

# **Professional Development Fund** **CHECKLIST**

- Electronic copy of a completed and detailed PDF Application**
- Electronic copy of the SAVMA Student Involvement Sheet with signatures from current club officers**
- Electronic copy of the SAVMA Student Involvement Sheet with signatures from current club officers, emailed to the SAVMA 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.**
- Electronic copy of proof of participating in an event (deposit slip, letter from intern supervisor, etc.)**
- Copy of unofficial grade report**
- All paperwork (application, involvement sheet, supporting documents, unofficial grade report) emailed to the SAVMA Scholarship Liaison**

SAVMA 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 SAVMA 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.