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### **Professional Development Fund Guidelines**

Requests for funding for individual students:

All students currently enrolled in Ross University who have completed one semester, including Vet Prep, are eligible to request funds from SGA to cover the costs of flight, accommodations, and registration fees for continuing education events and professional development opportunities. Students are **required** to schedule a tentative date and time with the SCAVMA Scholarship Liaison to give a presentation on their PDF funded experience and/or submit an article to the AVMA Vet Gazette or RUSVM Vet Views regarding said experience within the semester after the event.

Funding may only be received twice during his/her non-clinical and clinical semesters at Ross University and clinical affiliated schools. Only one PDF application will be accepted per specified event. Applicants are eligible for up to a maximum of \$750US awarded per application. **Requests are due by 4 pm, the Friday of week 6, and reviewed during week 8 every semester by the SCAVMA executive board.** The SCAVMA Scholarship Liaison will contact you with our decision in a timely manner.

The cut off date for PDF points on your application is the last day of the previous semester in which you are applying (i.e.: cut off date if applying during September semester is the last day of school in August.)

To receive funding, the student(s) requesting funds must present the following documents to the SCAVMA Scholarship Liaison. These forms are to be completed for each student requesting funding individually:

- **A budget, which accurately and legitimately reflects all expected expenses (registration fee, airfare, hotel accommodations, etc.) with proof in the form of receipts, invoices, and/or source quotes. (electronic copies only)**
- **Proof of participating in an event (deposit slip, letter from intern supervisor, etc.) (electronic copies only)**
- **A completed and detailed application form (Hard AND electronic copy)**
- **A completed SCAVMA Student Involvement sheet with signatures from current club officers (Hard AND electronic copy required)**

*Please do not attach the entire conference schedule. You may list lectures, wet labs, and other things that you plan on taking part in.*

The amount of funding available to students will be based on the number of points they have accumulated participating in SCAVMA and SCAVMA sponsored events and other Ross associated activities, as determined by the student's SCAVMA Student Involvement Sheet. Points may accumulate over the academic career of the student and roll-over between semesters. Students with more points are eligible for greater monetary awards towards the costs of attending events and are more likely to receive an award over students with fewer points. The amount of funding awarded will be a percentage of the maximum funding allotted, not to exceed \$750USD.

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**Currently, only the following items will be considered toward points for the PDF application. In the event that a student believes a task or event completed should be worth PDF points but is not on the guidelines list, please contact the SCAVMA Scholarship Liaison and it may be reviewed by the Executive Board for final decision. These requested points will be considered on a case-by-case basis.**

Points are awarded as follows:

**Service and Leadership to the Ross University SCAVMA:**

- SCAVMA General Board Member 25 point/semester
- Officer for a RUSVM recognized club or fundraising chair 10 point/semester  
(Active Member 5 points + Officer 5 points= 10points)
- SCAVMA Executive Board Member 35 points/semester
- SCAVMA Scholarship Liaison 20 points/semester
- Referee for Semester Olympics 10 points/semester  
(2 points/game capped at 10 points per semester)
- RUSVM SCAVMA Open House 10 points/event  
(All volunteers; through SCAVMA and Clubs)
- SCAVMA Thanksgiving Dinner Volunteer 10 points/event
- Active member of a club (not to be added to officer points) 5 points/club/semester
- Active Student Wellness Committee Member 5 points/semester

**Service to the Ross University Student Body:**

- Walked dogs during 1<sup>st</sup> semester students exams 3 points/1 hour
- Sponsoring a kennel dog 15 points/semester
- Cleaned the aviary (Student volunteers week 1, 14, 15) 3 points/1 hour
- Feed horses during finals (week 15) 3 points/1 hour
- Tending the on campus garden 5 points/week  
(Capped at 5 weeks worth of work)
- Volunteering at the Campus Garden Day 5 points
- PAWS Foster or SAFE Medical Caretaker 1 point/week  
(Capped at 15 weeks)
- SAFE Medical Caretaker (Official semester breaks) 3 points/ week
- On campus tortoise feeding 5 points/week  
(Capped at 5 weeks worth of work)
- On campus turtle feeding 5 points/week  
(Capped at 5 weeks worth of work)

**Contributions made to SAVMA or Ross University Publications:**

- Article published to Vet Gazette/Vet Views 10 points/article
- (Must provide proof of being published, not just submitted)
- Article published of a national journal 20 points/article  
(Must provide proof of being published, not just submitted)
- Attend (S)AVMA sanctioned conference as a Ross Representative:
  - o SAVMA Leadership Conference 10 points/conference
  - o SAVMA Legislative Fly-in 10 points/conference
  - o SAVMA Symposium 10 points/semester\*
  - o Veterinary Leadership Experience 10 points/conference
  - o AVMA Convention 10 points/conference\*
- Research Volunteer or Research Student 1 point/hour (Capped at 30 points/semester)  
(Not Research Assistant)
- Writing Standard Operating Procedures 2 points/SOP (Capped at 10 points/semester)

\*In the event that the RUSVM SAVMA President/President-Elect and SAVMA Delegate(s) attend both of the above conferences within the same calendar year, the maximum award is 10 points.

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**Community outreach and public service:**

- Josh Project Co-Chairs 20 points/semester
- Josh Project Treasurer 10 points/semester
- Josh Project Hospital Visit Volunteer 2 points/visit  
(Hospital visitor volunteers are subjected to a 10 point cap/semester. Officers are not eligible for points from hospital visits.)
- Josh Project Event Volunteer 5 points/semester  
(Events include JP Cookoff, Coin Counting Party, Woof For Wellness and other officially sanctioned Josh Project Events.)
- Special Olympics volunteer work 2 points/1 hour
- Children's Home volunteer work 2 points/1 hour
- Beach Clean Up/Roadside Clean Up 5 points/per clean up  
(Capped at 5 Clean Up events per semester)
- Farmer's Day Participation 5 points
- Christian Veterinary Fellowship Clothing Drive 2 points/1 hour
- Day of Service Participant 5 points
- PASS Certificate Program Completion 5 points  
(Contact Mr. Fazio about signing off retroactively)

**VET PREP AND DVM STUDENTS:**

Points will be added up and then divided by the number of semesters that the student has **completed** (including attempted semester(s) and Vet Prep) at RUSVM (for example, if you are currently 5<sup>th</sup> semester student, then you will divide by 4. If you have repeated a semester or were in Vet Prep, you will divide by 5). Funds will then be given based upon the following:

- >50 points/semester = 100% funding = \$750 USD = \$2025 XCD
- 40-49 points/semester = 75% funding = \$562.50 USD = \$1518.75 XCD
- 30-39 points/semester = 50% funding = \$375 USD = \$1012.50 XCD
- 20-29 points/semester = 35% funding = \$262.50 USD = \$708.75 XCD
- 10-19 points/semester = 20% funding = \$150 USD = \$405 XCD
- <10 points/semester = 10% funding = \$75 USD = \$202.50 XCD
- 0 points/semester = 0% funding

**INTERCALATED DVM/MASTERS BY RESEARCH AND INTEGRATED DVM/MASTERS BY RESEARCH STUDENTS:**

Points will be given only for those activities completed during DVM semesters. Any points earned during Masters-only semesters will not be taken into consideration. Points will be added up and then divided by the number of semesters that contribute to the DVM program (including attempted semester(s) and Vet Prep) the student has **completed** at RUSVM. For example, if you are a current 5<sup>th</sup> semester Intercalated DVM/Masters by Research Student and you have already completed your year of research, the points from your 4 completed DVM semesters will be added up and divided by 4 (If you repeated a semester or were in Vet Prep, you will divide by 5). Funds will be awarded the same as for Vet Prep and DVM students.

Money will be awarded based on submission of all required documents by the **deadline date** and **available funds** with preference given to applicants with the **highest amount of verified points and quality of application**. Any costs not covered by the PDF can be raised via on campus fundraising, which may be discussed with the SCAVMA Activities Directors. **Please note** that if the student does not fulfill his/her obligation to submit an article or presentation after the PDF experience, all awarded money will need to be returned immediately to SGA or a hold will be placed on the student's account, possibly resulting in inability to register for following semesters or

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graduating.

SCAVMA/SGA reserves the right to change its policies, procedures, and other material contained in the PDF Guidelines and PDF Checklist, at any time, with or without notice. Such changes will generally be announced. Changes may be disseminated by email, or by posting on the PDF website. Changes become effective immediately, unless otherwise stated.

Students are responsible for staying informed of any changes in policy and procedure by checking the PDF website or emailing the SCAVMA Scholarship Liaison for new or updated documents that contain any changes to the PDF policies and procedures, which shall be posted in the form of updated documents on the PDF website.