**Tapping Ceremony   
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One very effective method for inviting students to membership is the tapping ceremony. Tapping is a method that involves BGS faculty or student members, visiting select business classes and inviting students to meet the Dean or chapter advisor at a noted spot on campus to formally present invitations to qualifying students and faculty. Faculty members participating in the tapping are welcome to wear their academic regalia to help build excitement and add to the prestige of the invitation process

While some campus cultures may not see the tapping ceremony as effective or realistic for them, this method has proven to be a very effective method on campuses where it is utilized. This method of promoting Beta Gamma Sigma assures high acceptance rates while educating business students about the Society, its purposes and role within the business program. Chapters who may not be able to take part in a formal tapping ceremony are highly encouraged to tap invitees through email or letter.

A sample procedure for the tapping ceremony follows.

**Prior to Tapping:  
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* A few minutes prior to tapping, BGS faculty and student members meet in the designated location to gather invitation materials and dress in academic regalia (optional). Team members should discuss their roles and proceed to the set location together.
* The mechanics of tapping involves a master list of students (arranged alphabetically), a list of classes to be visited, and invitation packets for each class. Invitation packets should include the complete set of invitation materials and be identified by students’ names and the class where they will be “tapped.” On the large schedule sheet, initial the class being visited and pick up the packet for that class.
* Packets should include:
  1. A sheet with information about the class (name of professor, time the class meets, and room number), plus the names of the students to be tapped;
  2. An invitation packet for each invited student that these can be purchased through the CMS free of charge
  3. A BGS ribbon for each invited student can be purchased in the CMS
* Check the master list to see if the students listed were tapped earlier. If they are marked off the master list, they were tapped in an earlier class. Make note of this on the class sheet and tap only those students who were not previously tapped, but introduce the others as invitees who were previously tapped.

**During the Tapping:  
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* Points to emphasize in remarks to the class:
  1. Beta Gamma Sigma is the international honor society for students enrolled in programs accredited by AACSB International.
  2. Beta Gamma Sigma was established in 1913. It is the business equivalent of Phi Beta Kappa (liberal arts honor society) and membership is the highest honor bestowed upon graduate and undergraduate business students at institutions where the business programs are accredited by AACSB International.
  3. Indicate those students who qualify for membership (the top 10 percent of baccalaureate students, the top 20 percent of the graduate students and all Ph.D. students having completed their degree requirements).
  4. Indicate minimum grade point average qualifying this class of students for a BGS membership invitation (if known).
  5. There are in almost 600 Beta Gamma Sigma chapters at institutions accredited by AACSB International throughout the world. With the expansion of AACSB International accreditation internationally, membership is no longer limited to those who have studied in the United States and Canada. Beta Gamma Sigma now has collegiate chapters on five continents.
  6. Indicate number of students from this class elected to membership this year.
  7. Ask the invited students to come forward as their names are called. When they come forward, present them with an invitation packet and a ribbon (optional), and ask them to wear the ribbon throughout the week.
  8. If there are other students on the class list who were previously tapped, introduce them and ask that they stand to be recognized as their names are called.
  9. Following all the introductions, ask the class to give the (current class) of Beta Gamma Sigma invitees a round of applause.
  10. Ask if there are any current members of Beta Gamma Sigma in the room – people who were elected in previous years. If so, ask them to stand and be recognized, and give them a round of applause, also.
  11. Thank the professor for allowing this presentation.

**After Tapping:  
*http://www.betagammasigma.org/Graphics/index2/page2headers.jpg***

* Return to the designated location and mark the names of students tapped off the master list. Mark the course visited off the course schedule, and sign the course packet cover sheet. This will provide other officers with current information about which classes have been visited and which students have been tapped.
* Return all unused packets. If an invitee was not in class, he/she may be tapped later. Invitees missed will receive invitations and ribbons by mail and will receive a personal phone call.