
 - Becker CPA Review - \$300 off purchase of full review system
- **Networking opportunities with CPAs**
As a member of the FICPA, you become a member of your local chapter of choice allowing you to meet local CPAs. (internship & future employment opportunities)
- **Young CPAs Network** – be informed when they have local social & philanthropic events
- **Member Only Online Communities** to follow and read real-life issues facing CPAs, legislative challenges, current tax revisions – determine if that's an area that you may want your career to turn in.
- Read the award-winning member-only **Florida CPA Today** bi-monthly and the industry-specific **NewsFlash** bi-weekly giving you that advantage over your peers.
- Direct source to get answers to questions about sitting for the **CPA exam** and getting a Florida CPA license
- Great online resources from: FICPA.org, AICPA.org, ThisWayToCPA.org, NASBA.org, CPA-Exam.org
- Member-Only access to the FICPA **Internship Opportunity Engine**



Complete the following or join at www.ficpa.org

Name: _____ Date: _____

Nickname: _____

Mailing Address: _____

City: _____ St _____ Zip: _____

Date of Birth ____ / ____ / ____ Gender: ____ M ____ F

Current Telephone: (____) _____

Email Address: _____

University/College: _____

Campus: _____

Expected Graduation Date: _____

Are you interested in joining the Young CPA Network to receive information on local events and/or leadership opportunities?

____ Yes ____ No

By submitting this application, I affirm that I qualify for the student category as defined on this form and agree to abide by the Articles of Incorporation and Bylaws of the FICPA as they exist now or may be modified in the future.

JOIN ONLINE!

www.ficpa.org

(800) 342-3197

(850) 224-2727

membership@ficpa.org

FIND SCHOLARSHIPS!
SAVE MONEY!
NETWORK!
KEEP CURRENT!
FIND INTERNSHIPS!



**FICPA MEMBERSHIP
 IS
 FREE!**

For any student meeting one of the following criteria:

- A student attending a Florida accredited college or university who has declared a major in accounting and has never received a bachelor's degree in accounting.
- A graduate student, MBA, or PhD who has not yet received a CPA certificate, and/or is in the process of taking the CPA Exam. A maximum of two years in this category.

Any applicant currently working as an accountant may alternately qualify for the Associate Member category.

Students must reapply once expected graduation date has expired.

Student membership includes Chapter and Section membership, but does not include committee participation or voting rights.


Why join the FICPA?

Check out some of the reasons!


Complimentary Membership

 Join the FICPA for FREE while you are a student!

Scholarships


 Get access to scholarship resources. The FICPA Education Foundation awards over \$274K each year in scholarships to 4th- and 5th-year accounting students.

Job Connections

 List your membership with the FICPA, Florida's only statewide association committed to the CPA profession, and boost your resume.


 Find internship opportunities online with member firms across Florida.

Networking Opportunities


 Meet local CPAs by attending a chapter meeting...especially during "student nights." This is a great opportunity to interact with those who hire interns and staff.


 Join the Young CPAs Network and be part of their activities and events in your area.

Resources and Information


 Learn more about accounting careers, the CPA exam, and the CPA profession.


 Gain full access to the FICPA website, including members-only areas.

 Get the latest news from Florida CPA Today, our award-winning e-magazine, and from NewsFlash, our bi-weekly e-newsletter.


 Join any of our eight online "Sections" communities to follow real-life business and accounting issues facing CPAs each day.

CPA Certification

 Let us guide you as you prepare for your CPA exam and work towards your CPA certificate.

 Receive discounts on CPA Exam Review study materials from Becker (\$300 off the purchase of a full system) and Gleim (20% off any review product).

Leadership Development

 Be a Campus Ambassador, a great way to learn leadership skills and meet people while being the face of the FICPA (select campuses).

Follow us on:



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linkedin

youtube

flickr

pinterest

google+

Sample: Event Summary

By Cheri Swain, Accounting Careers Committee Chair

The Central Florida Chapter of the Florida Institute of Certified Public Accountants will be hosting its annual Student Field Day on Friday, October 21, 2011 at the Crowne Plaza located in Downtown Orlando.

This is an all day event which provides a wonderful opportunity for Central Florida accounting students to interact with Central Florida accounting firms. The day allows students to visit the offices of two different firms and experience all that a career in public accounting has to offer. It also gives firms the chance to meet a cross-section of future graduates from the Central Florida area.

The event includes a luncheon from 12:00 – 1:30 where FICPA President, Stam Stathis will be the guest speaker.

For more information on the event or to sign up your firm, contact xxxxx at (email).

The Central Florida Chapter of the FICPA hosted its annual Student Field Day on October 26, 2012. The event allows students the unique opportunity to get an inside look at the firms as well as a real world feel of the accounting industry. The event once again proved to be a success providing over 80 students the opportunity to visit the offices of Central Florida accounting firms.

The day began with students and firms meeting at the Crowne Plaza downtown for breakfast and pairing for the morning session. Students were then transported to their morning firm where they spent roughly two hours learning about the firm and different aspects of the profession. Everyone came back to the Crowne for a luncheon where this year's guest speaker was David Dennis, Partner of KPMG and Member of the Florida Board of Accountancy.

Scholarships were also awarded on behalf of the FICPA Educational Foundation to Adrianna Campbell, Athena Gardner, Kenneth Grafe, Sherin Hassan, and Kristen Martell. After the luncheon students were paired with a different firm where they were transported to and spent the afternoon.

This event would not be possible without the generous support of our local firms. We would like to thank the following participating firms: Averett Warmus Durkee Osburn Henning, BKHM, CPA, Borcheck & Gase, Carr, Riggs & Ingram, CliftonLarsonAllen LLP, Geller Ragans, Glickstein Lavel Carris, McGladrey, LLP, PricewaterhouseCoopers LLP, and Vestal & Wiler.

For more information on the event or, contact xxxxx at (email).

Sample: Article for the Chapter and Student FICPA webpages:

The 2012 Student Field Day is scheduled for Friday, October 26th.

This is an all-day event which provides a wonderful opportunity for Central Florida accounting students to interact with Central Florida accounting firms. The day allows students to visit the offices of two different firms and experience all that a career in public accounting has to offer. It also gives firms the chance to meet a cross-section of future graduates from the Central Florida area.

For more information on the event or to sign up your firm, contact xxxxx at (email).