

Student Outreach Program (SOP)

Objective

To encourage chapters to actively pursue student members, the FICPA implemented the Student Outreach Program (SOP). The program is chapter-driven to increase student memberships by providing reimbursable funding to chapters holding student activities or hosting students at regular chapter events.

Program

1. In order to encourage and assist chapters to actively pursue student members, the student outreach program provides financial support to chapters for such events and activities. Funding per fiscal year is set at \$15,000 and is available July 1 – June 30. Chapters have the opportunity to be reimbursed up to \$1,000 per fiscal year for the cost of FICPA Student Member attendance at chapter meetings or to plan a student outreach event. Funding will be available on a first come/first serve basis with a cap of \$1,000 per chapter.
2. A chapter will be asked to indicate their intent to use the funding as part of their annual budget and the Planning and Goal Setting form submissions. In addition, the Student Outreach Program Reimbursement Request Form must be completed and submitted 30 days prior to the event to ensure funding is available. **Do not proceed until the funding has been verified and approved.**
3. The Member Connections Manager will allocate the funds based on program requests and help the chapter process the request for reimbursement from the SOP funds.

Definition of an Accounting Student:

The eligible target audience is third, fourth and fifth year undergraduate accounting students and graduate students in accounting or tax master's degree programs.

Student Reimbursement Criteria

For SOP attendance to be reimbursed by the FICPA, students attending must be either a current FICPA Student Member or complete an application during the SOP event to become a member. FICPA [Student Member Applications](#) are available online for completion or chapters may download and print the application to be submitted at the Chapter SOP event.

Planning a Student Event

1. The Student Initiatives Manager is available to assist chapters with planning ideas for student-specific events and to work with the local student population to encourage attendance. Some of the larger college campuses have FICPA [Student Ambassadors](#) that may be available to work with the chapter in their area to help plan a student event. To coordinate an event with a Student Ambassador or for event ideas, contact Debra Kelly at kellyd@ficpa.org or contact the FICPA Student Initiatives Manager, Jennifer Allen at allenj@ficpa.org.
2. The Member Connections Manager will host quarterly conference calls with the chapter chairs to share event ideas. The Student Initiatives Manager will be invited to participate.

Announcement of the SOP Event

For a specially planned student outreach event, the meeting notice will include the use of the “Student Event” banner as indicated below.



When submitting a meeting notice, indicate the meeting is a student event and/or include a fee for students in the fee section of the meeting notice. Even if the fee for students is zero, the fee should be noted in the meeting notice.

The FICPA will insert within the meeting notice the following text, as appropriate, with a link to the student application.

The event is free for student members. Not a member? [Join Now!](#)
Student Membership is free to those who qualify.

NOTE – If a qualifying student does not become a member prior to or during the event, the chapter will not be reimbursed for any qualified cost associated with their attendance at the event.

Option – Within the meeting notice, a statement may be added that includes a student member cost and a non-member student cost. Since the notice includes the link for the free student member application, this might help reduce some of the work of having the application completed on-site.

Instructions for Chapter Reimbursement

SOP Attendance Recording

A chapter attendee list must be used for all SOP events and attendees should sign in. Download the chapter’s event attendee list from the Chapter Officer Toolkit. The column titled **Member Type** will list all member types. Look for those listed as **Student Members** to identify current FICPA Student Members. All types of members are listed in the column including regular member, retired members, terminated members, etc. Look for the blanks to identify potential non-members.

During the check-in process for the event, it is imperative that any qualifying non-student member completes the downloaded paper copy of the student application. If the venue has Wi-Fi, the student may complete the application online. They should use the link in the meeting notice or the student application found on the FICPA website at <http://www.ficpa.org/public/join/MemberApp.aspx>

Student Members registering for an event online will have their names preprinted on the chapter’s attendee list with the member type noted as “Student Member.”

Student Non-Members registering online will have the member type noted as “Non-Member.”

The chapter will note the names of students on the attendee list who did not register online.

If requesting reimbursement, the student’s “Member Type” must be indicated by one of the following options:

- Current** – indicating that the attendee is already an FICPA Student Member. (*Sample A*)
- New** – indicating that the attendee is a new FICPA Student Member and an application has been completed online or one will be submitted with the attendee list. (*Sample B*)

The “Member Type” should be left **blank** if the student attending is a non-member and will not be completing a student member application. (*Sample C*) The cost for the student will not be reimbursed.

Sample – Attendee List

FICPA Chapter Attendee List									
Chapter: xxxxxx							March 1, 2014		
Presentation(s): Career Day - Student Outreach Program									
Credit Hours By Type: Total: 0									
Last Name, First Name (please print)	FICPA Member #	Member Type	Firm	Amount Paid	Check Number (if applicable)	Bill Me	Meal Choice	Comments (include address if bill non-member)	Signature
Alberts, Kenneth	12345	Student Member <i>Current</i>	Florida State University	0					<i>Kenneth Alberts</i>
Anderson, Tiara	23456	Student New <i>Student New B</i>	University of Central Florida	0					<i>Tiara Anderson</i>
Butler, Patricia	54321	Regular Member	KPMG	30	check				<i>Pat Butler</i>
Fisher, Alan	43210	Non-Member		40	credit card				<i>Alan Fisher</i>
<i>Cooper, Joan</i>		<i>(C)</i>	<i>FSU</i>	<i>0</i>					<i>Joan Cooper</i>

Reimbursable Costs

- A. Typical Chapter Meetings – Chapter’s actual out-of-pocket costs associated with each student attending official chapter activities.
Example: A chapter meeting in which the cost of the meal is \$30 and the chapter charges attendees \$40 for the event. In this case, the chapter would be reimbursed the \$30 for each student.
- B. Student Outreach Program Event - Costs to offer a student-specific event such as a Beta Alpha Psi meeting, career day, presentation to accounting students, student network/social event, etc., may be reimbursed up to \$1,000 per chapter per year for reasonable event costs that may include charges for the venue, food and beverage, and give-away incentives.

Costs NOT Reimbursable

- A. Chapter Meetings – Fixed costs associated with the chapter activity are not reimbursable. Typical fixed costs associated with a chapter meeting are:
- Speaker fees: fixed and not reimbursable
 - Room rental fee: fixed and not reimbursable

Reimbursement Procedures

The Chapter Check Request Form should be submitted via the chapter portal for the chapter's SOP event. Complete the *student outreach program reimbursement* section of the form.

Facility (Meeting Expenses) - List all related room rental, food and beverage, and AV expenses if the event was a SOP-specific event. Most costs associated with the event -- if preapproved -- should be reimbursable.

Individual Student Meal Expense - List the *number of student members* that attended the event, the *cost per student*, with the *total requested reimbursement for fees*.

Event Cost - All other qualified event expenses should be requested for reimbursement on the same Chapter Reimbursement Request Form.

Note: *The FICPA will only reimburse the cost of attendance for current or new Student Members. It is the responsibility of the chapter to obtain completed Student Member Applications to submit with the Reimbursement Request Form for non-member students.*

Sample – Chapter Check Request Form completed for Student Outreach Program Reimbursement Request

FLORIDA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS CHAPTER CHECK REQUEST FORM							
(Use One form per each reimbursement)							
Requesting Officer:				Date Requested: 9/15/2015			
Remit Payment To:				Vendor Address:			
				Purpose of Expense:			
Event Title: The Million Dollar Interview				Student Outreach Program			
Event Date: 9/10/15							
FACILITY (MEETING) EXPENSES							
Room Rental				\$			
Food & Beverage				\$			
Audio Visual				\$			
Other: _____				\$			
Other: _____				\$			
Total				\$			
MISCELLANEOUS/OTHER EXPENSES							
(Describe expenditure & purpose)				\$			
_____				\$			
_____				\$			
_____				\$			
Total				\$			
Total				\$			
STUDENT OUTREACH PROGRAM REIMBURSEMENT REQUEST							
FACILITY (MEETING) EXPENSES							
Room Rental				\$250			
Food & Beverage (If total F&B is for a student specific event)				\$300			
Audio Visual				\$50			
Other: _____				\$			
Total				\$600			
INDIVIDUAL STUDENT MEAL EXPENSE							
(Number of students and individual cost)				\$			
10 Student Members @ \$45 each				\$450			
_____				\$			
Attach an event attendee listing with member students indicated				\$			
*Authorization of funds must be preapproved				\$			
Total				\$450			
Chapter Approval		By	Date				
Chapter Officer Authorization:							
Internal Use Only		By	Date	ACCOUNT	Sub	AMOUNT	
SOP Authorization:				50500	30-05-2540	\$	
Accounting Authorization:						\$	
Executive Signatory:						\$	
Upload completed form and documentary evidence (itemized receipts, bills, etc.) for each reimbursement via the Chapter Form Portal at http://www.ficpa.org/chapterformportal							

Program Tracking and Evaluation

A “student” is counted each time one eligible student attends an event. For *example*, if a chapter has the same student attend four chapter meetings during the year, then that chapter would be recorded as having four students attend a chapter event. Chapters will have the discretion to limit the number of times they would allow the same student to attend chapter meetings using SOP funding.