

Flyers

Design

Fundraising flyer designs must be approved by the SCAVMA Activities Directors prior to posting. All SCAVMA and SGA Clubs are required to get their flyers approved by the Activities Directors. Designs on flyers and on social media may not contain logos, copyrighted material, or trademark names. To get a flyer approved send the design as a pdf file to scavmaactivities@rossvet.edu.kn. Once the flyer is approved and printed, each copy must be stamped by one of the Activities Directors. For convenience, flyers can be dropped at Student Services where Directors check in regularly. Designs of flyers must be submitted no later than 7 days prior to its respected event. If the deadline is missed, a semester or club forfeits the right to post any flyers of the event being advertised. An email will be sent to appropriate semesters or clubs once the flyers have been stamped.

Posting

When posting flyers, please ensure that they are displayed in chronological order, with the flyer of the next upcoming event on top. Additionally, please adhere to designated posting areas, such as clear plastic plaques adjacent to doors, class boards, and general corkboards. Any flyers found taped to the doors, walls, or otherwise outside of the designated posting areas will be removed. SCAVMA takes this measure to ensure the maintenance of a professional and clean campus. Semesters and clubs have up to 7 calendar days after each event to ensure that all posters have been removed. If a semester or club fails to remove the posters within this time frame, a semester or club forfeits the right to post any flyers for their next on-campus or off-campus fundraising event as a consequence.

Personal Sales

Personal sales flyers may receive special approval following the above process, but can only be posted to general corkboards, not plastic plaques or class boards.

Sales Items

When applying for approval of Sales Items, semesters receive preference over Official Clubs, and Official Clubs receive preference over Unofficial Clubs.

Sales, Approval, and Inheritance of Specialty Items

- “T-shirt” is defined as any short sleeved, pull over, classic, or V-neck shirt or tank-top
- “Design” is defined as any artwork, logo, or original text created and used for sale on a t-shirt

- “Novel Design” is defined as a new, never before sold t-shirt design. Novel designs displaying the RUSVM logo must pass administration approval prior to sale, a process that can take up to seven days. Upon sale, a novel design becomes a design.
- “Conflicting Design” are of significant similarity to create direct sales competition. Of conflicting designs, only the design first approved may be sold. The SCAVMA Executive Board has final say regarding whether two specialty items are conflicting.
- A given semester or club may retain the sales rights of and actively sell no more than two designs per semester.
- When liquidating old stock, no new items of that stock may be ordered; only what is currently on hand may be sold.
- A design sold or reserved by a semester becomes a “retired design” at the end of said semester’s 7th semester. A semester or club can additionally retire a design via written notice to the SCAVMA Activities Directors.
- The 7th semester class has the opportunity to pass a design to any semester of their choice via email to the SCAVMA Activities Directors. If the 7th semester class chooses not to hand down a design, after a one semester waiting period, the rights to the sale of a retired design are available via written application to the SCAVMA Activities Directors on a “first-come, first served” basis. In the case of multiple applications on the same day, the sale rights go to the semesters over clubs. Upon approval, said retired design is reestablished as a design.

Sale, Approval, and Inheritance of T-shirts

- “Specialty Item” is defined as any sales product other than a t-shirt
- “Novel Item” is defined as a new, never before sold specialty item. Novel items displaying the RUSVM logo must pass administration approval prior to sale, a process that can take up to seven days. Upon sale, a novel item becomes a specialty item.
- “Item Category” is defined as a type of specialty item. For example, all sunglasses are of a single item category. All semesters and clubs combined may sell no more than two specialty items within an item category during a semester.
- “Conflicting Specialty Item” are of significant similarity to create direct sales competition. Of conflicting specialty items, only the specialty item first approved may be sold. The SCAVMA Executive Board has final say regarding whether two specialty items are conflicting.

- A semester or club can sell no more than two specialty items during a semester, each specialty item being of a different item category.
- When liquidating old stock, no new items of that stock may be ordered; only what is currently on hand may be sold.
- A specialty item sold by a semester becomes a “retired item” at the end of said semester’s 7th semester. A semester can additionally retire a specialty item via written notice to the SCAVMA Activities Directors.
- The 7th semester class has the opportunity to pass a specialty item to any semester of their choice via email to the SCAVMA Activities Directors. If the 7th semester class chooses not to hand down a specialty item, after a one semester waiting period, the rights to the sale of a retired item are available via written application to the SCAVMA Activities Directors on a “first-come, first served” basis. In the case of multiple applications on the same day, the sale rights go to the semesters over clubs. Upon approval, said retired item is reestablished as a specialty item.

Design Guidelines

When making designs, please keep in mind that RUSVM is a professional school. No reference of alcohol or controlled substances, profanity, nudity, lewdness, etc. are permitted. All t-shirt designs and specialty items must be approved before posting them on bulletin boards.

Use of RUSVM Logo

Ross University School of Veterinary Medicine has a school-specific logo, which includes both an icon and wordmark, giving RUSVM its own specific visual identity. Prior to using the RUSVM logo or name, you must request and receive permission from the RUSVM Office of Communications, a process that may take up to seven days.

For permission to use of the RUSVM logo or name, please email the SCAVMA Activities Director via email at scavmaactivities@rossvet.edu.kn. Please including the following in your request:

- Information on how the logo will be used, including a photo of the item you are requesting the logo to be displayed on (if available)
- Whether there will be anything else included on the item you are requesting (quotes, saying, or other images)

The Activities Directors will forward all requests to the RUSVM Office of Communications and notify respective semesters and clubs once their t-shirt design or specialty item using the RUSVM logo or name have been approved.

Money Collection

Money to pay for fundraising items will be collected and accounted for by each semester by the class representative or fundraising chairs. The money will then be given to the appropriate class representative or club representative. Any money that is misplaced or stole from a fundraiser will not be refunded by SCAVMA. It is very important to ensure money is deposited as soon as possible to avoid any loss.

Events

Events may be held by semesters or clubs for fundraising. Each semester may have 2 food sales and 2 off-campus events each semester. Clubs may have 2 food sales and 2 off-campus events each semester. Food sales and events cannot be exchanged for one another. No event should be duplicated in a given semester. If a semester or club holds an event, they have first priority in holding the same event the next semester. Event ideas are first come, first serve by written request to the SCAVMA Activities Directors. In the case of conflict, semesters receive preference over Official Clubs, and Official Clubs receive preference over Unofficial Clubs. All SCAVMA and SGA approved clubs are required to obtain approval by the Activities Directors for their off-campus and on-campus events. Security is required to be at all off-campus events.

Once a semester or club event has been approved by the SCAVMA Activities Directors, the event is reserved for that semester or club until the semester or club retires the event. Semesters and clubs are required to submit three dates for each food-sale and event to the SCAVMA Activities Directors in preference order. All event dates must be submitted to the SCAVMA Activities Directors by the end of week 1 of school for semesters and by the end of week 2 for clubs. No early submissions will be accepted. Dates are reserved based on seniority for semesters. Fundraising requests may be submitted beginning at 8am on the first Monday of each semester.

If a club or semester hosts a fundraising event without approval, there will be consequences including, but not limited to, loss of SCAVMA recognition.

Semesters and clubs are allowed to borrow SCAVMA equipment for events. In order to borrow SCAVMA equipment, email the Activities Directors (scavmaactivities@rossvet.edu.kn) 48 hours prior to the event. Equipment must be returned in the condition it was lent out in. Failure of return equipment or equipment in bad condition will result in the semester or club funding for the replacement equipment.

Approved Areas for On-Campus Fundraisers

Approved areas for fundraisers held on-campus, such as bake-sales, are located next to Shack Shack, in front of MPL, near the entrance to the Upper Auditorium, and on the lawn outside the Student Union. The Student Union may be used for food-sales and events, however only one table may be used.

Traditional Events

All of the following events are open to the entire RUSVM Community and must be approved by the SCAVMA Activities Directors. Organization of safe and reliable transportation to and from all events is strongly encouraged. In chronologic order, the RUSVM's Traditional Events are:

Semester Olympics

Traditionally held the afternoons of Tuesday, Wednesday, Thursday, and Friday during the 1st week of classes. Each semester creates teams to compete in Volleyball, Soccer, Kickball, Dodgeball, and Football. Events are not limited to the listed activities and are subject to change at the discretion of the Activities Directors. The winning team of the event portion will receive \$3,000 EC for their class. If a tie occurs between semesters or a semester and VIP the \$3,000 EC winnings will be evenly distributed, with each semester receiving \$1,500 EC. The semester with the most participation will receive \$1,000 EC. In the event that a semester wins both the event portion and participation of Semester Olympics, the semester with the second highest participation points will receive the \$1,000 EC. These sporting competitions are routinely held at Timothy Beach for volleyball and Flow Field for the remaining competitions. However, the Activities Directors may change these locations if needed. Admission to the event is free and open to the entire RUSVM Community.

Students may only participate on the team representing the semester for which they are currently registered. If a student is waiting for an appeal that student may play for the semester in which he or she is appealing. Vet Prep and 1st Semester are an exception, as they are considered the same semester during these competitions. VIPs, faculty, and staff are welcome and invited to play on the Yellow team, however VIPs are not allowed to play on their spouse's semester team. At penalty of losing all points earned during that day's event, no student or VIP may be excluded when forming teams. All students are eligible to play as long as participating is not a risk to their health or well-being.

SCAVMA takes sportsmanlike conduct very seriously, and as such enforces a strict policy against unsportsmanlike conduct as follows:

- At the discretion of the Activities Directors, any player may be ejected from the current game in response to unsportsmanlike conduct. He/she may also be banned from playing in subsequent (a portion or all) games of that event or from playing in subsequent events of that Olympics, based on the severity of the indiscretion.
- Similarly, any person in attendance may be asked to leave the event grounds for unsportsmanlike or disruptive conduct. He/she may also be banned from attending subsequent events of that Olympics, based on the severity of the indiscretion.
- If multiple members of a semester display unsportsmanlike or disruptive conduct, the Activities Directors may deem that semester ineligible to receive points earned for the current, subsequent, and/or previous events of that Olympics. That semester's team may additionally be banned from playing in subsequent games of that event or from playing in subsequent events of that Olympics, based on the severity of the indiscretion.
- If the Activities Directors did not witness the indiscretion directly, they may base their decision on accounts from the referees.

The winning semesters are decided by the number of points accumulated during the games. If the Yellow team accumulates the most points during Semester Olympics, SCAVMA donates the winning money to VIP in order to host an event of their choice. Alcohol may not be purchased from the winning money.

Points are awarded for participation and victories as follows:

- Participation: $\frac{1}{2}$ point for every 10% of the class attendance during a day's event
- Victories: First Place earns 4 points, Second Place earns 3 points, Third Place earns 2 points, and Fourth Place earns 1 point

Class Reps are to keep track of a sign-in sheet for participation points to be turned in at the end of each night. Participation points will not be awarded without timely submission of the sign-in sheets. The SCAVMA Activities Directors will ensure that 1st semester and Vet Prep Class Reps are aware of this duty.

Referee positions are noted on the Semester Olympics Brackets PDF that is emailed to the RUSVM Community by the Activities Directors by Monday evening of Week 1. Each semester is required to have a minimum of two individuals from that semester to referee the specific game(s) noted on the PDF document, with the exception of 1st and 7th semester who only need 1 referee. If their semester is playing or has been eliminated, the elected referee(s) are required to stay the entire time. If a semester fails to uphold the referee duties, the

semester will be deemed ineligible to receive points earned for the current event of that Olympics. All individuals that volunteer will received PDF points for each game he/she refereed.

The semester hosting concessions is responsible for eliminating all the trash. Failure to comply will result in disqualification from Semester Olympics.

RUSVM SCAVMA Leadership and Excellence Awards:

RUSVM SCAVMA/SGA Clubs and Semesters are eligible for the RUSVM SCAVMA Leadership and Excellence Awards. Their qualifying work will have been completed via a single large project, multiple smaller projects, or any continuous work. This work can be done either independently or in conjunction with any other organization. Having been the lead group on said work will be taken into consideration, although significant contributions via an assisting role will be taken into consideration.

Each club award recipient receives \$1500XCD. The amount of the award is subject to change at the discretion of SCAVMA. The ceremony venue is traditionally Spice Mill, however the location is subject to change at the discretion of the Activities Directors. All class fundraisers, club officers, corporate representatives, as well as SCAVMA officers and representatives are invited. The event attire is semi-formal. Applications to apply for the awards are sent out prior to the event by the SCAVMA President. Anyone may submit a nomination. When submitting more than one nomination, please send the nominations separately.

The Awards are: (subject to change)

- Contribution to the Kittitian Community: This award will be given to the club or class that has contributed the most to the Kittitian community.
- Contribution to Animal Welfare: This award will be given to the club or class that has had the largest positive impact on Animal Welfare.
- Contribution to Continuing Education
- Positive Impact on Student life Award: This award will be given to the club or class that has contributed the most to continuing education and professionalism at RUSVM.
- Diversity and Inclusion Award