



Association of Latino Professionals in Finance and Accounting

Students
of ALPFA

Student Chapter Manual

*The Official Guide to Launching,
Operating, Improving and Growing
Official ALPFA Student Chapters*

University Relations Committee
ALPFA Boston Chapter

Revised March 4, 2008

Table of Contents

1. Introduction.....	3
2. Steps to Create a Student of ALPFA Chapter	3
3. Requirements and Recommendations.....	4
4. ALPFA History, Mission and Core Values.....	5
<i>ALPFA History.....</i>	<i>5</i>
<i>ALPFA Mission Statement</i>	<i>6</i>
<i>ALPFA Shared Values</i>	<i>6</i>
5. Students of ALPFA	6
<i>Developing Hispanic Student Leaders.....</i>	<i>6</i>
<i>Students of ALPFA Mission Statement</i>	<i>6</i>
<i>Benefits of Student Membership.....</i>	<i>7</i>
<i>ALPFA Student Chapters Make a Lasting Impact.....</i>	<i>7</i>
Appendix 1. New Student Chapter Questionnaire	8
Appendix 2. Requirements to be Part of the Student of ALPFA Chapter Board	9
Appendix 3. Student of ALPFA Contact Form.....	10
Appendix 4. General Information about ALPFA National	11
<i>Today ALPFA Has</i>	<i>11</i>
<i>ALPFA’s Professional Chapters by Region.....</i>	<i>11</i>
<i>ALPFA Student Chapters & Alliance Student Groups by ALPFA Region</i>	<i>12</i>
<i>ALPFA National & Local Board Structure</i>	<i>13</i>

DRAFT

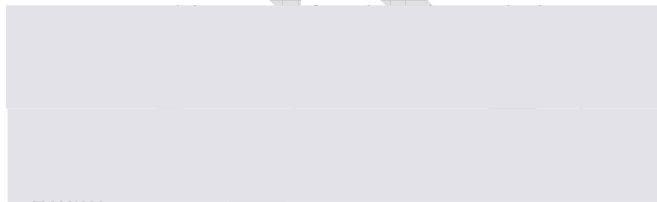
1. Introduction

The following manual was created to present a comprehensive set of guidelines and recommendations about how to create an ALPFA Student Chapter.

Besides the steps that need to be followed to create an accredited Chapter, we also include information about ALPFA National and its Students of ALPFA division. Such information must be reviewed to better understand the value proposition that ALPFA offer to its members, especially to its student membership.

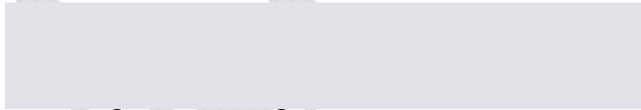
Should you have any questions, please feel free to contact any of the officers of the University Relations Committee (URC) of the ALPFA Boston Chapter:

University Relations Committee:



Email

Boston Chapter Coordinator:



Website:

www.alpfa.org

2. Steps to Create a Student of ALPFA Chapter

The following steps were designed to help the student leadership of a school and their advisors to start a Student of ALPFA Chapter that will be recognized both by the school and by ALPFA.

1. Familiarize with ALPFA and its mission statement. Know its national structure and that of the Boston Chapter. Review the mission of Students of ALPFA and know the programs and benefits it offers to its student membership. **Most of the information can be found in this manual, and you can also review our websites at www.alpfa.org and www.alpfaboston.org.**
2. Contact the VP of the URC, the corresponding Committee Chair (for graduate or undergraduate relations), or any ALPFA Boston Board Member that can refer you to the URC leadership, and express your interest in forming a Student Chapter. We will work with you to help you with the creation of the chapter. **The URC leadership contact information can be found in this manual.**

3. Recruit a Faculty/Staff advisor that will help you to spread the word about ALPFA. Due to the networking potential ALPFA offers, **we strongly advise you to get your Career Services staff involved.**¹
4. Establish critical mass of student members who both officially join ALPFA and sign up to become **active members**² in the new student chapters. After establishing a critical mass you will be able to identify potential leaders for your chapter. **There is a minimum of 15 paid-in student members (including chapter leadership) for ALPFA Boston to recognize a Chapter.**
5. Complete the New Student Chapter Questionnaire. **The questionnaire can be found in Appendix 1 of this manual.**
6. Establish an official student e-board, composed of a President, Vice President, Treasurer, etc, that is aligned with the roles outlined. **Be sure that the chapter leadership fulfills the requirements outlined in Appendix 2 of this manual.**
7. Complete the *Student of ALPFA Chapter Contact Form*. Report changes in leadership every semester or year. **The form can be found in Appendix 3 of this manual.**
8. Complete and submit the school's required paperwork for establishing a new student organization to ensure the ALPFA chapter is recognized by your school. **You must contact your school's Office of Student Activities for requirements.**

3. Requirements and Recommendations

The following are requirements that must be fulfilled by running ALPFA Chapters:

- Believe in ALPFA's mission
- Have a minimum of 15 paid student members at your school
- Participate actively in the ALPFA events by attending the Student Pre-sessions (if they exist) and the Professional events
- Volunteer with time to help in the event organization and logistics
- Establish an executive board at the student chapter level
- Provide the executive board contact information every semester or whenever major changes occur
- Provide a listing of planned activities/initiatives for the first term of the chapter.
- DO NOT plan school events when there is an ALPFA Professional Event, or one day prior to it (review the events calendar on ALPFA's website)

¹ By the nature of their work the Career Services staff is interested in students polishing their networking and interviewing skills, and increasing the possibilities of job referrals through the ALPFA professionals' network.

² **Active members** are students that attend regularly the *Student Pre-Sessions* and *Professional ALPFA events*, work as volunteers during such professional events, and attend the in-school ALPFA events organized by the School Chapter leadership.

- Set goals of the Organization at your respective school and structure a business plan for attaining those goals

We strongly recommend you to be proactive and prepare for the networking sessions. Ask your contacts at the URC about potential attendees (people/companies) that you might want to talk to, do your research on those companies and show that you know what you want and what you can offer. In sum, prepare your “**elevator pitch**”³ and tailor it to the person you will be speaking with.

Your commitment and volunteer work at ALPFA events is always noticed. The more you help, the higher your exposure to ALPFA professionals that might be able to help you with your job search in a variety of ways. Keep in mind that if you help ALPFA, ALPFA will help you back!

4. ALPFA History, Mission and Core Values

ALPFA History

The Association of Latino Professionals in Finance and Accounting (ALPFA) is the nation’s leading – oldest, largest, and fastest growing – Latino/Hispanic professional association focused on accounting, finance, investment and related business fields and functions. ALPFA is a not-for-profit entity registered with the Internal Revenue Service. Membership is open to anyone who shares our values, mission, and principles.

Reaching over 35 years of existence, ALPFA is the proud successor of the American Association of Hispanic Certified Public Accountants (AAHCPA), the first national Latino professional association in the United States. Established in 1972, this Association continues to build upon our proud legacy of shared values and guiding principles.

Upon this bedrock of shared values, the Association's visionary founders launched an ambitious mission that they pursued over the course of thirty years. Committed to its shared values and to its mission, the Association flourished, expanding its base of operations to more than thirty chapters nation-wide, with several more in formation.

As heir to this rich legacy, ALPFA’s current Board of Directors, with the support of the Corporate Advisory Board, is innovatively addressing the challenges that lie ahead by promoting the highest standards of excellence for itself and for its members. ALPFA advances into the 21st century as an experienced professional association dedicated to enhancing opportunities for Latinos and other New Americans in the fields of accounting, finance, marketing, and other professions.

³ An **elevator pitch** is refers to the ability to sell yourself to a potential contact or employer in 30 seconds or so. The name reflects the fact that it can be delivered in the time span of an elevator ride.

ALPFA Mission Statement

ALPFA creates opportunities, adds value, and builds relationships for its members, the community and its business partners while expanding Latino leadership in the global workforce.

ALPFA Shared Values

ALPFA's members and partners are united in our mission through our commitment to, and sharing of, seven shared core values:

- Professional Growth
- Relationship Building
- Inclusiveness
- Service
- Integrity
- Culture

5. Students of ALPFA



Developing Hispanic Student Leaders

Students of ALPFA is the division of ALPFA – the nation's leading Latino/Hispanic professional association focused on accounting, finance, investment and related fields of business – that is dedicated to promoting academic excellence and leadership among the Hispanic student community that seeks careers in Accounting, Finance, IT and related fields of business.

Students of ALPFA Mission Statement

ALPFA supports students who seek careers in Accounting, Finance and related fields of business by empowering them to develop as leaders through the management of student chapters, by delivering quality student programs focused on professional development, by providing access to our industry network of professional members and sponsors, and by offering access to scholarship programs and opportunities to network with other students.

Here at **ALPFA - Boston** we seek to provide our student members with important tools to succeed in the job market, such as networking opportunities and career counseling, and in doing so increase the quality and quantity of its student base.

Benefits of Student Membership

- Access to employers and career opportunities (internships and full-time positions)
- Access to mentors (professional ALPFA members and sponsors)
- Opportunities to develop leadership skills through the management of student chapters
- Local, Regional and National network of students, professionals, sponsors and schools dedicated to creating opportunities for members to advance professionally
- Local, Regional and National professional development programs
- Access to scholarship programs that provide financial support toward the pursuit of undergraduate and graduate education in fields of study related to ALPFA's mission
- Opportunities to give back to the greater Hispanic community
- COMMITTED SUPPORT, RESOURCES & ADVISING from ALPFA's National staff and local professional ALPFA chapters!

ALPFA Student Chapters Make a Lasting Impact

The students who consistently receive the greatest benefits of being active and highly involved ALPFA student members are those who participate in the ongoing management of ALPFA Student Chapters. Student chapters enable students, ALPFA National, ALPFA professionals, and corporate partners to organize our collaborative relationships to create a larger and long-lasting impact at each school with whom ALPFA partners. Furthermore, by institutionalizing a chapter at each partner school, ALPFA and our student leaders ensure that students at that campus will receive the benefits of membership for years to come.

Appendix 1. New Student Chapter Questionnaire

1. At which College or University do you wish to launch an ALPFA student chapter?
2. Who are the students who seek to initiate this student chapter?
3. What major and academic year of study (i.e. Freshman, Sophomore, Junior, Senior, and Graduate Student) are the students who seek to start an ALPFA student chapter?
4. When will the founders graduate?
5. Why do you seek to establish an ALPFA Student Chapter/Affiliation:
 - a. As it relates to impacting your campus community?
 - b. As it relates to you individually?

Appendix 2. Requirements to be Part of the Student of ALPFA Chapter Board

Creating and running an ALPFA chapter requires great amount of work and dedication from those leading the efforts. In an attempt to reward such efforts we will work hard to help you reach your goals, exposing you to recruiters, ALPFA professionals, and members of the ALPFA Board of Directors, so they can mentor you in your career search, and possibly refer you to potential employers.

To ensure that we will send the best candidates to our contacts, we measure both your commitment to ALPFA and your academic performance. The following table outlines such requirements.

<u>REQUIREMENTS TO BECOME ALPFA STUDENT LEADERSHIP</u>	
<u>For Undergraduates</u>	<u>For Graduates</u>
<p><i>The Chapter president:</i></p> <ul style="list-style-type: none"> • Must be on his/her Junior semester of studies • Must have a GPA of 3.0 or higher • Must be able to serve for at least 2 semesters • Must look for his/her replacement during the 2nd semester as president, and the replacement should fulfill the requirements listed above <p><i>The rest of the board:</i></p> <ul style="list-style-type: none"> • Must have a GPA of 3.0 or higher • Must be able to serve for at least one semester <p><i>The whole board:</i></p> <ul style="list-style-type: none"> • Must be able to attend at least two Student Pre-sessions per semester • Must volunteer in at least one professional event per semester 	<p><i>The Chapter president:</i></p> <ul style="list-style-type: none"> • Must be on his/her second semester of studies • Must have a GPA of 3.5 or higher • Must be able to serve for a year • Must look for his/her replacement during the second semester as president, and the replacement should fulfill the requirements listed above <p><i>The rest of the board:</i></p> <ul style="list-style-type: none"> • Must have a GPA of 3.3 or higher • Must be able to serve for at least one semester <p><i>The whole board:</i></p> <ul style="list-style-type: none"> • Must be able to attend at least two Student Pre-sessions per semester • Must volunteer in at least one professional event per semester

If you have any questions about the requirements, please contact your URC relations manager.

Appendix 3. Student of ALPFA Contact Form

School Name: _____

Address: _____

Current Size of Chapter: _____ members.

Faculty/Staff Advisor Contact Information: _____

List executed and planned activities for the year:

Executed Events	Planned events

Student E-Board Members:

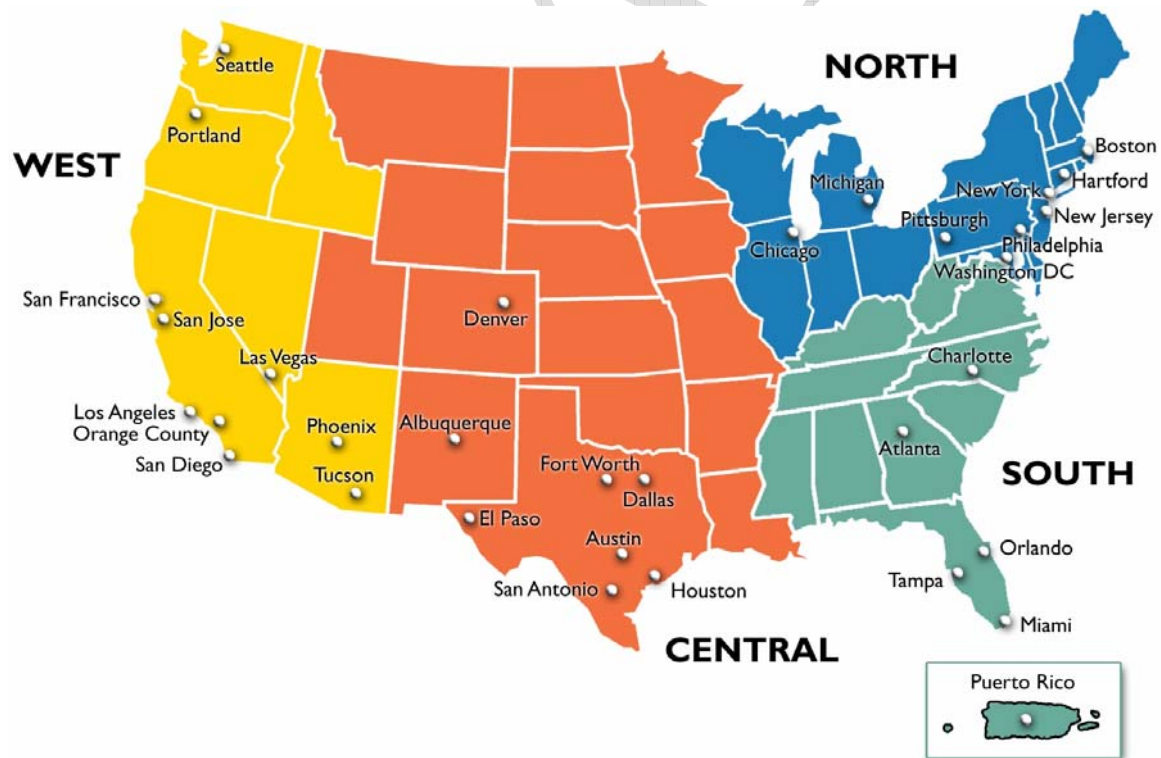
Name	Position	Phone and email
	President	
	Vice President	
	Treasurer	

Appendix 4. General Information about ALPFA National

Today ALPFA has

- More than 30 Professional chapters in key cities throughout the U.S. and in Puerto Rico
- More than 40 student chapters and alliance student groups that operate within our professional chapters
- 7,000 members nationally
 - Includes 3,200+ student members throughout the U.S. and Puerto Rico
 - Women represent approximately 50 percent of ALPFA's membership and women hold an equal level of representation on local and national boards.
- Over 300 total combined annual events across chapters nationally
 - Local events/programs
 - Regional events/programs
 - National events/programs

ALPFA's Professional Chapters by Region



ALPFA Student Chapters & Alliance Student Groups by ALPFA Region

North Region

*University of Massachusetts-Amherst
Northeastern University
Bentley College
Brandeis University
Fordham University
Pace University
Baruch College
New York University
St. John's University
Queens College
Lehman College*
SUNY-Binghamton
Rutgers University-Newark
Robert Morris College*
University of Illinois at Chicago
University of Illinois at Urbana
Purdue University
Northern Illinois University**

South Region

Florida International University
University of Central Florida
University of Puerto Rico-Rio de Piedras**

Central Region

New Mexico Highlands University
University of New Mexico*
New Mexico State University*
University of Texas at El Paso*
Our Lady of the Lake
University of Texas at Austin
University of Texas at Arlington
Southern Methodist University
University of Houston*

West Region

*Arizona State University
University of Arizona
University of California-Berkeley
University of California-Santa Cruz
San Jose State University
San Francisco State University
Santa Clara University
University of Southern California
University of California-Riverside*
University of Washington*

** Hispanic Serving Institutions with Hispanic student representation of 25% or more.*

ALPFA National & Local Board Structure

