

Professional Development Fund Guidelines

The purpose of Professional Development Funding is to provide monetary value to contributions made to the Ross and Saint Kitts community that do not otherwise provide any compensation. These contributions are valuable to student life on Saint Kitts and SAVMA values the time and effort put into these contributions.

All students currently enrolled in Ross University who have completed one semester, including VetPrep, are eligible to request funds from SAVMA 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 SAVMA Scholarship Liaison to give a presentation on their PDF funded experience and/or submit an article to the AVMA Vet Gazette regarding said experience within the semester following 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 \$2025.00 XCD awarded per application. **Requests are due by 4 pm, the Friday of week 6, and reviewed during week 8 every semester by the SAVMA executive board.** The SAVMA Scholarship Liaison will contact you with the decision in a timely manner.

Funding can not be awarded retroactively, however we understand the complications that can arise among clinical students. Therefore, clinical students can apply for funding for any externship that takes place during the semester in which they apply, whether it happens before the due date or not. The application should still be submitted by the due date. All that is needed is confirmation from the place you are attending for the externship, confirming that you can participate in an externship with them. If plans change, you are required to notify the SAVMA Scholarship Liaison of these changes.

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. the 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 SAVMA Scholarship Liaison. These forms are to be completed individually by each student requesting funding:

- **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)**
- **Proof of participating in an event (deposit slip, letter from intern supervisor, etc.) (electronic copies)**
- **A completed and detailed application form (electronic copy)**
- **A completed SAVMA Student Involvement sheet with signatures from current club officers (electronic copy)**
- **An unofficial grade report (electronic copy)**

The amount of funding available to students will be based on the number of points they have accumulated by participating in SAVMA and SAVMA sponsored events, other Ross associated activities, and contributions to the community as determined by the applicant's SAVMA Student Involvement Sheet.

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 SAVMA Treasurer and Scholarship Liaison for it to 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 SAVMA:

SAVMA General Board Member	25 points/semester
RUSVM Club Officer or fundraising chair Semester treasurer or fundraising chair	10 points/semester
SAVMA Executive Board Member	35 points/semester
Referee for Semester Olympics	2 points/game
SAVMA Thanksgiving Dinner Volunteer	10 points/event
Active member of a club	5 points per club/semester
Active Student Wellness Committee or Global Public Health Committee Member	5 points/semester
Active Student Diversity Committee Member	5 points/semester
Active Student Diversity Steering Group Member	10 points/semester

Service to the Ross University Student Body:

Walked dogs during finals week	3 points/hour
Sponsoring a kennel dog	15 points/semester
Feed horses during finals week	3 points/hour
Shelter medicine/ FCP foster	1 point per week

Shelter medicine/ FCP Official break-caretaker	6 points per week
Volunteer to check food pantry in mango rooms (maximum 15pts/semester)	3 point/shift

Contributions made to SAVMA or Ross University Publications:

Article published to Vet Gazette (provide proof of publication)	10 points/article
Article published to a national journal (provide proof of publication)	20 points/article
Attend a SAVMA sanctioned conference: SAVMA Leadership Conference, SAVMA Symposium, Veterinary Leadership Experience, AVMA Convention. In the event the SAVMA President/delegate attend both conference in same year- only 10 points can be awarded	10 points/conference
Research Volunteer: RV (non paid position- capped at 30 hours per semester)	1 point/hour
Writing Standard Operating Procedures	2 points/SOP

Community outreach and public service:

Hospital visit or donating blood	2 points/visit
Feed horses during finals week	3 points/hour
Children's Home Work Volunteer	2 points/hour
Beach/Roadside Clean-up	5 points total
Day of Service participant (e.g. spay day, community outreach day)	5 points
Pass certificate program (hosted by the counseling center or related to veterinary medicine but not required by a class)	5 points
Volunteering with the St Kitts Sea Turtle Monitoring Network RV (non paid position- capped at 30 hours per semester)	1 points/week

VET PREP AND DVM STUDENTS: Points will be added for those semesters that have been completed. You can request any of the following amounts if you have earned the points. We will subtract those from your running total and you can then again apply a maximum of two times if you have points left over and earn more to turn in at a later date. Example: Student X = 210 pdf points- they request 100 percent funding so 150 points are subtracted and they can reapply with the left over 60 points + other pdf points earned. **If you submitted an application and received funding prior we will be accounting for this when calculating newly requested funding after Spring Semester 2021.**

- 150 points = 100% funding = \$750 USD = \$2025 XCD
- 120 points = 75% funding = \$562.50 USD = \$1518.75 XCD
- 90 points = 50% funding = \$375 USD = \$1012.50 XCD
- 60 points = 35% funding = \$262.50 USD = \$708.75 XCD
- 30 points = 20% funding = \$150 USD = \$405 XCD
- 0 points/semester = 0% funding

Funding will be distributed in the form of a check to be cashed at the local National Bank. They will give only monies in Eastern Caribbean currency.

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 VetPrep) the student has **completed** at RUSVM. 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**. **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 graduating.

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 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 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.