



AUXILIARY TO THE AVMA

STUDENT AUXILIARY

REPORT FORMS

REPORT FORM #1

NEWS ARTICLE – *INTERCOM*

ACHIEVEMENT GOAL #4

DEADLINE DATE – OCTOBER 15TH

COPY FORMAT

Email copy of News Article in the format attached below as a Microsoft Word document. Attach photos to the email in a uncompressed jpeg format.

REPORT FORM # 1

FEATURES AND NEWS

NAME OF STUDENT AUXILIARY _____

WRITER'S NAME _____

ADDRESS _____

TITLE _____

DATE SUBMITTED _____

COPY OF ARTICLE

REPORT FORM #2

NEWS ARTICLE – *INTERCOM*

ACHIEVEMENT GOAL #4

DEADLINE DATE: FEBRUARY 15

COPY FORMAT

Email copy of News Article in the format attached below as a Microsoft Word document. Attach photos to the email in a uncompressed jpeg format.

REPORT FORM #2

FEATURES AND NEWS

NAME OF STUDENT AUXILIARY _____

WRITER'S NAME _____

ADDRESS _____

TITLE _____

DATE SUBMITTED _____

COPY OF ARTICLE

**REPORT FORM #3
DELEGATES & ALTERNATES
Due March 31**

Future AVMA Conventions will be:

Seattle – July 11-15, 2009.

Atlanta - July 31-Aug. 3, 2010

St. Louis - July 16-19, 2011

After the selection of the Delegate and Alternate, please complete and submit this form.

NAME OF STUDENT AUXILIARY REPORTING _____

Give complete names with delegate's spouse's first name in parenthesis – Mary Jones (John) – and complete mailing address, including zip code.

DELEGATE:

Name: _____ **SA office, if any** _____

Email: _____

Address _____

Summer address (if different) _____

Effecting dates of summer address: From _____ **to** _____

Home/Business phone # _____ **Cell phone #** _____

Is spouse also attending convention? Yes ___ **Name** _____ **No** ___

ALTERNATE DELEGATE:

Name: _____ **SA office, if any** _____

Email: _____

Address _____

Summer address (if different) _____

Effective dates of summer address: From _____ **to** _____

Home/Business phone # _____ **Cell phone #** _____

Is spouse also attending convention? Yes ___ **Name** _____ **No** ___

PRESIDENT _____

REPORT FORM #4
OFFICERS' ACHIEVEMENT GOAL #1
Due by April 15th

SUBMIT TO VP STUDENT AUXILIARIES

Date: _____ Name of Student Aux. Reporting _____

Date of election of officers: _____ Date officers assume office: _____

Date of next election: _____ Date of graduation _____

Schedule of monthly business meeting: _____
(i.e. 1st or 2nd Tues.; time, place)

Number of Veterinary Student Spouses 1st Year _____ 2nd Year _____
Who live close enough to attend meetings 3rd Year _____ 4th Year _____

FOR THE FOLLOWING: GIVE COMPLETE NAMES WITH EACH OFFICER'S SPOUSES'S NAME IN PARENTHESIS, *i.e.*, Mary Jones (John), AND COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODES.

OFFICERS:

PRESIDENT _____ PHONE _____
ADDRESS _____
E-MAIL _____

PRESIDENT-ELECT _____ PHONE _____
ADDRESS _____
E-MAIL _____

V-PRESIDENT _____ PHONE _____
ADDRESS _____
E-MAIL _____

SPONSORS: (Important: Report Form #5 must be submitted for each sponsor.)

NAME _____ PHONE _____
ADDRESS _____
E-MAIL _____

CONSTITUENT (STATE) AUXILIARY PRESIDENT _____
DEAN _____ SUBMITTED BY _____

**REPORT FORM #5
SPONSORS
ACHIEVEMENT GOAL #2**

Due April 15

NAME OF STUDENT AUXILIARY REPORTING _____

REQUIREMENTS FOR EACH SPONSOR:

1. The sponsor must be an active (current dues paid and in good standing) member of the Auxiliary to the American Veterinary Medical Assoc. or AVMA.
2. The sponsor's spouse must have a degree in veterinary medicine and must be in good standing with the AVMA.
3. If a widow or widower, the spouse must have been an active member in good standing with the AVMA.

NAME OF SPONSOR _____

Last Name First Name

SPOUSE OF SPONSOR _____

Last Name First Name School/Yr. of Grad.

EMAIL: _____

ADDRESS _____

Street City State Zip Code

PHONE NO. _____ **DATE TERM BECOMES EFFECTIVE** _____

METHOD OF CHOOSING SPONSOR _____

IS SPONSOR AN ACTIVE MEMBER OF THE AVMA OR ITS AUXILIARY?

Y/N _____ **NUMBER OF YEARS** _____

IS SPONSOR AN ACTIVE MEMBER OF THE STATE VMA OR ITS

AUXILIARY? Y/N _____ **NUMBER OF YEARS** _____

**HAS SPONSOR, BEFORE ELECTION OR APPOINTMENT, PARTICIPATED
IN STUDENT AUXILIARY WORK? Y/N** _____

PRESIDENT'S NAME _____

**REPORT FORM #6
ANNUAL REPORT
DUE MAY 31**

ACHIEVEMENT GOAL #5

Greetings or Opening Statement of Aims and Objectives of each Chapter

I. ORGANIZATION

- A. History (background information only—not happenings)
- B. Number of meetings per month
- C. List of officers during the year
- D. List of standing committees and functions
- E. List of sponsors and method of selection
- F. Current Constitution and By-Laws

II. MEMBERSHIP AND DUES

- A. Amount of yearly dues
- B. Number of eligible members
- C. Number of active (dues-paying) members in each class and percentage of membership for the whole group
- D. Attendance at the meetings

III. MEETINGS, SOCIAL EVENTS AND PROJECTS

- A. Meetings held during the year with a short discussion of each
- B. Social events held during the year
- C. Fund-raising projects with an evaluation of their success, *i.e.*, amount of profit, group participation, etc.
- D. Service projects
- E. Interest groups
- F. Any prizes, awards or scholarships presented by the Student Auxiliary
- G. Any other projects or activities not mentioned above

IV. BUDGET (a listing of income and expenditures for the year)

- A. Proposed Budget (beginning of year)
- B. Actual Budget (end of year)

V. CONSTITUTIONAL CHANGES

Any changes made in the Constitution or By-Laws during the year. (A copy of current Constitution and By-Laws to be kept on file in the Central AVMA Auxiliary Office)

**STUDENT AUXILIARY
DELEGATE REPORT FORM OUTLINE**

This form is a guideline to help you organize your Student Delegate Report. At the national convention delegates will distribute copies of their reports at the Student Auxiliary meeting. During either our round-table discussion or at “Show and Tell,” delegates will have time to explain and expand their reports, answer questions and display items (newsletters, projects, pictures, etc.) that their Auxiliaries have produced.

NAME OF AUXILIARY _____

NUMBER OF ACTIVE MEMBERS: Female _____ Male _____

AUXILIARY GOALS:

What are the goals your Auxiliary strives to accomplish? These goals may be permanent or established by your current administration.

MEMBERSHIP SUGGESTIONS:

Many Auxiliaries are struggling with membership. What suggestions can you offer for increasing and maintaining Auxiliary participation?

IDEAS TO SHARE:

List as many projects, fundraisers, community service, functions, programs, and get-togethers as you wish. (Other Auxiliaries may benefit from your ideas!)

CONCERNS OR SUGGESTIONS:

These concerns and suggestions may address the National Auxiliary, or Student Auxiliaries as a whole. If you have problems with or suggestions for improving policy, publications, public relations, correspondence, or any other matters, please list them here. We want to change what needs to be changed and instigate programs needed to facilitate the success of Student Auxiliaries.

OUTSTANDING STUDENT AUXILIARY MEMBER AWARD

REPORT FORM- Due March 15th

Please complete and return this form along with a photograph of the winner to VP Student Auxiliaries

PLEASE PRINT

The Award is to be presented on _____ to _____

Address _____
(House/Apt., City; State; Zip Code)

Birth Date _____ Spouse _____ Children (how many)? _____

Name of Student Auxiliary _____

Auxiliary Activities _____

Offices Held _____

Place of Employment _____ Position _____

Education _____

Extracurricular Activities _____

Future Plans _____

Additional Comments _____

Sponsor _____

Send Award to _____

Address _____
(House/Apt., City, State, Zip Code)
