



AUXILIARY TO THE AVMA

STUDENT AUXILIARY

MANUAL

OUR MISSION STATEMENT

“The Auxiliary to the AVMA is a non-profit organization of family, veterinarians, associates, and friends of the veterinary profession whose purpose is to promote the science and art of veterinary medicine through communication, education, and support of those associated with the profession.”

RESPONSIBILITIES OF AN AUXILIARY MEMBER STUDENT, STATE AND NATIONAL

Be loyal to your Auxiliary.

Participate in and support Auxiliary activities and those in your community. Remember, participation means personal satisfaction.

Recognize the limitless possibilities in Auxiliary work.

Attend state and national meetings, as well as local and regional, for maximum understanding of the specific function of each.

State your opinion whether you are in the majority or minority.

Subscribe to the **Ten Ways to Increase Good Will:**

1. Speak to people. All of us like to be recognized.
2. Smile at people. It takes **72** muscles to frown—only **14** to smile.
3. Call people by name. The sound of one’s name is marvelous music to anyone’s ears.
4. Be friendly. A person to have friends must be a friend.
5. Be cordial. Speak and act enthusiastically whenever possible.
6. Be genuinely interested in others. It is amazing how interesting people can be when you really know them.
7. Be generous with praise **AND** stingy with criticism.
8. Be considerate of the feelings of others. An understanding heart gains many friends.
9. Be thoughtful of other people’s opinions. There are at least three, and probably more, sides to every argument.
10. Watch for opportunities to be helpful. What we do for others is a great help to ourselves.

SAVMA AUXILIARIES

“SPONSORS”

REQUIREMENTS FOR EACH SPONSOR:

1. The sponsor must be an active (current dues paid and in good standing) member of the Auxiliary to the AVMA and/or the AVMA.
2. The sponsor's spouse must have a degree in veterinary medicine and must be a member 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.

The responsibility of the sponsor is to assist, support and direct the student auxiliary during that school year, which may require attendance at regular monthly meetings or whenever scheduled. The sponsor is to direct the SAVMA auxiliary to attain the feeling of camaraderie among its members as well as striving to promote veterinary medicine. Each sponsor will act as a liaison between the SAVMA auxiliary and the Vice President of Student Auxiliaries.

Each sponsor is asked to assist in the selection process of the “Outstanding Student Auxiliary Member Award” and with the presentation of the award. The sponsor also is to assist the SAVMA Auxiliary President in providing graduates with the form to receive membership (complimentary until year end) in the Auxiliary to the AVMA.

Dear Student Auxiliary Members,

I am so excited to be working with each of you this year! I have nicknamed this year “The Year of FUN” for our student auxiliaries. I feel that we are always so focused on membership. So, this year I want us to just have some fun and I believe membership will work itself out in the process. I want to challenge each of you to have fun with your groups this school year. When you write your news articles for the Intercom, I hope you will include all of the fun activities that you have been doing during the year so that others may get some new ideas.

Following is a list of important dates that you need to mark on your calendars.

October 15-News Article#1 for the Intercom, Report Form #1 due

February 15-News Article #2 for the Intercom, Report Form #2 due

March 15-Outstanding Student Auxiliary Member Award Report Form due

March 31-Delegate and Alternate Report Form #3 due

April 15-Officers, Report Form #4 and Sponsors, Report Form #5 due

April 30-Annual Report, Report Form #6 due

I know that you will make every effort to meet these deadlines so that your Student Auxiliary will be recognized as either a Gold or Silver Certificate Winner at the Annual Convention.

During the next school year, I will be contacting each group periodically by phone and email. I also hope to make an official visit to many of the schools. Please feel free to contact me at any time. Remember, it was only a short time ago that I was in your shoes. I remember very well the challenges that spouses and significant others face. I am here to help you in whatever way I can.

Have a wonderful and FUN year!

Sincerely,

Melissa Sanders
Vice President of Student Auxiliaries
706-248-1390
melissaasanders@yahoo.com

**ACHIEVEMENT GOALS
AS VOTED BY STUDENT AUXILIARY DELEGATES**

USE FORMS PROVIDED FOR FILING REPORTS

1. **Officers** – Names and addresses reported to the AVMA Auxiliary VP for Student Auxiliaries with duplicate copy to the AVMA Auxiliary office. Form #4 – due by April 15th.
2. **Sponsor** – Must be an active AVMA Auxiliary or AVMA member with current dues paid, names and addresses reported to VP for Student Auxiliaries with duplicate copy to the AVMA Auxiliary Office. Form #5 – Due by April 15th.
3. **Annual Reports** – Suggested outline provided. Form #6 – Due by April 30th.

Annual Report Outline – Format provided. Be brief (no more than 3 pages) – Take to Annual Convention.

4. Feature Stories Submitted for the student auxiliary *INTERCOM* publication

News Articles – Due from all Student Auxiliaries Form #1 – Due October 15; AND Form #2 – Due February 15.

- A. **Important:** Not an Achievement Goal but included in reports to be sent in: Delegate and Alternate to the Annual Convention – Names, addresses, Emails, and phone numbers (include summer addresses) reported to AVMA Auxiliary Office and to the Vice President of Student Auxiliaries. Due by March 31.

INTERPRETATION AND COMMENTS – ACHIEVEMENT GOALS

GOLD CERTIFICATE – Student Auxiliary completes all achievements.

SILVER CERTIFICATE – Student Auxiliary completes all but one achievement.

Achievement Goals 1-5; report forms provided; please insure legibility on each report. It is helpful when articles are submitted by email.

#1 – Officers – Each retiring President should email copy as specified in “Achievement Goals”. If the Student Auxiliary has two elections/year, the form should be send after each election.

#2 – Sponsors – Each must be an active member of either the Auxiliary to the AVMA or the AVMA with current dues paid, and it is strongly recommended that each be an active member of the State Auxiliary or State Veterinary Medical Association.

#3 – Delegate & Alternate – Due March 31

#4 – Feature Stories – (See Report Forms #1 and #2 for format) – These articles should be written as a feature story for a newspaper, and each SA is encouraged to submit more than one. Suggested subjects might be: interesting service project, money-making or social activity, thumbnail sketches of a sponsor, faculty member or SA member, interesting articles about the veterinary school, or an SA program. Also, please send any original cartoons, poems, news clippings of SA activities, and photographs, which could be used in the *INTERCOM* or in the Auxiliary News.

#5 – Annual Report- Due April 30th.

SPECIFIC DEADLINES TO BE MET FOR STUDENT AUXILIARY GOAL ACHIEVEMENTS

(Check off each task completed)

- | | |
|--|-------|
| #1 – Due by April 15th | _____ |
| #2 – Due by April 15th | _____ |
| #3 – Due by March 31st | _____ |
| #4 – Feature stories (see Forms #1 and #2), Oct. 15, Feb. 15 | _____ |
| #5 – Due by April 30th | _____ |