

# **Professional Development Fund CHECK LIST**

- Hardcopy of a completed and detailed PDF Application**
- Hardcopy of the SCAVMA Student Involvement Sheet with signatures from current club officers**
- Submit stapled hard copies of the completed PDF application and SCAVMA Student Involvement Sheet to Student Services and kindly notify them it is for the SCAVMA Scholarship Liaison**
- Electronic copy of the completed and detailed PDF application, emailed to SCAVMA Scholarship Liaison**
- Electronic copy of the SCAVMA Student Involvement Sheet with signatures from current club officers, emailed to the SCAVMA Scholarship Liaison**
- Electronic copy of 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, emailed to the SCAVMA Scholarship Liaison**
- Electronic copy of proof of participating in an event (deposit slip, letter from intern supervisor, etc.), emailed to the SCAVMA Scholarship Liaison**

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 generally 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 by emailing the SCAVMA Treasurer 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.