

Budget guidelines for Student Organizations/Clubs:

Budget meetings will be held twice every semester, on the Tuesday of Weeks 5 and 9. The SCAVMA Treasurer will inform all clubs about the dates chosen, and will contact all clubs again at least ONE WEEK before each meeting to confirm the attendance of any clubs presenting budgets.

Clubs and organizations recognized by the SCAVMA may request funds at either or both meetings under the following guidelines:

- The club is in good standing.
- The club demonstrates an understanding of the guidelines for funding outlined in this document by *returning a printed copy signed by the current club Officers*.
- The club submits a budget proposal form in a timely manner, as requested by the SCAVMA Treasurer, signed by the club Officers and the club's faculty advisor. Please also email a copy of the budget proposal(s) to scavmatreasurer@rossvet.edu.kn
- An officer of the club is present at the Budget Meeting to *present in the form of a PowerPoint presentation* their projected budget, answer any questions regarding the club, its practices, and the reason for the request.
- Clubs intending to collaborate on a proposal *must submit a joint proposal*, itemized for each club and signed by the appropriate designees. A member of the executive board from each club must be present at the Budget Meeting to present the projected budget, and answer any questions regarding the club, its practices, and the reason for the request.

Budget proposals for speakers will NOT be considered if they do not contain AT LEAST the following items:

- Estimated airfare costs (print-outs from the web are acceptable)
- Estimated hotel accommodation costs (print-outs from the web are acceptable)
- The Resume or CV of the speaker(s)

Types of Funding:

General Assistance

All recognized student organizations in Good Standing are eligible for general assistance from the SCAVMA every semester to cover the costs of operation of the organization. In addition, SCAVMA provides coolers and other resources for use at Special Events, the Ross Open House and/or fund-raisers, which are available upon request by the SCAVMA activities chairpersons.

New Club Funding

Newly formed student organizations are eligible to receive a onetime gift of \$500 XCD to offset start-up expenses once the organization is officially recognized by the SCAVMA. Newly formed clubs need not submit a budget proposal to request this award from the SCAVMA.

Speaker Reimbursements

SCAVMA funds are available to cover the expenses of speaker's airfare and accommodations. This includes round trip airfare and 2 nights stay (max of \$100 USD per night). Given the high cost of flights and hotels, the organization requesting funds should comparison shop for the best prices available, and submit a budget using these figures. Additional funding maybe available for transportation costs if necessary, and will be evaluated on an "as needed" basis. Monies for materials, equipment, and venue costs for wet labs the speaker will be participating in will also be considered. SCAVMA funds DO NOT cover the cost of food, entertainment, or the speaker's fee (if applicable). All unused funds granted to the club are to be returned to SCAVMA ASAP.

SIGNED: _____ President _____ Secretary
 _____ Vice President _____ Treasurer