

GUIDELINES FOR USAGE OF PET FOOD FUNDS

Document Revisions Committee, 11/24/08

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.
- Reimbursable expenses are costs a proposed project will incur that may be considered for reimbursement via PFF.
- 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.

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 School of Veterinary Medicine (PUSVM) students as possible.
- The most important benefits to PUSVM students are improvement and diversification of their education, making their education more effective by improving their quality of life at PUSVM, and adding currency to students’ eventual degrees by increasing the recognition and prestige of PUSVM.

1.3: General Procedures & Expectations for Proposal Submission

- Each proposal will be heard under **one** of four categories: educational events (section III), individual educational experiences (section IV), social events (section V), or resources and improvements (section VI).
- 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.
- Proposals for use of surplus funds may be made only under special conditions (see section VII).
- Only one proposal, under only one category, may be submitted for any event or project.
- Each proposal must include:
 - A detailed budget.
 - A travel and/or event planning form if appropriate.
- To insure all proposals have equal and adequate time for consideration by executive board members, the appropriate proposal form must be submitted to the SCAVMA secretary one week prior to the hearing.
 - Events requesting funding under sections III or V must demonstrate significant interest by the student body, in the form of at least 20 signatures by PUSVM students.
- A proposal will be denied hearing if:
 - The proposal is submitted after the deadline (see above).
 - The proposal form is incomplete or inaccurate.

- The proposal does not include a completed event or travel planning form, if appropriate (generally proposals under sections III-V).
- 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.
- 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 (i.e., Hill’s or Purina), and a copy of this must be submitted to the SCAVMA secretary for the record. Failure to do so will result in ineligibility for future funding, per Section 1.3.
- Within three months of the event’s conclusion, the person(s) listed as responsible for the event on the funding request must submit a synopsis of the event and numerical data for attendance to the SCAVMA Communications Officer for review by the Executive Board and potential inclusion on the SCAVMA website; failure to do so will result in ineligibility for (1) future funding through PFF of the event in question, or (2) funding of any other events proposed by the person(s) listed as responsible.

1.5: Funding Budget

- Each funding category is budgeted a certain percentage of the yearly PFF budget; see the appropriate section of this document (III-VI) for details.
- In the first semester of each school year, dispersible funds under categories III-V may not exceed 50% of that category’s budget for the year. For example, educational events are allotted 30% of the yearly PFF budget; 50% of that, or 15% of the yearly PFF budget, may be allocated during the first semester.
- During the second semester of each school year, the full remaining budget under each section may be considered dispersible funds at the discretion of the executive board.

SECTION II: Procedures for Evaluating Proposals for Funding

2.1: Frequency of Evaluation

- Proposals will be heard at executive board meetings thrice per semester, once at the first meeting of the semester and again at times to be decided upon at the first meeting.

2.2: Procedures for Hearing of Proposals

- All proposals will be distributed by the SCAVMA secretary or their representative one week prior to hearing.
- Proposals will be grouped for hearing based on which section (III – VII) of this document they fall under.
- For each proposal, the responsible parties will have up to one minute to give either a synopsis of the proposal or to mention any additional information or considerations.
- Following this, for each proposal the executive board will take up to three minutes to pose questions or concerns to the responsible parties.
- After all proposals under a given section have been heard, up to ten minutes will be allotted to the executive board to 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 executive board member.

2.3: Voting Eligibility

- The following persons receive one vote:
 - Each PUSVM organization president or their proxy.
 - In the case of SCAVMA, the vice president may vote, and the president may only vote in the event of a tie.
 - Each class's executive board representative.
 - The senior delegates to SAVMA and the IVMA.
- Any person holding more than one of the positions listed above will receive only one vote.

2.4: Voting Procedures

- Voting will take place following hearing and discussion of all proposals in a given category.
- 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 executive board 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 executive board 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 session:
 - 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 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 Educational Events

3.1: Definitions

- Educational Events include guest lecturers, seminars, special courses or wet labs focused on veterinary medicine hosted locally at Purdue University.

3.2: Funding Budget

- Yearly PFF allocated to these projects shall not exceed 32% of that year's PFF income.
- Funding awards for each individual educational event may not exceed \$1000.

3.3: Funding Eligibility & Restrictions

- To be eligible for educational event funding, the proposed event must:
 - Be open to all interested PUSVM students.
 - Demonstrate a veterinary medicine related educational purpose as its primary thrust.
 - Demonstrate value to the PUSVM community.
 - Demonstrate appropriate and adequate credentials of any invited speakers.
- Non-eligible events include: events with no educational component (may be funded under Section V, Social Events), events which would not be open to all interested PUSVM students.

3.4: Reimbursable Expenses

- Potentially reimbursable expenses which may be included in a proposal budget under Section III include:
 - Speaker Fees (honorariums, hotel rooms, airfare/gas)
 - Necessary Supplies (wet labs only)
- Non-reimbursable expenses which may not be included in a proposal budget under Section IV include:
 - Location rental fees
 - Marketing or advertising
 - Food & drink for the event
 - Food & drink for invited speakers

3.5: Priorities for Funding

- Funding priority will be given to events which:
 - Cover content which is not addressed, or is addressed to a very limited degree, by the core curriculum.
 - Demonstrate the greatest potential educational value to interested PUSVM students.
 - Demonstrate the greatest interest by PUSVM students.
 - Have not received prior funding under Section III.
- Since hosting events increases exposure and recognition of PUSVM and thus benefits the larger PUSVM community, any potential to improve notoriety or provide networking opportunities for the PUSVM community will also be taken into consideration.

SECTION IV: Funding Requests for Individual Educational Experiences

4.1: Definitions

- Individual Educational 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 veterinary technician's degree.

4.2: Funding Budget

- Yearly PFF allocated to these projects shall not exceed 32% of that year's PFF income.
- Funding awards for each individual educational experience may not exceed \$150 dollars or 50% of the proposed reimbursable expenses for that experience.
- Funding awards over the course of an individual's student tenure may not exceed \$250 dollars.

4.3: Funding Eligibility & Restrictions

- To be eligible for individual educational experience funding, a student must:
 - Be a current PUSVM student in the course of their student tenure.
 - Have received less than \$250 in PFF during their student tenure for requests under section IV.
- Non-eligible experiences include: wet labs, senior externships or off-campus blocks, experiences for which similar opportunities exist at PUSVM, and non-educational or non-veterinary experiences.
- Students who receive funding must submit a one-paragraph evaluation of the experience within three months of its conclusion to the SCAVMA Communications Officer for potential inclusion on the SCAVMA website; failure to do so will result in ineligibility for future funding under Section IV.

4.4: Reimbursable Expenses

- Potentially reimbursable expenses which may be included in a proposal budget under Section IV include:
 - Travel to-and-from the main destination
 - This includes gas, airfare, train or bus fare
 - Car rental only if more than four SVM students are traveling together
 - Budget accommodations
 - Registration or tuition fees
- Non-reimbursable expenses which may not be included in a proposal budget under Section IV include:
 - Meal expenses
 - Wet-lab fees
 - Organization membership dues
 - Travel expenses incurred while at the main destination
 - Visas or passports
 - Travel insurance

4.5: Priorities for Funding

- Funding priority will be given to students who have:
 - Made efforts to gain that experience as inexpensively as possible, including encouraging others to attend and share costs. Inability to convince the E-Board that sufficient efforts have been made to reduce costs may be grounds for denial of all or part of the requested funding.

- Demonstrated motivation in taking advantage of similar opportunities locally, if applicable.
- Not received prior funding under Section IV.
- Been actively involved in the PUSVM community.
- As the major benefit for the larger PUSVM community of individual student travel is increased exposure and recognition of PUSVM, funding priority will also be given to experiences which expose the student to as many other members of the veterinary community, or special sections of that community, as possible.

SECTION V: Funding Requests for PUSVM Student Social Events

5.1: Definitions

- Student Social Events are any event designed to bring together student members of the PUSVM community outside of the classroom for non-educational purposes, with the goal of improving quality of life at PUSVM.

5.2: Funding Budget

- Yearly PFF allocated to these projects shall not exceed 20% of that year's PFF income.
- Funding awards for each student social event may not exceed \$1500.
- For each event, a maximum of 50% of reimbursable expenses, as outlined on a detailed budget, may be awarded.

5.3: Funding Eligibility & Restrictions

- To be eligible for educational event funding, the proposed event must:
 - Be sponsored by a PUSVM organization or club.
 - Be open to all interested PUSVM students.
 - Demonstrate value to the PUSVM community.
 - Demonstrate fundraising efforts, such as solicitation of corporate donations or ticket sales.
- Non-eligible events include: events requesting or receiving funding under another section of this document, events which would not be open to all interested PUSVM students.

3.4: Reimbursable Expenses

- Potentially reimbursable expenses which may be included in a proposal budget under Section III include:
 - Audiovisual equipment rental
 - Catering expenses
 - Location rental fees
 - Decorations
 - Service contracts
- Non-reimbursable expenses which may not be included in a proposal budget under Section IV include:
 - Alcoholic beverages
 - Bartending fees
 - Gratuities, unless automatically included as part of a contract

3.5: Priorities for Funding

- Funding priority will be given to events which:
 - Demonstrate the greatest interest by PUSVM students.
 - Have not received prior funding under Section V.

SECTION VI: Funding Requests for PUSVM Resources and Improvements

6.1: Definitions

- Resources include medical equipment, supplies, books, or other educational materials that are not disposable in nature and will be available to all PUSVM students.
- Improvements include changes in protocol, facility renovations, or items of convenience that increase the quality of life for PUSVM students.

6.2: Funding Budget

- Yearly PFF allocated to these projects shall not exceed 10% of that year's PFF income.

6.3: Funding Eligibility & restrictions

- To be eligible for funding, a proposal must:
 - Be submitted by a PUSVM student or group of students.
 - Demonstrate a significant contribution to the education or quality of life of the PUSVM student body, or a substantial proportion thereof.
 - Include a feasible, practical plan for the installment and use of the requested resources and improvements.

6.4: Responsibilities and Reimbursements

- The student or students who originally proposed an accepted idea for a resource or improvement will be responsible for coordinating the installation of the resource or improvement.
- Any expenses incurred by those students during the coordination and installation of a resource or improvement will be fully reimbursed from the pet funds budget.

SECTION VII: Proposals for Use of Surplus Pet Food Funds

7.1: Definitions

- Surplus Pet Food Funds (SPFF) includes the 6% of the yearly PFF budget which is not allocated under previous sections, as well as any amount remaining from prior years.

7.2: Special Requirements for SPFF Proposals

- Any proposal for use of SPFF must:
 - Have signatures of support from a minimum of thirty PUSVM students.
 - Have signatures of support from a minimum of two PUSVM organization presidents.

7.3: Funding Eligibility & Restrictions

- The following projects may be considered for funding with SPFF:
 - Educational events, resources, or improvements which require more funding than allowed as detailed in prior sections of this document, or in the event that the budget for such proposals has been exceeded for the year.
 - Other projects not expressly restricted from funding per the following section may be either considered or denied hearing at the discretion of the executive board.
- The following projects will not be considered for funding with SPFF:
 - Individual educational experiences or social events (see sections IV & V).

- Projects which cannot demonstrate a significant benefit to a majority of PUSVM students.
 - In a given academic year, no more than 50% of SPFF may be allocated for usage.
- 7.4: Voting & Approval of Surplus Pet Food Funds Use
- For a proposal to receive funding from SPFF, it must first be heard at a standard PFF hearing and approved by the executive board with a 90% majority.
 - Following this, the proposal must then be presented at the following SCAVMA meeting. The student body – including non-SCAVMA members – will then have a minimum of 24 hours to submit ballots. A 70% majority of the voting student body will be required for final approval of funding.