

## **SCAVMA Budget Meetings FAQ and General Information:**

### **When are SCAVMA Budget Meetings?**

Budget meetings are Tuesday of Week 5 and Week 9 of each semester at 4:30pm.

### **Who can request funds?**

Any SCAVMA approved organization and 7<sup>th</sup> Semester (requesting funds for banquet).

### **What is required to request funds?**

An organization wishing to request funds will need to email their Budget Proposal to the SCAVMA Treasurer by 4pm the Friday BEFORE the budget meeting they wish to attend. They also need to email their PowerPoint to the SCAVMA President, Treasurer, Webmaster, and Parliamentarian by Sunday night before the budget meeting, along with the SCAVMA Presentation form.

SCAVMA organizations wishing to request funds will also need to email a copy of their up to date club roster to the SCAVMA Vice President and Delegates by 4pm the Friday BEFORE the budget meeting.

At the meeting each organization is required to turn in hard copies of their signed Budget Proposal Form and Budget Meeting Guidelines to the SCAVMA Treasurer.

If an organization is requesting to bring down a speaker, they need to email the SCAVMA Treasurer the speakers resume, estimation of flight cost and estimation of hotel cost (the last two can be screenshots of the webpage).

### **How is money awarded?**

After all presentations, the SCAVMA General Board votes on approving funds. Many factors are considered when awarding funds, but money is not awarded to an organization that fails to submit all forms (both electronic and hardcopies) and do not have 100% SCAVMA membership (excluding 7<sup>th</sup> Semester).

### **How does an organization prove they have 100% SCAVMA membership?**

Upon member check-in, the Club Officer in charge of collecting dues and overseeing the process of member sign-in must confirm the student's most updated receipt of SCAVMA dues payment.

If at this time, the student has not yet paid dues or perhaps not yet received his or her SCAVMA ID# (First Semesters), the member must e-mail the dues payment confirmation along with their SAVMA ID#.

It is the responsibility of the Club Officers to keep track of club rosters (due to the SCAVMA Delegates one time/year-- updated rosters should be sent in during other appropriate times, such as fund requests) and of individual member's SCAVMA membership.