

## **SCAVMA Funding for Group Event**

In order to be considered, a group must have 10% of total club membership or 5 members attending the event (whichever is greater) and must be in good standing with SCAVMA. A group requesting support must complete this funding application and place it in the SCAVMA mailbox by the assigned date each semester. Applications in the fall will be for events planned for the fall semester only. Applications in the spring will be for events planned for the spring semester only. The club will still need to fill out a request form with projected expenses if the event is to occur after the application deadline set by SCAVMA. Each group may submit two applications for group event funding per semester.

**If the group fundraises 20% of their total event cost, then SCAVMA will attempt to fund the remaining 80% of the cost. If the club does not raise the required 20%, then SCAVMA will award up to 60% of the total event cost.** There are a variety of ways in which a group may raise the 20% -- apply to main campus, fundraisers, member out of pocket money, sponsorship (individual or company), and/or group funds. These “fundraisers” must be listed in the application.

The SCAVMA board will meet and decide on the amount awarded for the applications turned in by the deadline. Decisions on monies awarded will be based on the educational relevance to veterinary medicine and the amount of funds raised by the group. If a group is asking for more than 25% of the total funds requested for any funding cycle, the number of individuals participating in the event may be taken into account when awarding funds. (See <http://clubs.ncsu.edu/scavma/> for detailed information regarding the shortage rule.) A written response to the applicant, stating the decision of the SCAVMA executive board, will be made within two weeks of the funding meeting. All approved applications will receive money at this time.

For **proactive** funding all **RECEIPTS** must be turned into the SCAVMA Mailbox within two weeks of the event or within two weeks of the beginning of the semester if the event occurred while classes were not in session. If you do not turn in receipts your group will lose eligibility for future SCAVMA funding. **Receipts must total the amount of money awarded by SCAVMA. If receipts total to less than the awarded amount, the group must return the surplus to SCAVMA.**

For **retroactive** funding, **receipts** must be turned in with this application.

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| <b>To be completed by funding committee at time of review.</b> |                    |
| Complete _____   |                    |
| Receipts _____   |                    |
| Pro-active _____   | Retro-active _____ |

## Funding Application for Group Event

*Please complete the following information in order to assist the SCAVMA Executive Board in reviewing your request. This application should be used to request funding for club sponsored events taking place at or near NCSU College of Veterinary Medicine. Examples include cost associated with speakers, wet lab materials educational products etc. If you have questions please contact the SCAVMA treasurer.*

Name of group: \_\_\_\_\_ Classes involved: \_\_\_\_\_

Are all members SCAVMA Member? \_\_\_ Yes \_\_\_ No    Dates of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Is this event retroactive or proactive? \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**1. Estimated Number of People Attending:** \_\_\_\_\_

**2. Total Cost of Event:** \_\_\_\_\_

**3. Total Funds requested from SCAVMA:** \_\_\_\_\_

**4. Total funds raised for this event (\$ amount):** \_\_\_\_\_

**\*\*Your club must raise 20% of total event cost in order to receive up to 80% of total cost from SCAVMA. If you are not able to fund 20% of the total event cost then SCAVMA will attempt to fund only 60%.\*\***

Please list the ways in which your organization has attempted to raise money for this event, listing the approximate dollar amount raised by each that will go towards this event.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**4. Please provide a detailed description of the costs of event: \*\*If retro-active please include receipts, if pro-active please submit receipts within two weeks of completion of the event.\*\***

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**5. What specifically would be gained by engaging in this activity?**

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I hereby certify that the above statements are true, and I agree to provide **all receipts to SCAVMA** along with this application if this group is applying for retroactive funding. For proactive funding, I agree to provide receipts within two weeks of the event. I also certify that I have read, understand, and agree to the rules and regulations stated in the “SCAVMA Funding for Group Events.” **Failure to provide receipts will result in exemption from any future SCAVMA funding.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of President of Club \_\_\_\_\_ Date \_\_\_\_\_

Signature of Treasurer of Club \_\_\_\_\_ Date \_\_\_\_\_

Signature of Club Advisor \_\_\_\_\_ Date \_\_\_\_\_