

GUIDELINES FOR USAGE OF PET FOOD FUNDS

Revised 1/21/2014

Approved by SCAVMA President's Council 2/10/2014

SECTION I: General Guidelines for All Funding Requests

1.1: Definitions

Responsible Parties include the person or persons listed as "Responsible for Proposal" on the Request for Pet Food Funds (PFF) form.

Dispersible funds are the monetary amounts of funding which may be allocated for specific projects under a specific category during a given PFF hearing, per the regulations set out in this document.

The President's Council will consist of the Executive Board and the presidents of all clubs recognized by SCAVMA. The Executive Board will consist of all SCAVMA officers.

The Pet Food Fund general revenue is considered all money that is collected annually from the sales of pet food cards or various pet food products with the intent of the funds benefiting veterinary students.

The Pet Food Fund Budget is determined by taking 95% of the projected Pet Food Fund.

The Annual Reserve Pet Food Fund is determined by taking 5% of the projected Pet Food Fund. (See Section 5.1)

1.2: General Philosophy of Pet Food Funds Usage

Pet food funds (PFF) should be allocated with the goal of providing the greatest benefit to the greatest number of Purdue University College of Veterinary Medicine (PVM) students as possible.

The most important benefits to PVM students are improvement and diversification of their education, making their education more effective by improving their quality of life at PVM, and adding currency to students' eventual degrees by increasing the recognition and prestige of PVM.

1.3: General Procedures & Expectations for Proposal Submission

Each proposal will be heard under one of two categories: PVM Events (section III) or Individual Experiences (section IV)

It is the responsibility of the parties making a proposal to identify the correct funding category, familiarize themselves with the appropriate section of this document, and select the correct form.

Only one proposal, under only one category, may be submitted for any event or project.

Each proposal must include:

- Expected expenses
- Completed and approved SAO Activity Form. Any event that does not have an affiliate organization sponsor shall be sponsored by SCAVMA. Therefore, the SCAVMA Activities Chair will grant access to the activities form on BoilerLink to the responsible party of the PFF. In order to be reimbursed for gas for any event or experience, the person requesting reimbursement must be an approved University driver through the Risk Management department.

To insure all proposals have equal and adequate time for consideration by the President's Council members, the appropriate proposal form must be submitted to the SCAVMA Secretary one week prior to the hearing.

A proposal will be denied if:

- The proposal is submitted after the deadline (see above).
- The proposal form is incomplete or inaccurate.
- The proposal does not include an approved SAO Activity Form, (see above).
- The responsible parties for the proposal have received PFF for past proposals and failed to submit a written “thank you” to the designated corporate sponsor (See Section 1.4).
- None of the responsible parties listed on the proposal are present at the hearing.

1.4: Requirements for Projects that Receive Funding

Within one month of being approved for funding, the responsible parties must submit a written “thank you” note to the designated corporate sponsor and a copy of this must be submitted to the SCAVMA treasurer for record keeping. Failure to do so will result in ineligibility of future funding for 12 months after notification of PFP approval.

1.5: Expiration of Pet Food Proposals

Upon notification of PFP approval, the responsible parties will have 60 days to submit receipts in order to be reimbursed for the event or experience. If the event or experience will take place over a University break, the responsible party must submit receipts prior to the first meeting of the President’s Council of the next University semester. Failure to submit receipts in accordance to these guidelines will result in forfeiture of funds for this event or experience. Upon expiration, these events or experiences will not be eligible for re-application.

1.6: Funding Budget

The Pet Food Fund Budget will be divided into two equal semester budgets with each being equivalent to 50% of the annual PFF budget. At the end of each semester, the unused semester funds will automatically be allocated to the reserves

SECTION II: Procedures for Evaluating Proposals for Funding

2.1: Frequency of Evaluation

Proposals will be heard at President’s Council meetings twice per semester, once at the second meeting of the semester and again at a time to be decided upon at the first meeting.

2.2: Procedures for Hearing of Proposals

All proposals will be distributed to the SCAVMA President’s Council by the SCAVMA secretary or their representative one week prior to hearing.

For each proposal, the responsible parties will give either a synopsis of the proposal or mention any additional information or considerations.

Following this, for each proposal the President’s Council may pose questions or concerns to the responsible parties.

After all proposals have been heard, the President’s Council may discuss any additional concerns regarding funding priorities. During this time no persons, either responsible or involved in a particular proposal, may speak to that proposal unless specifically asked for information by an President’s Council member.

2.3: Voting Eligibility

Each member of the SCAVMA President’s Council shall receive one vote. The only member to vote on behalf of the SCAVMA Executive Board shall be the SCAVMA Vice President.

Any person holding more than one position will receive only one vote.

2.4: Voting Procedures

Voting will take place following the hearing and discussion of all proposals.

The combined amount being requested for all proposals in a given category will be figured in advance by the SCAVMA secretary and announced, as well as the maximum amount of PFF which may be dispersed at that meeting, per this document. If requests are greater than the maximum dispersal, this will be noted as well.

Prior to voting, any President's Council member may motion to revise a particular proposal by either decreasing or increasing the funding requested. Responsible parties for a particular proposal may also make such motions, for that proposal only.

- If such a motion is seconded, eligible President's Council members (per Section 2.3) will vote by a show of hands.
- If the motion carries by 75%, the proposal in question will be revised for voting purposes.

Voting will be by line-item ballot. Each proposal will be listed individually by number and proposal name, and for each item votes should be entered as "Yes," "No," or "Abstain."

Votes will be tallied, and if dispersible funds allow, all those proposals receiving a majority "yes" vote will be approved for either the amount originally requested, or the amended amount per above.

In the event the funding requested by proposals receiving a majority "yes" vote totals a greater amount than the dispersible funds for that semester:

Proposals will be approved in order of most "yes" votes to least, until the amount of remaining dispersible funds prevents further approvals.

In the event of a tie among two or more proposals which would result in exceeding the dispersible funds if all were funded, the responsible parties shall be asked to reapply under the Reserve Funds category following the guidelines in Section 5. If a 90% majority was attained in the original President's Council vote then, upon submission of the Section 5.2 requirements, an additional hearing will not be required.

If the Reserve Funds have already been used or if the proposals can't meet the Section 5 guidelines then the requested funds for each of those proposals shall be decreased in 5% increments until the total amounts fall within the limits of dispersible funds. Funding will then be offered to those proposals in the reduced amounts.

Any proposal which is denied funding may enter an appeal in the form of submitting a revised proposal for consideration at the next hearing.

SECTION III: Funding Requests for PVM Events

3.1: Definitions

The PVM Events category will be divided into SCAVMA Sponsored Events and Affiliate Organization Events. These events shall be organized and funded with the goal of providing the greatest benefit to the greatest number of Purdue University College of Veterinary Medicine (PVM) students as possible.

The most important benefits to PVM students are improvement and diversification of their education, making their education more effective by improving their quality of life at PVM, and adding currency to students' eventual degrees by increasing the recognition and prestige of PVM.

3.2: Funding Budget

Funding awards for each PVM Event may not exceed \$1000 except where specifically noted in Section 3.3.

3.3: Funding Eligibility & Restrictions

In order to be eligible for PVM Event funding, the proposed event must be open to the entire PVM community and satisfy one or more of the expectations in Section 1.2.

At the beginning of each semester SCAVMA will automatically receive \$1,500 for each of the following established SCAVMA Sponsored Events that occur during that semester without PFF submission:

1. Thanksgiving Dinner
2. Give a Dog a Home
3. Open House
4. Medicine Ball

3.4: Reimbursable Expenses

All expenses will be considered for reimbursement pending the submission of itemized receipt(s), expenses are directly incurred for the proposed event, and that the expenses are deemed reimbursable by the Business Office for Student Organizations (i.e. no alcohol or gift certificates). Additional information regarding reimbursable expenses can be found here: <http://www.purdue.edu/business/boso/pdf/manual.pdf>

SECTION IV: Funding Requests for Individual Experiences

4.1: Definitions

Individual Experiences include conferences, seminars and special courses focused on veterinary medicine either at home or abroad. Student tenure is defined as the course of study toward a DVM degree, DVM/PhD, or AS/BS degree in Veterinary Technology.

4.2: Funding Budget

Funding awards for each Individual Experience may not exceed \$150 dollars

Funding awards over the course of an individual's student tenure may not exceed \$450 dollars.

4.3: Funding Eligibility & Restrictions

To be eligible for Individual Experience funding, a student must:

- Be a current PVM student in the course of their student tenure
- Have received less than \$450 in PFF during their student tenure for requests under section IV

Non-eligible experiences include: senior externships or off-campus blocks and non-educational or non-veterinary experiences.

At the time of their election, the SCAVMA President, President –Elect, Senior SAVMA Delegate, and Junior SAVMA Delegate shall forfeit all remaining Individual Experience funds to the SCAVMA general account in order to help offset their SCAVMA transportation and registration fees.

4.4: Reimbursable Expenses

All expenses will be considered for reimbursement pending the submission of itemized receipt(s), expenses are directly incurred for the proposed event, and that the expenses are deemed reimbursable by the Business Office for Student Organizations (i.e. no alcohol or gift certificates). Additional information regarding reimbursable expenses can be found here: <http://www.purdue.edu/business/boso/pdf/manual.pdf>

SECTION V: Proposals for Use of Reserve Pet Food Funds

5.1: Definitions

Annual Reserve Pet Food Funds (ARFFF) includes the 5% of the yearly PFF budget which is not allocated under previous sections, plus any additional unallocated funds for that year.

In order to ensure continuing support for the PVM community additional requests for Reserve Pet Food Funds, in excess of the annual budget, shall not annually exceed 10% of the account balance at that beginning of the fall semester prior to the annual contribution.

5.2: Special Requirements for Reserve Pet Food Proposals (Reserve Funds)

Any proposal for use of Reserve Funds must:

- Have signatures of support from a minimum of thirty PVM students.
- Have signatures of support from a minimum of two SCAVMA Affiliate Organization presidents.

5.3: Funding Eligibility & Restrictions

In order to be eligible for Reserve Funds, the proposed event must be open to the entire PVM community and satisfy one or more of the expectations in Section 1.2.

Projects which cannot demonstrate a significant benefit to a majority of PVM students will not be considered for funding with Reserve Funds.

5.4: Voting & Approval of Reserve Pet Food Funds Use

For a proposal to receive funding from the Reserve Funds, it must be heard at a standard PFF hearing and approved by the President's Council with a 90% majority.