

**SCHOLARSHIP PROTOCOL:**

***Scope:*** One of the purposes of the Foundation is to be liaison for veterinary students applying for scholarships to attend the AHVMA Annual Conference, and to administer financial scholarships for education in Holistic Medicine.

***Impact:*** Increase student interest and knowledge of CAVM, support students in their progression towards a CAVM profession, and increase AHVMF, SAHVMA, AHVMA and other CAVM organizational membership.

***Reports to:*** Executive Board

***Collaborators:*** AHVMF Executive Director, AHVMA Membership Committee Chair, AHVMA president-elect, and AHVMA Student

***Associated Staff:*** AHVMF Deputy Director and AHVMA Office Manager

***Key Responsibilities and Accountables:***

*In collaboration with the Executive Director (ED), formulate and revise as necessary procedures detailing specific functions of the committee. Executive Board has final approval of said protocol. Once approved, ED to post Protocol to the AHVMF website in the board section.*

* **Scholarships**
* ***Students***
* 10 months pre-conference- Committee Chair contact ED to determine available funding. Funding currently from Silent Auction, Raffle, and private contributions made in the previous year.
* By Dec 15 – Scholarship chair is to develop scholarship theme/questions for essays and relay to ED and Deputy Director (DD). The AHVMF ED disseminates electronic copies to the webmaster of SAHVMA website, to the editor of the AHVMA Journal, and posts the information on the AHVMF website.
* By Feb 1, Scholarship chair creates poster for all United States veterinary schools, website, and JAHVMA. Scholarship chair disseminates ~~hardcopy~~ electronic copy posters to Deans of veterinary schools in the US, *Canada and Caribbean*. In addition, the chair will send the poster electronically to AHVMA for forwarding to all SAHVMA chapters.
* By March 15 of each year, approximately 5 months pre-conference- scholarship chair collects essays from all entries and sends electronic copies to the AHVMF office.
* By May 1, Committee chair and other volunteers score the essay entries via established evaluation form. Scholarship chair assigns scholarships, notifies office, notifies winners. AHVMF ED designs online student survey with last page containing information about reimbursement requirements, including necessity of registration with AHVMA for conference winners, by the due date established by AHVMA. Survey results returned to DD within 1 month. Scholarship Chair to collaborate with ED and AHVMA Office Manager to ensure all information they need in regards to winners is communicated.
* Scholarship chair invites scholarship winners to the conference and the Newcomers Social to learn about CAVM modalities.
* 1 week pre-conference- ED writes checks for non-trip scholarship winners to bring to the AHVMA Annual Conference for disbursal. The ED will collect receipts from winners of trip to conference and write their checks as soon as all receipts from each winner are submitted. This is usually on the last day of that attendee’s trip to conference.
* Membership Committee and Mentor task force of AHVMA to assign students to mentors
* On the last day of each winner’s attendance at conference or at the banquet, the scholarship chair gives winners their checks along with post-conference survey (to be completed and collected by Scholarship chairperson within one hour and submitted post-conference to the DD. Survey will be available via Survey Monkey as well as written)
* 6 months post-conference-Scholarship Chair sends winners another post-conference survey or link to Survey Monkey to be submitted to the DD.
* ***Funding Sources (Silent auction, Raffle, and private donors)***
* 1 month post-conference- ED ascertain anticipated available funds for next year’s scholarships, from proceeds from Silent Auction, Raffle, and fundraising during that year. (Note that amount of funds for privately funded scholarships will be estimated on February 1 but cannot be confirmed until approximately one month before the conference when the posters are distributed.) Anticipated administration costs to be subtracted from total in order to arrive at correct amount.
* ***Silent Auction***
* See Silent Auction protocol
* ***Raffle***
* See raffle protocol
* ***Private donors***
* Exhibitors to be contacted by exhibitor liaison task force
* Those who have already established a scholarship to be contacted by AHVMF staff
* New private donor scholarships other than exhibitors to be contacted by scholarship committee
* **SAHVMA Delegates**
* ***Students***
* It is anticipated that AHVMA may apply for a grant to support SAHVMA Delegates
* Grant applications obtained from the Foundation and submitted to the grant committee by June 1 of each year.
* All procedures and support for SAHVMA, except for financial grant, to come through AHVMA

**Funding Source**

* Responsibility of AHVMA Exhibitor Liaison Committee only, to contact Exhibitors initially
* If source above is inadequate, financing will be delineated from the AHVMF Grant