

C.L.O.O.

Club Leader and Officer Orientation

2011 - 2012

SCAVMA HANDBOOK

UW-Madison
School of Veterinary Medicine
Student Chapter of the American Veterinary Medical Association
2015 Linden Dr.
Madison, WI 53705
608-262-8507
scavma@svm.vetmed.wisc.edu

Welcome Officers, Old and New!

September 7th, 2011

Welcome Club Presidents, Executive Board Members, SAVMA and WVMA Delegates, to the Sixth Annual Club Leader/Officer Orientation (CLOO). This is your chance to get updated, get informed, and get ready for the new academic year at the School of Veterinary Medicine.

The handbook that you are receiving today will serve as an important guide as you navigate through SCAVMA this year. It contains all you need to know about how SCAVMA works, how to request funding, and what your duties and responsibilities are. I encourage you to review this handbook now and refer to it often whenever you have questions about SCAVMA.

We have recently updated the SCAVMA website and encourage you to access it to look up SCAVMA points, meeting minutes, meeting attendance records, official calendar events, and any additional info in our constitution. You can access the SCAVMA website by going to the SVM homepage, clicking on the Students tab, and then clicking on SCAVMA from the list. The address is:

<http://www.vetmed.wisc.edu/default.aspx?tabid=24&tabindex=1>

I look forward to working with each and every one of you throughout the year. If you ever have any questions, please feel free to contact me at anytime.

Thank you so much and have a great year!

Your SCAVMA President,
Megan Ramaker
Class of 2013

~ EXECUTIVE BOARD ~

2011-2012

SCAVMA By-Laws Article 1- Executive Board

SCAVMA President	Megan Ramaker ('13)
SCAVMA President-Elect	Susan Blunck ('14)
SCAVMA Vice President	Gina Laur ('13)
SCAVMA Vice President-Elect	Christine Kopp ('14)
SCAVMA Treasurer	Zach Rieck ('13)
SCAVMA Treasurer-Elect	Anna Rahn ('14)
SCAVMA Corresponding Secretary	Kristin Nyren ('13)
SCAVMA Corresponding Secretary-Elect	Mee-La Lee ('14)
SCAVMA Recording Secretary	Leilani Savitt ('13)
SCAVMA Recording Secretary-Elect	Alaina Burkard ('14)
Social Chair	Greg Thompson ('14)
Class of 2012 Representative	Victoria Brooks ('12)
Class of 2013 Representative	Jessica McDonald ('13)
Class of 2014 Representative	Andy Stevens ('14)
Class of 2015 Representative	<i>(To be determined)</i>
SAVMA Senior Delegate	Erich Roush ('13)
SAVMA Junior Delegate	Samantha McGill ('14)
WVMA Senior Delegate	Gina Laur ('13)
WVMA Junior Delegate	Marsha Bush ('14)
IVSA Representative	Jaiho Chang ('14)
Immediate Past-President, <i>ex officio</i>	Ryan Breuer ('12)

All SCAVMA Recognized Special Interest Group Club Presidents

~UW-SCAVMA Recognized Special Interest Groups/Clubs~

<u>CLUB</u>	<u>PRESIDENT (S)</u>	<u>FACULTY ADVISOR (S)</u>
Animal Behavior Club	Elisa Lovejoy ('13)	Sandra Sawchuk
Avian Club	Aly Manthei ('14)	Barry Hartup
Bovine Club	Lindley Reilly ('13)	Ken Nordlund
Christian Veterinary Mission Fellowship	Mee-La Lee ('14)	Gary Oetzel
Companion Animal Club	Karen Beye ('13)	Linda Sullivan
Equine Club	Lauren Zappitelli & Kathryn Livesey ('14)	Susan Semrad & Michael Livesey
Feline Club	Kat Pankratz & Michelle Jooss ('14)	Hattie Bortnowski
Gay-Straight Veterinary Alliance	Liam Gilles ('13)	Heidi Kellihan
Integrative Veterinary Medicine Club	Danielle Conway ('13)	Lindsey Snyder
International Veterinary Academy of Pain Management	Nicole Sarver ('13)	Lesley Smith
Laboratory Animal Medicine Club	Meghan Vermillion ('13)	Christina Cruzen
Pathology Club	Rebecca Kohnken ('13)	Richard Dubielzig
Porcine Interest Group	Val Ujazdowski ('14)	Dörte Döpfer
Public and Global Health	Chase McNulty & Jennifer Douthwaite ('14)	Christopher Olsen & Chet Thomas
Rural Area Veterinary Service	Ashleigh Davis ('13)	Robert Hardie
Shelter Animal Medicine Club	Becky Rauwald & Ashleigh Davis ('13)	Ronald Schultz
Small Ruminant Club	Julia Naber ('13)	Susan Semrad
Student Chapter of the Alliance of Veterinarians for the Environment	Becky Rauwald & Angela Braun ('13)	Richard Dubeilzig
Student Chapter of the American Veterinary Medical Association	Megan Ramaker ('13)	Lindsey Snyder & Michael Collins
Student Veterinary Emergency and Critical Care Society	Kim Shaffer ('13)	Jonathan Bach
Veterinary Business Management Association	Erich Roush ('13)	William Gengler
Veterinary Medical Outreach Organization	Sarah Schmid ('14)	Kim Plummer

Veterinary Students as One in Culture
and Ethnicity

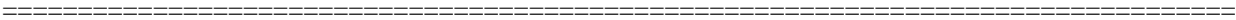
Colleen Nielsen &
Kristen Peterson ('14)

Joan Jorgenson

Wildlife, Exotic and Zoo Animal
Medicine

Kendra Bauer ('13)

Kurt Sladky



Clubs and Meeting Dates 2011-2012

M-Monday, T-Tuesday, Th-Thursday, F-Friday, *Room # in italics*
All Scheduled meetings at 12 pm

Animal Behavior Club

T 9/6 2360
M 10/3 2350
F 11/4 2350
Th 12/1 2360
M 1/30 2350
Th 3/1 2360
T 4/3 2360

Avian Club

Th 9/8 2350
M 10/3 2360
T 11/1 2360
F 12/2 2350
F 1/27 2360
M 2/27 2350
Th 4/5 2360

Christian Vet Mission (CVMF)

M 9/12 2350
Th 10/13 2350
F 11/11 2350
T 12/13 2350
F 2/3 2360
T 2/28 2360
Th 4/12 2350

Companion Animal Club

T 9/13 2360
M 10/10 2350
Th 11/10 2350
F 12/2 2360
F 2/3 2350
M 3/5 2350
M 4/2 2350

Equine Club

Th 9/15 2350
Th 10/6 2360
T 10/11 2360
F 11/4 2360
M 12/5 2350
M 2/6 2350
T 3/6 2360
F 4/13 2350

Feline Club

F 9/16 2350
Th 10/13 2360
T 11/8 2360
M 12/12 2350
M 2/6 2360
F 3/2 2350
T 4/10 2360

GSA

M 9/19 2350
F 10/21 2350
F 11/11 2360
T 1/24 2350
T 2/7 2360
F 3/2 2360
M 4/9 2350

Integrative Vet Med Club

T 9/20 2360
F 10/21 2360
M 11/14 2350
M 12/12 2360
Th 2/9 2350
F 3/9 2350
M 4/9 2360

Lab Animal Medicine Club

M 9/26 2350
T 10/25 2360
F 11/18 2350
M 12/5 2360
Th 2/9 2360
Th 3/1 2350
F 4/6 2360

Pain Management Club

F 9/23 2350
T 10/18 2360
M 11/14 2360
Th 12/1 2350
F 2/10 2350
M 3/5 2360
T 4/17 2360

Pathology Club

T 9/27 2360
F 10/28 2360
M 11/21 2350
F 1/27 2350
M 2/13 2350
T 3/20 2360
Th 4/5 2350

Production Medicine Club

F 9/9 2350
T 10/4 2360
M 11/7 2350
Th 12/8 2350
T 1/31 2360
M 2/27 2360
F 4/6 2350

Public and Global Health Club

F 9/30 2350
M 10/24 2350
T 11/22 2360
M 1/30 2360
T 2/14 2360
F 3/23 2350
M 4/16 2350

RAVS Club

F 10/7 2350
T 12/6 2360
M 2/13 2360
F 3/23 2350
Th 4/12 2360

SAVE

M 9/12 2360
F 10/14 2350
Th 11/3 2350
T 12/6 2350
F 2/17 2360
T 3/27 2360
M 4/16 2360

Shelter Animal Medicine Club

F 9/9 2360
Th 10/6 2350
Th 11/10 2360
T 12/13 2360
F 2/17 2350
M 3/19 2350
T 4/17 2350

VBMA

F 9/16	2360
M 10/10	2360
Th 11/3	2360
T 11/15	2360
F 12/9	2350
M 2/20	2350
M 3/26	2350
T 4/24	2350

VMOO

Th 9/15	2360
F 10/28	2350
M 11/7	2360
M 1/23	2350
M 2/20	2360
F 3/30	2350
M 4/23	2350

VOICE

F 9/23	2360
M 10/17	2350
Th 12/8	2360
M 1/23	2360
T 2/21	2360
M 3/26	2360
F 4/20	2350

WEZAM

M 9/26	2360
F 9/30	2360
Th 10/6	2360
M 10/17	2360
M 11/28	2350
T 1/24	2360
F 2/24	2350
M 3/19	2360
M 4/30	2350

SVECCS

W 9/14	2259	T 1/31	2350
W 9/21	2259	T 2/7	2350
W 9/28	2259	T 2/14	2350
W 10/5	2007	T 2/21	2350
W 10/12	2305	T 2/28	2350
W 10/19	2007	T 3/6	2350
W 10/26	2305	T 3/20	2350
W 11/2	2007	T 3/27	2350
W 11/9	2259	T 4/3	2350
W 11/16	2259	T 4/10	2350
W 11/30	2259		
W 12/7	2007		

SCAVMA Executive Board Meetings

Th 9/22	2350
Th 10/20	2350
Th 11/17	2350
Th 1/26	2350
Th 2/16	2350
Th 3/22	2350
Th 4/19	2350

SCAVMA General Meetings

Th 9/29	2350/2360
Th 10/27	2350/2360
T 11/29	2350/2360
Th 2/2	2350/2360
Th 2/23	2350/2360
Th 3/29	2350/2360
Th 4/26	2350/2360

MICROWAVE/FRIDGE CLEANING

SCHEDULE 2011-2012

Cleaning must be completed and log sheet signed **by Sunday afternoon** during the week of your club assignment. Signing the sheet will verify that your club has completed its obligation and ensure the club is not penalized. When signing the sheet, you must put the date and time it was completed. Please refer to the cleaning guidelines that follow.

<u>WEEK OF:</u>	<u>RESPONSIBLE CLUB:</u>
Sept 5 th	Animal Behavior Club
Sept 12 th	Production Medicine Club (Bovine)
Sept 19 th	Avian Club
Sept 26 th	Christian Veterinary Mission (CVMF)
Oct 3 rd	Companion Animal Club
Oct 10 th	Equine Club
Oct 17 th	Feline Club
Oct 24 th	GSVA
Oct 31 st	Integrative Vet Med Club
Nov 7 th	Pain Management Club
Nov 14 th	Lab Animal Medicine Club
Nov 21 st	Pathology Club
Nov 28 th	Shelter Animal Medicine Club
Dec 5 th	SVECCS
Dec 12 th	WEZAM
<i>Dec 19th– Jan 22nd (Winter Break)</i>	<i>Cleaned by a hired student</i>
Jan 23 rd	P.I.G. Club
Jan 30 th	Small Ruminant Club
Feb 6 th	SAVE Club
Feb 13 th	SVECCS
Feb 20 th	VBMA
Feb 27 th	VMOO
March 5 th	VOICE
<i>March 12th – 18th</i>	<i>Spring Break</i>
March 19 th	WEZAM
March 26 th	Production Medicine Club (Bovine)
April 2 nd	Equine Club
April 9 th	Animal Behavior Club
April 16 th	Shelter Animal Medicine Club
April 23 rd	Public and Global Health Club
April 30 th	RAVS Club
<i>May - August (Summer Break)</i>	<i>Cleaned by a hired student</i>

REFRIGERATOR AND MICROWAVE CLEANING DUTIES

SVM students, staff, and faculty have access to seven refrigerators and nine microwaves located on the second floor of the SVM. SCAVMA takes responsibility for the upkeep and maintenance of these appliances and relies on SCAVMA Clubs for weekly cleaning during the school year. **Clubs will be responsible for cleaning refrigerators and microwaves as part of their obligations to SCAVMA in order to receive SCAVMA Educational Funds.**

The following are guidelines for refrigerator and microwave cleaning duties:

1. One club will be responsible for cleaning each week. SCAVMA will provide cleaning supplies. Refrigerators and microwaves are to be labeled with letters and numbers in case you need to report a problem about a specific machine.
2. Refrigerators and microwaves must be cleaned by **Sunday at the end of the assigned week**. On Monday morning, a SCAVMA officer will check all refrigerators and microwaves to make sure clubs have fulfilled this obligation.
3. If the club plans on cleaning before the weekend, please **do not do so within 4 days of the previous club**. Refer to the cleaning log to see how recently the appliances have been cleaned.
4. Once the appliances have been cleaned, a representative from the club should **sign, date, and mark the time on the log sheet** posted on the door of the large refrigerator. If cleaning is satisfactory, the SCAVMA officer will sign the log sheet in the SCAVMA-only column to approve that the club has completed the task.
5. Signs will be posted on all microwaves and refrigerators to inform students, staff, and faculty when monthly cleaning will occur so that food items, lunch bags, and utensils can be removed.
6. **How microwaves should be cleaned:** Remove rotating trays from inside the microwave and wash in the sink. Remove any trash/paper towels. Spray the inside of the microwave with cleaner and wipe down all surfaces. Also wipe down the outside of the microwave door. Replace rotating tray once you have cleaned and wiped it.
7. **How refrigerators should be cleaned:** **Remove all food items and food storage items from the refrigerator.** Spray down the interior of the refrigerator with surface cleaner and wipe down all surfaces. Please clean shelves and drawers. Replace unspoiled food items and containers. Use your judgment and toss out spoiled and rotten food and any other trash.
8. Clubs need NOT defrost freezers—just straighten them out when you clean.

9. During winter and summer breaks, SCAVMA will hire a student to clean the refrigerators and microwaves. This student will defrost and clean the freezers once in January and again by August.

10. What happens if a club does not fulfill their cleaning duties for the week?

Penalties will be applied in the same manner as for VMSS staffing obligations. This means that the club will lose a percentage of their funding for each time an obligation to SCAVMA is not fulfilled, as described in the SCAVMA constitution and by-laws (i.e., first infraction = 10% loss of total funds allotted for the year, second infraction = 30% loss of funds, third infraction = 60% loss of funds.)

VMSS STAFFING SCHEDULE 2011-2012

Please return the sign-up sheets to Nina Zitzer (the VMSS Manager) by the Thursday (at the latest) before your club runs the school store. These can be placed in the SCAVMA Inbox on the office door or her mailbox. Remind your volunteers that they need to meet the VMSS Manager at the school store at 11:55 am. **Clubs will be responsible for staffing VMSS as part of their obligations to SCAVMA in order to receive SCAVMA Educational Funds.**

WEEK OF:

RESPONSIBLE CLUB:

Sept 5 th	Animal Behavior Club
Sept 12 th	Production Medicine Club (Bovine)
Sept 19 th	Avian Club
Sept 26 th	Christian Veterinary Mission (CVMF)
Oct 3 rd	Companion Animal Club
Oct 10 th	Equine Club
Oct 17 th	Feline Club
Oct 24 th	GSVA
Oct 31 st	Integrative Vet Med Club
Nov 7 th	Pain Management Club
Nov 14 th	Lab Animal Medicine Club
Nov 21 st	Pathology Club
Nov 28 th	Shelter Animal Medicine Club
Dec 5 th	SVECCS
Dec 12 th	WEZAM
<i>Dec 19th– Jan 22nd (Winter Break)</i>	
Jan 23 rd	P.I.G. Club
Jan 30 th	Small Ruminant Club
Feb 6 th	SAVE Club
Feb 13 th	Lab Animal Medicine Club
Feb 20 th	VBMA
Feb 27 th	VMOO
March 5 th	VOICE
<i>March 12th – 18th</i>	
March 19 th	Companion Animal Club
March 26 th	GSVA
April 2 nd	Pain Management Club
April 9 th	Pathology Club
April 16 th	VBMA
April 23 rd	Public and Global Health Club
April 30 th	RAVS Club
<i>May - August (Summer Break)</i>	

UW-SCAVMA Recognized Group/Club Descriptions

Animal Behavior Club

ABC has a goal of expanding student knowledge and understanding of animal behavior. According to JAVMA, some 30% of questions fielded by the average small animal practitioner are behavior-related, and we want to be ready for them! Our procedure is to learn a little at every monthly meeting, with brief presentations by students, faculty, and trainers. Equine, exotic, and large animal, as well as small animal, behavior issues will be addressed.

Avian Club

Student Chapter of the Association of Avian Veterinarians

The Avian Club is dedicated to the study of wild and pet birds. We provide the opportunity for interested veterinary students to obtain further specialized study of birds. Activities include assisting with ophthalmology, pet bird breeding, and wild bird rehabilitation.

Bovine Club (a member of the Production Medicine Club)

Student Chapter of the American Association of Bovine Practitioners

The purpose of Bovine Club is to provide additional opportunities for all students, regardless of their level of previous experience with dairy and beef cattle, to enrich their veterinary education and experiences through seminars, tours, wet labs and other activities. Students also gain access to information from the American Association of Bovine Practitioners through Bovine Club. Bovine Club is one of three organizations (including P.I.G. and Small Ruminant Clubs) that meet together as the Production Medicine Club. Annual activities that occur through the veterinary school include palpation labs, field necropsy labs, hoof trimming course, winter farm tours, vaccination and blood draw labs, lunch speakers, career fairs, and the Hoard's Dairyman Judging Contest. The Bovine Club also aims to teach people about the value of cattle through outreach activities such as Grandparents' University, Badger Dairy Camp, and World Dairy Expo. Finally, members of the Bovine Club will also be offered the opportunity to attend the National AABP conference in the fall. We look forward to seeing you all at our meetings!

Christian Veterinary Mission Fellowship

Student Chapter of the Christian Veterinary Mission

CVMF is a club in which students, faculty, and staff come together to support each other, explore or pursue a relationship with God, and express their Christian faith through veterinary medicine. We hold weekly Bible studies, coordinate Operation Christmas Child and hold functions outside of school, which include prayer times, potlucks and many other activities. CVMF also works to build relationships with Christians in the profession. We participate in a regional conference called Real Life Real Impact to connect with other students and hear from Christian veterinarians who incorporate their faith into their practice as well as in international mission. We also organize group mission trips (every other year) and encourage students to pursue veterinary missions.

Companion Animal Club

Student Chapter of the American Animal Hospital Association

The Companion Animal Club is an organization of veterinary students interested in the well being of family pets – from dogs and cats to pocket pets and exotics. The club aims to increase awareness of proper care and treatment for our loyal companions. The CAC annually hosts the Dog Jog, a fundraiser for the Dane County Humane Society, and assists in Pet Pals behavior and health evaluations, Bow Meow Bagels, and various other related events. Membership provides many opportunities for educational experiences, teamwork with other students, and most importantly, helping companion animals of the world.

Equine Club

Student Chapter of the American Association of Equine Practitioners

The Equine Club is dedicated to broadening the knowledge of veterinary students and providing opportunities for educational and social experiences with other future equine practitioners. This year we will be welcoming speakers from the equine industry and our own SVM clinics to supplement the school curriculum by focusing on current trends and new therapies in equine medicine and surgery and will be holding wetlabs to give students hands-on experience with equine patients. We will also be representing the SVM at the Midwest Horse Fair, planning field trips, hosting an all-weekend dentistry seminar, and other exciting events. The Equine Club welcomes students with all levels of horse experience who have an interest in meeting other “horse-crazy” students!

Feline Club

Student Chapter of the American Association of Feline Practitioners

The objectives of the Feline Club are to promote the interest and increase the knowledge of veterinarians and veterinary students in the field of feline medicine and surgery, and to work toward improving the health and welfare of felines. Our club has established a Feline Behavior elective, sponsored “feline” speakers, collected pet food for distribution at a local food pantry, held a neuter wetlab, and produced and distributed a brochure on managing allergies in cats. We welcome you to join us!

Gay Straight Veterinary Alliance (GSVA)

The purpose of GSVA or Gay Straight Veterinary Alliance is to provide education and a supportive environment for LGBTQ (Lesbian, Gay, Bisexual, Transgendered, Queer and Questioning) students, faculty, staff, and friends within the UW-Madison School of Veterinary Medicine.

Integrative Veterinary Medicine Club

Student Chapter of the American Holistic Veterinary Medical Association

The goals of IVMC are to provide an introduction and educational opportunities in holistic veterinary medicine to students. We sponsor speakers in topics such as animal behavior, acupuncture, herbal medicine, chiropractic, massage therapy, homeopathy, nutrition, and other complementary methods of healing. Past activities include a journal discussion group, panel discussion on ethics and participation in local and national workshops and conferences. We welcome all those with an open mind, diverse opinions, and the willingness to explore alternatives.

Student Chapter of the International Veterinary Academy of Pain Management

The International Veterinary Academy of Pain Management is a multi-disciplinary organization that seeks to promote the acquisition and dissemination of knowledge related to the biology and clinical treatment of pain in animals. Stakeholders in this process include a wide cross-section of individuals. The Academy seeks to: provide forums for communication among all interested parties of knowledge concerning the biology and treatment of animal pain, provide continuing education in the area of pain recognition and treatment, and establish a process whereby veterinarians with a special interest in the area of animal pain management can meet a set of prescribed objectives that will ultimately lead to certification as a specialist in the management of animal pain. Finally, the Academy seeks to promote humane, scientific investigation into the biology of animal pain and the assessment of the efficacy of defined treatment modalities.

Laboratory Animal Medicine Club

Student Chapter of the American Society of Laboratory Animal Practitioners

Our mission is to expose veterinary students to unique niches in veterinary medicine by exploring lab animal medicine as a career choice. The Laboratory Animal Medicine Club (LAMC) will introduce students to various aspects of lab animal medicine including, how to get into such a career, special training needed, what a lab animal veterinarian does on a daily basis, where career opportunities might be located and pros and cons of this career path. Our club will provide students with opportunities to meet with lab animal veterinarians to ask them questions regarding their career, as well as provide connections for veterinary medical students interested in job shadowing a lab animal vet. We will make efforts to provide field trip experiences to expose students to unique aspects of this field.

Pathology Club

Student Chapter of the American College of Veterinary Pathologists

The Pathology club was formed to stimulate interest in and help students improve their knowledge about both anatomical and clinical pathology through lectures, wetlabs, rounds, and case studies. For students interested in pursuing a career in Pathology, the club is also a resource with information and assistance for externships, internships, and other extracurricular opportunities. As a student chapter of the ACVP, the club gets a subscription to *Veterinary Pathology* and is eligible to receive funding in order to send members to the ACVP annual meeting. Come find out what we have planned and be a part of the grossest club at UW School of Vet Med!

Porcine Interest Group (a member of the Production Medicine Club)

Student Chapter of the American Association of Swine Practitioners

The Porcine Interest Group's (P.I.G. Club) main goal is to familiarize novice students and supplement experienced students with current trends in swine medicine through the sponsorship of speakers and other hands-on events. Hot discussion topics include: herd management practices in the swine industry, specialized facility designs for each phase of the management cycle, bio-security and disease prevention practices, veterinarian's roles in the use of antibiotics, and swine production practices that ensure animal well-being. Some hands-on events include piglet processing field trips, swine

reproduction labs, and tours of swine facilities. The P.I.G. Club's largest event is the annual "PIG Out," a year-end celebration attended by faculty, staff, and students each spring.

Public and Global Health Club

Public Health is defined as 'The science and practice of protecting and improving the health of a community, as by preventative medicine, health education, control of communicable diseases, application of sanitary measures, and monitoring of environmental hazards'. As future veterinarians we will be on the front line of the fight against zoonotic diseases, food-borne diseases, animal-related environmental contamination and many other public health issues. It is important that veterinarians understand public health principles and are able to work with professionals from across different disciplines in order to understand and appreciate the links among human, animal, and ecosystem health, and the importance of and commitment to working together to address health challenges, a concept known as One Health or One Medicine. As a club we work to introduce students to practicing professionals and careers in the field of public and global health and public practice, and discuss topics directly relevant to practicing veterinarians. The club takes an active role in promoting World Rabies Day, invites field researchers to share their experiences and career paths, and educates students about the joint DVM/MPH program, as well as the Certificate in Global Health program.

Rural Area Veterinary Services (RAVS)

The RAVS Club coordinates the involvement of veterinary students in the Humane Society Veterinary Medical Association-Rural Area Veterinary Services program (HSVMA-RAVS), a non-profit veterinary outreach program to bring free veterinary services to rural communities where poverty and geographic isolation make regular veterinary care inaccessible. The club also provides wet labs for students to learn how to perform a spay and to perfect their suturing skills. This allows our students to be the most prepared for the clinics and to get the most out of them.

S.A.V.E. Club

Student Chapter – Alliance of Veterinarians for the Environment

S.A.V.E. exists to promote awareness and education of environmental issues among the student body of the School of Veterinary Medicine. We achieve this goal by hosting speakers and sponsoring hands-on activities. In past years, we have encouraged the reduction of paper use and placed recycling bins. In conjunction with the Avian Club, we have built and sold birdhouses, made and sold pottery, hosted camping outings, and held discussions about environmentally related career opportunities.

Shelter Animal Medicine Club

SAM has a recent history at the SVM, and exists to support the growing need for future veterinarians interested in shelter medicine. As the homeless pet population continues to grow, so does the need for dedicated individuals to provide care for thousands of dogs, cats, and other companion animals in need of adoptive families. Often this care takes place within the confines of a tight budget and limited space. SAM supports this effort by providing veterinary students with opportunities for additional spay and neuter surgery skills beyond the classroom, bringing in outside speakers involved in shelter medicine work, hosting volunteer days at local area shelters, and recently, we have organized a continuing education course for students and veterinarians to broaden their shelter medicine knowledge and skills.

Small Ruminant Club (a member of the Production Medicine Club)

Student Chapter of the American Association of Small Ruminant Practitioners

The Small Ruminant Club is looking to broaden students' experience with sheep, goats, llamas, alpacas, deer, and elk. Club activities include llama packing trips, sheep shearing, herd health visits, lambing and kidding season field trips, and featured speakers.

Student Chapter of the Veterinary Emergency and Critical Care Society

Wisconsin Chapter of SVECCS

The Wisconsin Chapter of the Student Veterinary Emergency and Critical Care Society is dedicated to providing unique opportunities for veterinary students to learn more about emergency medicine—far beyond what is offered in the normal curriculum. We organize the Small Animal Critical Care Electives I and II, which include hands-on labs to expose students to equipment and procedures commonly used in the emergency setting. We also host a top-notch continuing education conference in Emergency and Critical Care Medicine in March, and provide exciting lectures from VMTH clinicians and independent Emergency Veterinarians throughout the school year. If you plan on treating companion animals, you will see emergencies, and you will have critical cases. We are here to help you learn what to do!

Veterinary Business Management Association

The phrase, “good medicine is good business, and good business is good medicine,” best describes the philosophy behind the Veterinary Business Management Association (VBMA). The VBMA is a national student-driven organization “dedicated to advancing the profession through increasing business knowledge, creating networking opportunities, and empowering students to achieve their personal and professional goals” (NVBMA Mission Statement). It is our goal to bring more business educational opportunities and resources to our students to answer fundamental questions about self-marketing, assessing one's value to a practice, and more. You don't need to be a practice manager to use business - good business understanding will empower you to be a more effective veterinarian.

Veterinary Medical Outreach Organization

The Veterinary Medical Outreach Organization (VMOO) bridges the School of Veterinary Medicine and the community through educational outreach and enrichment programs. Through educational outreach, active members of VMOO act to raise the profile of the SVM and veterinary medical profession while improving communication skills necessary for client education and reinforcing veterinary medical knowledge gained in the DVM curriculum. VMOO members have the opportunity to participate in various educational outreach activities including, but not limited to, family science nights, Saturday enrichment programs, pre-vet student mentoring, summer camps, and library programs. Participants also have the possibility of helping create and implement new hands-on activities and modules. As veterinarians we will serve as teachers to our clients and the public. Join VMOO and you will discover a fun and rewarding way to hone in on your veterinary knowledge while giving back to the community. We hope to see you at our next meeting!

Veterinary Students as One in Culture and Ethnicity

VOICE, or Veterinary Students as One in Culture and Ethnicity, is part of a national movement to give veterinary students appreciation for people of all cultures and backgrounds. Among many different goals, VOICE strives to create a campus environment embracing diversity and promoting the success of all students, support recruitment of minority students, increase awareness of socio-cultural issues within the veterinary field, and promote the veterinary profession to the surrounding community.

Wildlife, Exotic, and Zoo Animal Medicine

Student Chapter of the American Association of Zoo Veterinarians

Student Chapter of the International Wildlife Rehabilitation Council

The Wildlife, Exotic, and Zoo Animal Medicine Club (WEZAM) is a key player in supplementing the SVM Exotic curriculum. By sponsoring speakers, field trips, an annual conference, and hands-on wetlabs, we provide current information on a variety of topics, including pocket pets, wildlife rehabilitation, zoo vets, and much more!

GUIDELINES FOR CLUB PRESIDENTS

Club Presidents are considered members of the **SCAVMA Executive Board**

- Club Presidents are **Expected** to attend Executive Council Meetings. If you cannot attend, you should send your Vice President or another club officer in your place (Held on the **third Thursday** of every month). If needed, an additional meeting will be held on the first Friday of the month.
- Club Presidents should attend General Meetings to make club announcements. (Held on the **fourth Thursday** of every month)
- Clubs **MAY NOT** schedule noon meetings or events on these days
- **PLEASE SEE CONSTITUTION FOR FOLLOWING INFORMATION YOU SHOULD BE AWARE OF!**

Special Interest Groups

Article 14 – SCAVMA Constitution and By-Laws

Guidelines for SCAVMA Club Educational Funds

Attachment 4 – SCAVMA Constitution and By-Laws

Executive Board

Article 5 – SCAVMA Constitution and By-Laws

General Information

1. SCAVMA meetings and Club meetings are posted on the **SCAVMA Bulletin Board, website, and TV**. These calendars are maintained by SCAVMA. Please provide SCAVMA with information about all your club's events and meetings, special speakers and seminars.
2. **Clubs need to register with the UW-Madison Center for Leadership and Involvement each fall.** (Registration with CfLI allows your club to use University facilities, qualify for university funding, etc.). This year you are **REQUIRED** to attend a face-to-face orientation and start your registration from scratch.

Online Registration is available via <http://www.cfli.wisc.edu/>

Face to Face Orientations: M 5 pm 3161 Student Activities Center (Lucky Building)

Th 3 pm Masley Media Room 1st floor Red Gym

Contact info:

The Center for Leadership and Involvement

CfLI Office Hours

Monday - Friday: 10 am - 6 pm (Academic Year)

Monday - Friday: 9 am - 5 pm (Summer/Winter Break)

716 Langdon Street

239 Red Gym

Madison, WI 53706

Phone: 608.263.0365

Email: cfli@odos.wisc.edu

3. Each club is issued a **Club Board** and **Mailbox**. **Please manage these and discard old material! We would like for clubs to post their Officers on these boards with their contact info (email address is fine) just so members or interested members can reach officers if need be.**
4. Club Presidents should provide the **names and email address of all officers of their club** to the SCAVMA President and Corresponding Secretary so they may be added to the Exec. Council email list.
5. Club Presidents should provide **new officer information** to SCAVMA within **one month** of club elections so we can update our email lists and the Student Handbook. Clubs may also want to update their club description, which is also included in the Student Handbook. Revised descriptions can be submitted to the SCAVMA President via email.
6. Club Presidents are responsible for passing on all relevant club information (constitutions, finances, speaker contacts, etc.) to new officers.

Guidelines for Meetings and Special Events

1. Reserve dates/time/location with OAA, inform the SCAVMA Corresponding Secretary and announce events at SCAVMA meetings.
2. **Facility Use Approval Forms** (please see attached example form) and Alcohol Permits are available from Michelle Parker in the Dean's Office. Completed forms are attached to a routing slip so the correct signatures are obtained. You will receive a copy when the form is approved (plan ahead as obtaining the signatures make take up to a month).
3. Signs advertising your club's event should be posted **ONLY** on bulletin boards located around the building. **Please DO NOT tape signs onto walls or any surface other than the bulletin boards.** (The school has easels which can be used to hold signs on the day of the event. Inquire in OAA for permission to use them.) **ALSO**, your club is responsible for removing these signs as soon as possible

after your event. If you would like a power point slide to be displayed on the TV for your club functions you must send the slide to the SCAVMA email in the correct wide-screen format “On-screen Show (16:9)”. This will be demonstrated!

DIRECTIONS FOR APPLYING FOR CLUB EDUCATIONAL FUNDS

1. Obtain a **Club Funds Request Form** by the SCAVMA bulletin board.
2. Complete the Funds Request Form and submit it to **SCAVMA’s inbox prior** to the next Executive Board meeting.
3. The Club Funds Request will be presented to and approved by the SCAVMA Executive Board at an Executive Board meeting **prior** to the event.
4. Obtain a **Check Request Form** by the SCAVMA bulletin board.
5. Submit the Check Request Form to the **SCAVMA Treasurer** for payment.

IMPORTANT POINTS

- Clubs are encouraged to use the full \$500 allotted to them each year.
- **Club Funds must be requested PRIOR to the event. No exceptions.**

CLUB MEMBERSHIP FEES

- *Clubs will no longer charge membership fees when signing up members. They may, however, charge fees for laboratories and special events, or charge non-members a fee to attend.*
- *Instead, SCAVMA will pay each recognized Special Interest Group the sum of \$5 per member in Good Standing. In order for the clubs to benefit from these membership fees at the beginning of the academic year, SCAVMA will assume that each club will sign up fifteen members in Good Standing (members who have attended at least two club meetings/events by the end of the Fall Semester). Clubs with traditionally large memberships (30+ members, may request special consideration for additional membership fees). Club membership fees may be requested at any time beginning in September.*
- *Clubs must take attendance at all club meetings and events and are responsible for turning in a list of all club members in Good Standing to SCAVMA no later than **December 14th**. At that time, clubs may request additional membership fees if their members number more than 15, or will need to reimburse SCAVMA for any extra members it was paid for.*

- *During spring semester, new club members are less frequent, but clubs may request club membership fees for additional qualifying members after **March 15th**. Club Presidents will need to provide a year-end list of qualifying members no later than **May 1st** each year so that SCAVMA can estimate club membership fees during the annual budget committee meeting.*
- *The purpose of having SCAVMA pay out club membership fees is to simplify this process for clubs and to provide immediate access to club membership fees at the beginning of the academic year. This system operates on an “Honor Basis” and abuse will result in a club educational funding penalty as defined above.*

**Application for SCAVMA
Club Educational Funds/Club Membership Funds**

Today's Date: ____/____/____

Club Name: _____

Contact Person: _____ Class year: _____

Amount requested from SCAVMA: _____

Checks Payable to: _____

Applicant's signature: _____

If you are applying for club membership funds, please attach meeting sign-in sheets and an excel document showing the number of club members that have attended at least 2 club meetings. Your club is eligible to receive \$5 for each additional member after the initial 15 members.

=====

SCAVMA Authorization

Approved on: _____ by _____

Club Requirements met?

Refrigerator/Microwave cleaning _____

VMSS _____

Club Constitution _____

Club Treasurer Report _____

