Club Leader and Officer Orientation

2015 - 2016

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 3rd, 2015

Welcome Club Presidents, Executive Board Members, SAVMA and WVMA Delegates, to the 8th 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 updated the SCAVMA website and encourage you to utilize it to look up 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/dvm-students/current-students/scavma/

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,

Martin Granick
Class of 2017
SCAVMA President
SCAVMA President-Elect
SCAVMA Vice President
SCAVMA Vice President-Elect
SCAVMA Treasurer
SCAVMA Treasurer-Elect
SCAVMA Corresponding Secretary
SCAVMA Corresponding Secretary-Elect
SCAVMA Recording Secretary
SCAVMA Recording Secretary-Elect
SCAVMA Fundraising Chair
Social Chair - Co
Social Chair - Co
SAVMA Senior Delegate
SAVMA Junior Delegate
WVMA Senior Delegate
WVMA Junior Delegate
IVSA Representative
Class of 2016 Representative
Class of 2017 Representative
Class of 2018 Representative
Class of 2019 Representative
SCAVMA Faculty Advisors

Martin Granick ('17)
Meryl Schimek ('18)
Blaine Melody ('17)
Melissa Hayes ('18)
Stephanie Winske ('17)
Marisa Bailey ('18)
Caitlin Rinker ('17)
Bridget Holck ('18)
Tara Mendez ('17)
Lynzie Miller ('18)
Ethan Andre ('18)
Ethan Andre ('18)
Katie Liutkus ('18)
Kelly Flynn ('17)
Shannon Gildersleeve ('18)
Brandon Scharping ('17)
Holly Hovanec ('17)
Kelsey Libbe ('18)
Brad Beaumier ('16)
Martin Granick ('17)
Alissa Milonczyk ('18)
TBD
Dr. Lindsey Culp-Snyder
Dr. Michael Collins
~UW-SCAVMA Recognized Special Interest Groups/Clubs~

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<tr>
<th>CLUB</th>
<th>PRESIDENT(S)</th>
<th>FACULTY ADVISOR(S)</th>
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<tr>
<td>Animal Behavior Club (ABC)</td>
<td>Molly Hopp ('17)</td>
<td>Dr. Sandra Sawchuk</td>
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<td>Avian Club</td>
<td>Lori Rusch ('17)</td>
<td>Dr. Barry Hartup</td>
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<td>Brian Schnell ('18)</td>
<td>Dr. Theresa Ollivett</td>
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<td>Christian Veterinary Mission Fellowship (CVMF)</td>
<td>Shannon Gilderslee ('18)</td>
<td>Dr. Gary Oetzel</td>
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<td>Molly Hopp ('17)</td>
<td>Dr. Linda Sullivan</td>
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<td>Diagnostic Imaging Club (DIC)</td>
<td>Mary Austin ('18)</td>
<td>Dr. Kenneth Waller III</td>
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<td>Emily Schendel ('18)</td>
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<td>Margaret Courter ('17)</td>
<td>Dr. Michael Livesey</td>
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<td>Katie Weber ('17)</td>
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<td>Feline Club</td>
<td>Syna Johnson ('18)</td>
<td>Dr. Hattie Bortnowski</td>
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<td>Integrative Veterinary Medicine Club (IVMC)</td>
<td>Elana Frankenthal ('17)</td>
<td>Dr. Lindsey Culp-Snyder</td>
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<td>International Veterinary Academy of Pain Management (IVAPM)</td>
<td>Jacob Lauer ('18)</td>
<td>Dr. Lesley Smith</td>
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<td>Laboratory Animal Medicine Club (LAMC)</td>
<td>Georgia Wolfe ('17)</td>
<td>Dr. Calvin Patten Jr.</td>
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<td>Clayton Apgar ('17)</td>
<td>Dr. Richard Dubielzig</td>
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<td>Val Schuster ('17)</td>
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<td>Porcine Interest Club (PIG)</td>
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<td>Michelle Rothaug ('18)</td>
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<td>Faye Lorenzsonn ('17)</td>
<td>Dr. Robert Hardie</td>
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<td>Shelter Animal Medicine Club (SAMC)</td>
<td>Miranda Braithwaite ('18')</td>
<td>Dr. Sandra Newbury</td>
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<td>Small Ruminant Club</td>
<td>Jenny Ziemer ('17)</td>
<td>Dr. Sheila McGuirk</td>
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<td>Kelsey Mauer ('17)</td>
<td>Dr. Jonathan Bach</td>
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<td>Veterinary Business Management Association (VBMA)</td>
<td>Rebekah Mayhew ('17)</td>
<td>Dr. Chris Snyder</td>
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<td>Veterinary Medical Outreach Organization (VMOO)</td>
<td>Anna Hausmann ('17)</td>
<td>Dr. Kim Plummer</td>
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<td>Lauren Semanchik ('18)</td>
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<td>Alyssa White ('18)</td>
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Veterinary Students as One in Culture
And Ethnicity (VOICE)
Karen Koo ('17)
Lynn Roberts ('17)
Dr. Joan Jorgensen

Wildlife, Exotic, and Zoo Animal Medicine
(WEZAM)
Ashley Krisp ('17)
Karen Lin ('17)
Dr. Kurt Sladky
Clubs and Meeting Dates
(2015-2016 Calendar)

***The Executive Board must approve deviations from this schedule. All changes must be reported to the Corresponding Secretary (Ryan Dashek) for posting.

Fall Semester 2015 Meetings

*In cases where there are two meetings on one day, the first listed club is in 2350, and the second listed club is in 2360. When there is one club listed for a day, the meeting will be in 2350. SCAVMA General Meetings and Pharm Fair meetings are booked for both lecture halls.

September
- Fri-4th-Avian, Bovine, *SCAVMA Officer Board in 2227 (or other available conference room)
- Mon-7th-Labor Day
- Tues-8th-PIG, WEZAM
- Wed-9th-Feline
- Thurs-10th-SCAVMA Exec
- Fri-11th-VOICE
- Mon-14th-VBMA
- Tues-15th-DIC
- Wed-16th-LAMC, CAC
- Thurs-17th-SCAVMA General
- Fri-18th-RAVS, Equine
- Mon-21st-CVMF
- Tues-22nd-Path, Pain
- Wed-23rd-IVMC
- Thurs-24th-ABC
- Fri-25th-Shelter, SVECCS
- Mon-28th-PGHIG
- Tues-29th-VMOO
- Wed-30th-Small Ruminant

October
- Thurs-1st-ABC
- Fri-2nd-Bovine, *SCAVMA Officer Board in 2227 (or other available conference room)
- Mon-5th-VMBA, LAMC
- Tues-6th-VOICE
- Wed-7th-Avian
- Thurs-8th-SCAVMA Exec
- Fri-9th-WEZAM
- Mon-12th-LAMC, DIC
- Tues-13th-CAC
- Wed-14th-First year break, no scheduled meetings
- Thurs-15th-First year break, no scheduled meetings
- Fri-16th-First year break, no scheduled meetings
- Mon-19\textsuperscript{th}-Equine
- Tues-20\textsuperscript{th}-RAVS
- Wed-21\textsuperscript{st}-Path, CVMF
- Thurs-22\textsuperscript{nd}-SCAVMA General
- Fri-23\textsuperscript{rd}-IVMC
- Mon-26\textsuperscript{th}-Shelter
- Tues-27\textsuperscript{th}-SVECCS, VMOO
- Wed-28\textsuperscript{th}-PGHIG
- Thurs-29\textsuperscript{th}-Small Ruminant, Pain
- Fri-30\textsuperscript{th}-Likely Halloween festivities, no scheduled meetings

November
- Mon-2\textsuperscript{nd}-Bovine, LAMC
- Tues-3\textsuperscript{rd}-Feline
- Wed-4\textsuperscript{th}-PIG, VOICE
- Thurs-5\textsuperscript{th}-Avian, CAC
- Fri-6\textsuperscript{th}-WEZAM, *SCAVMA Officer Board in 2227 (or other available conference room)
- Mon-9\textsuperscript{th}-CVMF
- Tues-10\textsuperscript{th}-VBMA
- Wed-11\textsuperscript{th}-DIC, Equine
- Thurs-12\textsuperscript{th}-SCAVMA Exec
- Fri-13\textsuperscript{th}-RAVS, Path
- Mon-16\textsuperscript{th}-IVMC
- Tues-17\textsuperscript{th}-RAVS
- Wed-18\textsuperscript{th}-ABC
- Thurs-19\textsuperscript{th}-SCAVMA General
- Fri-20\textsuperscript{th}-Small Ruminant
- Mon-23\textsuperscript{rd}-SVECCS, Pain
- Tues-24\textsuperscript{th}-VMOO
- Wed-25\textsuperscript{th}-people leaving for Thanksgiving, no meetings
- Thurs-26\textsuperscript{th}-Thanksgiving
- Fri-27\textsuperscript{th}-no meetings scheduled
- Mon-30\textsuperscript{th}-Shelter, PGHIG

December
- Tues-1\textsuperscript{st}-ABC, LAMC
- Wed-2\textsuperscript{nd}-Bovine, Avian
- Thurs-3\textsuperscript{rd}-Feline, VOICE
- Fri-4\textsuperscript{th}-PIG, CVMF

Spring Semester 2016 Meetings

January
- Fri-15\textsuperscript{th}-*SCAVMA Officer Board in 2227 (or other available conference room)
- Mon-18\textsuperscript{th}-Martin Luther King, Jr. Day-No meetings scheduled
• Tues-19th-Pain Club, RAVS
• Wed-20th-PGHIG, Equine
• Thu-21st-SCAVMA Exec Board
• Fri-22nd-VBMA, Shelter
• Mon-25th-CAC, VMOO
• Tues-26th-Path, DIC
• Wed-27th-WEZAM, SVECCS
• Thu-28th-SCAVMA General Meeting (both 2350 and 2360)
• Fri-29th-Small Ruminant, IVMC

February
• Tues-2nd-ABC
• Wed-3rd-Bovine
• Thu-4th-Feline
• Fri-5th-Avian, *SCAVMA Officer Board in 2227 (or other available conference room)
• Mon-8th-VOICE
• Tues-9th-CVMF, SVECCS
• Wed-10th-PIG, Shelter
• Thu-11th-SCAVMA Exec Board
• Fri-12th-LAMC, PGHIG
• Mon-15th-Pain
• Tues-16th-RAVS, Equine
• Wed-17th-Pharm Fair (both 2350 and 2360)
• Thu-18th-SCAVMA General Meeting (both 2350 and 2360)
• Fri-19th-VBMA
• Mon-22nd-VMOO, Path
• Tues-23rd-CAC, Small Ruminant
• Wed-24th-Pharm Fair (both 2350 and 2360)
• Thu-25th-DIC
• Fri-26th-WEZAM
• Mon-29th-IVMC

March
• Tues-1st-PIG, Avian
• Wed-2nd-Pharm Fair (both 2350 and 2360)
• Thu-3rd-ABC, Bovine
• Fri-4th-CVMF, *SCAVMA Officer Board in 2227 (or other available conference room)
• Mon-7th-VOICE, Feline
• Tues-8th-PGHIG
• Wed-9th-Pharm Fair (both 2350 and 2360)
• Thu-10th-SCAVMA Exec Board
• Fri-11th-RAVS, VBMA
• Mon-14th til Fri-18th-Spring Break-no meetings scheduled
• Mon-21st-Pain, WEZAM
• Tues-22nd-LAMC, SVECCS
• Wed-23nd-Pharm Fair (both 2350 and 2360)
• Thu-24th-SCAVMA General Meeting (both 2350 and 2360)
• Fri-25th-VMOO, DIC
• Mon-28th-CAC, Small Ruminant
• Tues-29th-Equine, Shelter
• Wed-30th-Pharm Fair (both 2350 and 2360)
• Thu-31st-Path, IVMC

April
• Fri-1st-Bovine, *SCAVMA Officer Board in 2227 (or other available conference room)
• Mon-4th-Avian
• Tues-5th-ABC, CVMF
• Wed-6th-Pharm Fair (both 2350 and 2360)
• Thu-7th-PIG
• Fri-8th-VOICE, SVECCS
• Mon-11th-WEZAM
• Tues-12th-Feline
• Wed-13th-Pharm Fair (both 2350 and 2360)
• Thu-14th-SCAVMA Exec Board
• Fri-15th-RAVS
• Mon-18th-LAMC, PGHIG
• Tues-19th-VBMA, Shelter
• Wed-20th-Pain
• Thu-21st-SCAVMA General Meeting (both 2350 and 2360)
• Fri-22nd-Equine
• Mon-25th-CAC
• Tues-26th-IVMC
• Wed-27th-Small Ruminant, DIC
• Thu-28th-Path
• Fri-29th-VMOO
Animal Behavior Club (ABC) - Animal Behavior Club (ABC), a student chapter of the American Veterinary Society of Animal Behavior, aims to expand students’ understanding of behavior-related topics. According to JAVMA, 30% of questions fielded by the average small animal practitioner are behavior-related. Through monthly lunch meetings, wet labs, and an animal behavior elective held each year, ABC hopes to prepare students for these questions by equipping them with fundamental knowledge of behavior. ABC addresses a wide range of behavior topics, including issues relevant to equine, exotic, large animal, and small animal medicine.

Avian Club - 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 monthly speakers, semester wet labs, and volunteering with wild bird rehabilitation.

Bovine Club - Student Chapter of the American Association of Bovine Practitioners - The purpose of Bovine Club is to provide all students, regardless of experience level, additional educational opportunities with dairy and beef cattle. We strive to enrich our veterinary education and experiences through seminars, tours, wet labs and other activities. Through Bovine Club, students are able to become members of the American Association of Bovine Practitioners (AABP), which grants them access to the yearly AABP conference, AABP publications, online job and internship databases and numerous scholarships. Annual activities include palpation labs and the SAVMA Symposium palpation team, field necropsy lab, euthanasia lab, hoof trimming course, farm tours, vaccination and blood draw labs, lunch speakers, FAPM research, Hoard’s Dairyman Judging Contest, and outreach activities including Grandparents’ University, Badger Dairy Camp and World Dairy Expo. We look forward to seeing you at a meeting soon!

Christian Veterinary Mission Fellowship (CVMF) - 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 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 (CAC) – The Companion Animal Club is an organization of veterinary students interested in the wellbeing 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 helps with the 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.

Diagnostic Imaging Club (DIC) - The Diagnostic Imaging Club offers veterinary students the opportunity to learn and develop clinical skills in the area of diagnostic imaging. The club aims to increase students’ knowledge of diagnostic imaging modalities and the appropriate utilization of these
modalities. Through hands-on wet labs we offer the students additional practice in interpretation of images created by radiography, ultrasonography, CT, and MRI. Within the diverse specialties of veterinary medicine, radiology is an essential tool that will benefit any practitioner.

Equine Club - 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 by 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 dentistry seminars, 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 - 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 sponsored “feline” speakers and held a neuter wet lab. We welcome you to join us!

Integrative Veterinary Medicine Club (IVMC) - The goals of IVMC are to provide an introduction and educational opportunities in holistic veterinary medicine to students. We sponsor speakers in topic 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.

International Veterinary Academy of Pain Management (IVAPM) - 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 (LAMC) - Our mission is to expose veterinary students to unique niches in veterinary medicine by exploring laboratory animal medicine as a career choice. The Laboratory Animal Medicine Club (LAMC) will introduce students to various aspects of laboratory animal medicine, including how to get into such a career, special training needed, what a laboratory 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 laboratory animal veterinarians to ask them questions regarding their career, as well as provide connections for veterinary medical students interested in job shadowing a laboratory animal veterinarian. We will
make efforts to provide field trip experiences and instructional laboratories to expose students to unique aspects of this field.

**Pathology Club** - 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. Come find out what we have planned and be a part of the grossest club at UW School of Vet Med!

**Porcine Interest Club (PIG)** - The PIG Club is committed to exposing students to the swine industry through educational meetings and opening the door to seeing what swine veterinarians actually do on a day-to-day basis. As a club we are also highly active in encouraging our members to become student members of AASV (American Association of Swine Veterinarians). The annual AASV conference in March is a fantastic opportunity for students to learn about the swine industry firsthand, from swine veterinarians that are renowned in their respective areas of swine medicine. The AASV conference is very student oriented with multiple student socials, mock interviews, student scavenger hunt, student research presentations, and a scholarship award ceremony. Benefits of becoming a student AASV member include weekly electronic newsletters on the most current advancements in the swine industry, a monthly edition of the Journal of Swine Health & Production mailed to you, and many research opportunities. Last and certainly not least is our annual Pig Out BBQ event in the spring with great food, drinks, and a silent auction to close the academic year in the spring.

**Public and Global Health Interest Group** - Our goals are to provide interested students with information about opportunities for veterinarians in public and global health, as well as opportunities for students hoping to gain more experience in the field.

**Rural Area Veterinary Service (RAVS/HVSMA)** - The RAVS Club is a student chapter of the Humane Society Veterinary Medical Association-Rural Area Veterinary Services (HSVMA-RAVS), a non-profit veterinary outreach program which runs a mobile clinic to provide free sterilization and vaccines to rural communities where poverty and geographic isolation make regular veterinary care inaccessible. The RAVS clinics are run with student volunteers providing the bulk of the team, and working one-on-one surgeons to perform the spays and neuters. RAVS club provides information to facilitate student participation in RAVS trips, and provides wet labs for students to perfect their suturing skills and perform a spay, allowing our students to pass the surgical assessment and get the most out of the trips. RAVS club also hosts a variety of guest lectures supporting the overarching mission of providing veterinary care to disadvantaged communities.

**Shelter Animal Medicine Club (SAMC)** - As an advocate for the profession of shelter veterinary medicine, the Shelter Animal Medicine Club’s mission is to advance the practice of shelter medicine and to further veterinary education and research as it relates to animals' health in shelters. SAMC also 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** - The Small Ruminant Club seeks to broaden students' experience with sheep, goats, llamas, alpacas, and cervids. Club activities include shearing, herd health visits, lambing and kidding field trips, ultrasound wetlabs, and featured speakers.
Student Chapter of the American Veterinary Medical Association (SCAVMA) - The objectives of SCAVMA shall be: to advance veterinary medicine, to prepare its members to meet the social, moral, and ethical obligations of the profession, to represent the University of Wisconsin-Madison School of Veterinary Medicine and its students at national conventions, to make an affiliation with the American Veterinary Medical Association (AVMA) available to its members, to enhance leadership characteristic in its members through organization as student body, and to promote camaraderie among veterinary medical students. We are here for you!

Student Veterinary Emergency and Critical Care Society (SVECCS) - The Wisconsin Chapter of the Student Veterinary Emergency and Critical Care Society is dedicated to providing opportunities for veterinary students to learn what emergency medicine is all about. We organize the Small Animal Critical Care class each fall, host a top notch continuing education conference in emergency and critical care medicine in the Spring, and provide exciting lectures from VMTH clinicians and independent emergency vets throughout the school year. If you plan on treating companion animals as a veterinarian, you will see emergencies, and you will have critical cases. We are here to help you learn what to do.

Veterinary Business Management Association (VBMA) - The Veterinary Business Management Association is a 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.

Veterinary Medical Outreach Organization (VMOO) - The Veterinary Medical Outreach Organization (VMOO) bridges the School of Veterinary Medicine and the community through educational outreach and enrichment programs. Through educational outreach, 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, Saturday enrichment programs, pre-vet student mentoring, and educational programs at local schools and shelters. Join VMOO to discover a fun and rewarding way to hone in on your veterinary knowledge and communication skills while giving back to the community.

Veterinary Students as One in Culture and Ethnicity (VOICE) - VOICE is a student organization that promotes learning about and promoting the various cultures and ethnicities within our school. We aim to discover what makes each of us unique. Our highlight events are the fall Drag Show and the spring Talent Show. We also have outreach events that allow us to interact with current K-12 students.

Wildlife, Exotic, and Zoo Animal Medicine (WEZAM) - Student Chapter of the American Association of Zoo Veterinarians - Second in size only to SCAVMA, the Wildlife, Exotic, and Zoo Animal Medicine Club (WEZAM) is devoted to supplementing the SVM exotics curriculum. WEZAM strives to inform students about veterinary issues encountered in dealing with captive and free-ranging wildlife species both terrestrial and aquatic as well as exotic pets. By sponsoring speakers, field trips, and hands-on wetlabs, we provide current information on a variety of topics concerning wildlife, exotic and zoo animal medicine. Membership is open to anyone with an interest in exotic species.
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<td>Animal Behavior Club</td>
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<td>NONE. HAVE A GREAT THANKSGIVING BREAK!</td>
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<td>November 30th</td>
<td>Lab Animal Med. Club</td>
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<td>December 7th</td>
<td>Pathology Club</td>
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<td>Approved by (SCAVMA)</td>
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<td>March 7th</td>
<td>VOICE</td>
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<td>March 14th</td>
<td>SPRING BREAK – ENJOY YOURSELVES</td>
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<td>March 21st</td>
<td>WEZAM</td>
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<td>Animal Behavior Club</td>
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<td>IVMC</td>
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REFRIGERATOR AND MICROWAVE CLEANING DUTIES

SVM students, staff, and faculty have access to refrigerators and 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. If you find a dysfunctional microwave or refrigerator, please contact SCAVMA ASAP.

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 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 2015-2016**

Please return the sign-up sheets to Brittnay Rigby (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.**

### VMSS CLUB ASSIGNMENTS

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<tr>
<th>Week of:</th>
<th>Club</th>
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<tbody>
<tr>
<td>September 7th</td>
<td>SCAVMA officers</td>
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<td>WEZAM</td>
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<td>September 21st</td>
<td>VOICE</td>
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<td>September 28th</td>
<td>VMOO</td>
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<td>October 5th</td>
<td>VBMA</td>
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<td>October 12th</td>
<td>SVECCS</td>
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<tr>
<td>October 19th</td>
<td>Small Ruminant Club</td>
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<tr>
<td>October 26th</td>
<td>Shelter Animal Medicine Club</td>
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<td>November 2nd</td>
<td>RAVS</td>
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<td>November 9th</td>
<td>PGHIG</td>
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<td>November 15th</td>
<td>PIG Club</td>
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<tr>
<td>November 23rd</td>
<td>- NONE - THANKSGIVING BREAK -</td>
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<tr>
<td>November 30th</td>
<td>Pathology Club</td>
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<tr>
<td>December 7th</td>
<td>Lab Animal Medicine Club</td>
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<tr>
<th>Week of:</th>
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<tr>
<td>January 11th</td>
<td>Integrative Veterinary Medicine Club</td>
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<td>January 18th</td>
<td>IVAPM</td>
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<td>January 25th</td>
<td>RAK Club</td>
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<td>February 1st</td>
<td>Equine Club</td>
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<td>February 8th</td>
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<td>Bovine Club</td>
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<td>- NONE - SPRING BREAK -</td>
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<td>Animal Behavior Club</td>
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<td>Avian Club</td>
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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.

- You may only vote as a representative of two clubs, maximum (including class representative positions, as well as any student organization officer positions)

- 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. Theses 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.). You must update club information - Online Registration is available via [http://www.cfli.wisc.edu/](http://www.cfli.wisc.edu/)
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@studentlife.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 (Mary Fahey), 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 Annette 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)”.

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 **after your event** has occurred.
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.
  - May only apply **ONCE** per academic year
- NONE of the money may go towards food
- First come, first serve
- **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. 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 (ORIGINAL COPIES) of all club members in Good Standing to SCAVMA along with your Treasurer’s Report. 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. Club Presidents will need to provide a year-end list of qualifying members no later than April 29th 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 ______
VOLUNTEER SIGN IN FORM
All volunteers MUST sign in to receive SCAVMA points!

EVENT NAME: ________________________________     DATE:________

CLUB SPONSORING EVENT:______________________________________________

CLUB CONTACT (Name & Email):________________________________________

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