



ASSOCIATION OF ZOO VETERINARY TECHNICIANS

**Sharing Ideas, Improving Techniques, Contributing to
Conservation**

The Association of Zoo Veterinary Technicians (AZVT) is dedicated to all aspects of quality veterinary technical care in the field of zoo animal medicine. Our commitment is:

to promote and improve professional standards among zoo technicians.

to maintain a cooperative working relationship with other zoo professionals.

to provide a forum for the presentation and exchange of information, challenges, and methodology encountered in the field of zoo veterinary technology through a quarterly newsletter, and annual and regional conferences.

to encourage the recognition of the importance of the veterinary technician's role in zoo veterinary medicine, scientific study, and conservation.

to educate the public, increasing the appreciation of the bond between human beings and all life on earth.

TABLE OF CONTENTS

GENERAL GUIDELINES FOR OFFICERS & COMMITTEE CHAIRS	3
EXECUTIVE DIRECTOR	5
PRESIDENT	7
PRESIDENT-ELECT	10
VICE-PRESIDENT	11
SECRETARY	13
TREASURER	15
MEMBERSHIP COORDINATOR	17
DATABASE CHAIR	18
NEWSLETTER EDITOR & ASSISTANT EDITOR	20
LAURIE PAGE-PECK SCHOLARSHIP CHAIR	23
GRANT COMMITTEE CHAIR	25
SALES & MARKETING CHAIR	30
HISTORIAN	31
LOCAL ARRANGEMENTS CHAIR	32
PROGRAM CHAIR	33
CONFERENCE SECTION CHAIRS	35
PAPER SUBMISSION PROTOCOL	36
PROCEEDINGS EDITOR	38
CONFERENCE AWARENESS CHAIR	39
CORPORATE SPONSORSHIP CHAIR	42

GENERAL GUIDELINES for OFFICERS and COMMITTEE CHAIRS

OBJECTIVE: To set goals for the committee. To direct and organize efforts of committee. To coordinate communications, direction, and work of committee members. To maintain deadlines. To summarize and review achievements of committee before submitting for final approval.

REQUIREMENTS: Phone, fax, and mailing privileges

DUTIES:

- * Each committee chair shall maintain a permanent record of all committee activities which will be turned over to a successor at the completion of term as chair. A copy of the records must be filed with the Secretary. (By-laws: Article VI, Section A)
- * Determine goals for committee. Usually will maintain dialog with President or other designated Executive Officer(s) to clarify long-term goals of the committee. This will help define limits of committee activities. Typical issues that will need to be clarified are:
 - What 'product' will be produced by the committee? What form will it take (verbal or written report, compiled data, up-and-running program, etc.)?
 - Will the committee activities be on-going, or completed once the final product is delivered? If on-going, who will be in charge once the program is in operation?
 - The amount and source of funding for initial committee work.
 - The amount and source of funding to implement the committee's final product
 - Who will secure the source of funding?
 - Possible sources of help from other AZVT resources
 - Deadline for delivery of final product
 - Are there additional deadlines for partial completion of the product?
 - When are progress reports due?
- * Communicate the goals to the rest of the committee
- * Work with committee to identify sub-sets of tasks to complete.
 - Assign committee members to work on tasks. May appoint committee members to serve as heads of sub-committees.
 - Set deadlines/time frames for completion of assignments.Follow-up on progress.
 - Coordinate activities of committee members. Assure committee activities contribute to completion of final goal.
- * Trouble-shoot problems, help expedite communication.
- * Keep committee members informed of over-all progress.
- * As the project evolves, reevaluate goals, duties, and procedures. Make modifications as appropriate.

- * Produce and forward written progress report to Executive Board for mid-year and year-end meetings.

- * If there are two or more COMMITTEE CO-CHAIRS, communication becomes even more essential. One co-chair should be designated to communicate with the President. This responsibility may shift between co-chairs, but the President must be informed who the contact person is. Other duties/sub-committees may be divided between co-chairs. To avoid confusion/misunderstandings, co-chairs should maintain close and frequent communication.

EXECUTIVE DIRECTOR

OBJECTIVE: Lend direction to all aspects of AZVT based on historical knowledge and previous AZVT experiences.

REQUIREMENTS: Phone, fax, and email privileges

DUTIES:

- * Act as a liaison between other professional associations.
- * The position must be filled by someone who has a thorough knowledge of the internal and historical workings of the association.
- * The Executive Director should understand the Constitution and By-laws and lend direction to the Association President to fulfill them.
- * Advise elected and non-elected positions in a professional manner when questions are posed regarding various topics.
- * Lend continuity from year to year within the Association and with other professional groups/ individuals.
- * Director must be available to attend the annual conferences as well as the annual and mid year executive board and committee meetings
- * The Executive Committee may review this position at any time during the term.
- The Executive Director receives a \$250 yearly honorarium
- Serves as the Ethics Committee Chair and must submit an annual and mid-year report to the President.
- Files all tax papers annually by April 15th or an extension form if financial status has not been determined
- Write the October "Letter from the Executive Director" to replace the President's Letter. Purpose of this letter is to thank outgoing elected officials and welcome in the new. Also provide highlights of the conference and/or committee meeting. This letter is generally due to the newsletter editor in September..
- The Executive Director oversees the Lifetime Service Award. The director assures the nomination form is included in the April newsletter. The director receives nominations for Lifetime Service Award and presents information to the Executive Committee for evaluation. The director composes and sends the recipient an announcement letter and award plaque at annual conference.

KEY DATES FOR THE EXECUTIVE DIRECTOR:

- * September 1 "Letter from the Executive Director" due to newsletter editor for October Newsletter

- * February 1 Prepare taxes for April 15th filing
Write call for nominations for Lifetime Service award for March newsletter

- *

PRESIDENT

OBJECTIVE: Coordinates and oversees general operations of the association and promotes communication.

PREFERRED PRIVILEGES: Position requires phone, postage, email and fax capabilities.

DUTIES:

- * Communicate frequently with other members of the executive board (President-Elect, Vice-president, Executive Director, Secretary, and Treasurer). Assure the annual conference program and arrangements are being pursued in a thorough and timely manner. The President is the primary contact person for the local arrangements person planning the conference to be held in 2 years.
- * Communicate regularly with the Membership Coordinator regarding activities. Assure renewal letters and member letters of introduction are being mailed out by Secretary.
- * Communicate with committee chairs for updates on activities. The chairs the President oversees directly include those not involved in the conference. The Vice-president oversees all chairs involved with the conference.
- * Communicate with and assist the local arrangements chair planning the conference to be held in 2 years. A contract for the hotel arrangements for the conference that had been awarded at the previous conference should be available for the President and Executive Director to sign no later than January 15th of the following year (1 ½ years before the conference is to be held)
- * Submit a 'Letter from the President' for the January, April, and July newsletters. Your letter must be to the editor by the 15th of the preceding month. The President's letter can include association updates such as committee news, conference plans, updates on the President's projects - anything of interest to the membership.
- * Submit a call for 'Bids for the Conference' to be held in two years time in the April newsletter - including the following requirements: a written invitation from the institution supporting the member's bid to hold the conference, a short presentation for the membership, to be presented at the following conference business meeting, and notification that a hotel contract will be needed to be signed by the President and Executive Director by January 15th, the following year.
- * Submit a 'Call for Nominations' in the April newsletter. The nominations should be filed with the secretary and should be made by any active or associate member of AZVT (Article IV of the AZVT By-laws). The people that have been nominated should be contacted by the President to assure that they accept the nomination and then a mail-in ballot will be circulated in the newsletter prior to the convention. Officers will be announced at the conference.

- * Executive Board should decide if there is enough business to warrant a mid-year meeting and agree on a location. Formulate an agenda and solicit reports from officers and committee chairs. Expenses will be paid by AZVT (airfare, etc.)
- * Formulate a letter to all past officers informing them of Executive Committee meeting date preceding conference. Formulate and include agenda items in this letter.
- * Preside over and run the Executive Committee board meetings. Generally most of the agenda for the AZVT business meeting is generated at the mid-year meeting and at the committee meeting preceding the conference. Suggestion: keep a journal or notes throughout the year of those concerns or issues which need to be discussed at the meetings.
- * Executive Board is comprised of the President, President Elect, Vice-president, secretary, treasurer and Executive Director. All decisions/changes involving the membership will be voted on by this board.
- * Preside over and run the annual business meeting according to Robert's Rules.

Association Annual Meeting should cover the following:

- * Secretary reads the minutes from the previous year's meeting. A vote to accept as read.
- * Treasurer distributes and goes over the year- end financial report. A vote to accept as read.
- * Ask for reports from committee chairs. Before the conference, call these members and request written reports if the member will not be present and an oral report for those attending. A copy of these reports should be submitted to the secretary.
- * Old business - a copy of the previous meetings minutes will assist in this area.
- * New business - new business must include selection of the location of the conference site 2 years in advance.
- * Ask for committee volunteers for all vacancies.
- * Announcement of election of officers.
- * Vote to adjourn.
- * Send gift to the conference hostess after the conference on behalf of the membership.
- * During or immediately after the conference check with all officers and committee chairs to be sure they understand their responsibilities.
- * President's term is for one year

KEY DATES FOR THE PRESIDENT:

- * October 15 Send gift to conference host.
Check with all committee chairs that they understand their responsibilities
Make sure membership coordinator has sent out international renewal letters.

- * December 1 Coordinate domestic renewal letters with Membership Coordinator.
December 15 Send "Letter from the President" to newsletter editor for January Newsletter

- * January 15 Contract due for conference 2 years hence.

- * March 15 Send "Letter from the President" to newsletter editor for April newsletter.
Submit "Call for Nominations to newsletter editor for April newsletter.
April newsletter. Submit "Call for Conference Site Bids" to newsletter editor for April newsletter.

- * Determine if there should be a mid-year executive board meeting, schedule it.
Prepare and circulate agenda for mid-year meeting (if necessary).

- * June 1 Send "Letter from the President" for July newsletter.
Submit "Call for Conference Site Bids" to newsletter editor for July newsletter.

- August 1 Collect committee chair reports for annual meeting. Invite past officers to executive committee meeting.

PRESIDENT- ELECT

OBJECTIVE: To learn the duties of the President through active participation in executive board business. This person is anticipated to run for President the year following their elected position as President-Elect.

PREFERRED PRIVILEGES: Position requires phone, fax and e-mail capabilities.

DUTIES:

- * Work closely with the President to learn the responsibilities of the job of the President
- * Assist the Vice-President and President with committee communications
- * Report to and communicate regularly with the President
- * Attends mid-year meeting
- * Sit on the grant committee; act as board liaison for grant committee.
- * Anticipated that this individual would run for President following the year they served as President- Elect
- * Has the option to run or not run for President
- * Term is one year

VICE-PRESIDENT

OBJECTIVE: Organize and coordinate the annual conference.

REQUIREMENTS: This position requires phone, email and mailing privileges. FAX machine privileges are recommended.

DUTIES:

- * Take over duties of the President should the President be unable to perform the duties of that office.
- * Contact all committee chairs within the first month following the conference to ensure that they have received the materials and instructions to enable them to do their jobs.
- Submit mid-year and annual reports to the President.
- * Oversee Local Arrangements Chair. Communicate monthly. Ensure that deadlines are met and that policies pertaining to conference planning are followed. All arrangements made by the local arrangements person should be reviewed by the Vice-president.
- * Oversee the Program Chair. Communicate monthly. Assist in setting deadlines. Assist in editing abstracts and/or papers if necessary.
- * Oversee Convention Awareness Chair. Communicate before February 15th to make sure notices of conference are being distributed in a timely manner.
- Oversee Corporate Sponsorship Chair. Communicate 1 month post-conference, 6 months post- conference, then monthly.
- * Communicate monthly with the Executive Board regarding conference updates.
- * Oversee Proceedings Editor. Ensure that deadlines are being met. Papers are due to editor 1 ½ months before the conference.
- * Contact all committee chairs related to the annual conference within a month following annual conference to be sure they understand their responsibilities.
- * Finalize conference program information. All information from the Local Arrangements Chair (hotel, meeting rooms, names of those at the host zoo that have helped with the conference, etc) and all information from the Program Chair (program participants, speaker schedule, section chairs, etc) should be consolidated by the Vice-president. This information should be sent to the printer in the necessary format. The programs should be completed a month prior to the conference. They should be printed in the same style and format every year. Convenience and price have been the deciding factors for choosing a printer.
- Confirm printing and completion of Continuing Education Certificates a month prior to the conference.
- Have conference planners send registration list to Database Chair 2 weeks prior to conference.

- * Attend mid-year board meeting (location to be determined on a year to year basis) if the Executive Board feels there is enough business to discuss. Expenses will be paid by AZVT.
- * Ensure that all conference bills are submitted to the treasurer by December 1st. Bills for the conference must be paid in the same fiscal year as the conference.
- * Term is for one year.

KEY DATES FOR THE VICE PRESIDENT:

- * Monthly Contact Local Arrangements Chair.
Contact Executive Board.
Contact Program Chair.
- * November 1 Contact Corporate Sponsorship Chair.
Contact committee chairs related to annual conference to be sure they know their responsibilities.
- * March 15 Be sure Convention Awareness Chair has sent out notices of the conference.
- * April 1 Contact Corporate Sponsorship Chair.
- * August 1 Check with Proceedings Editor.
Be sure program has gone to print.
Confirm printing of Continuing Education Certificates.
- * September 1 Be sure Database Chair has registration list for conference.

SECRETARY

OBJECTIVE: To record, preserve, and document information and communications for the organization.

REQUIREMENTS: This position requires phone and mailing privileges, and access to a computer. Computer knowledge is necessary. FAX privileges and E-mail access required.

DUTIES:

- * On receipt of membership notification from the Database Chair send renewing member a membership form letter, and a membership card that has membership number in upper right hand corner and membership category in lower left hand corner.
- *Send new members a copy of the By-laws, a membership form letter, and a membership card.
- *Processing of Registration forms is coordinated between the Local Arrangements Chair and the Treasurer. All modifications to registration forms can be edited by the Secretary if the Local Arrangements Chair needs assistance. A completed roster of all conference attendees can be sent to the Treasurer.
- *Handle all correspondence to people requesting information about AZVT and memberships.
- *Print membership applications, membership cards, stationery, and envelopes (professional printing whenever needed).
- *Keep available all masters for form letters
- *Keep copy of Database of all members with pertinent information, address, region, etc.
- *Responsible for maintaining the Association's tape recorder and laser pointer.
- *Read the minutes from previous AZVT conference at the annual meeting, noting any correction.
- *Record the minutes from present AZVT conference to be corrected by AZVT President, President Elect, Vice- president, Executive Director, and Treasurer, then give finalized copy to Newsletter Editor for printing in October newsletter.
- *Provide necessary training to new Secretary at end of term during officer orientation at election year's conference.
- *Notify all officers, committees, and members of their election, nomination, or appointment by August 30.
- *Submit mid-year and annual reports to the President.
- *Attend mid-year meeting, (place to be determined). Expenses paid by AZVT.

- *Receive nominations for elected positions and provide ballots in the newsletter or by a separate mailing prior to that year's conference. Include a short biography on the nominees.
- *Provide Executive Director and President with a list of past and present elected officers for attendance/invitation to that year's executive committee meeting.
- *Maintain a copy of the By-laws in a database and store the updated version obtained by the By-laws Committee Chair. Provide professional printing of By-laws if needed.
- *Provide address labels to outside organizations (i.e., for job postings) with address labels. The organization is charged \$10.00 for the address labels. If for AZVT business, the labels are free to members.
- *Provide a list of Institutional memberships to the Proceedings Editor for automatic distribution of current year proceedings to those members.
- *Send Proceedings to Library of Congress by December.
- *Term is for two years.

KEY DATES FOR THE SECRETARY:

- *September 30 Provide minutes of annual meeting to Newsletter Editor for publication in October newsletter
- *December 1 Submit conference proceedings to Library of Congress
- * April 1 Record nominations for officers.
- * June 1 Provide postcard ballots for July newsletter.
- *August 30 Notify officers of election

TREASURER

- OBJECTIVE:** To preserve and document all financial transactions for AZVT.
- REQUIREMENTS:** This position requires access to a computer and computer knowledge.
E-mail access
- DUTIES:**
- *Tax ID number is 36-3265101. AZVT is incorporated in the State of Illinois under the Not for Profit Act – File# N5299-160-9. AZVT is exempt from Federal income tax under section 510 (a) of the Internal Revenue Code.

 - *Oversee Accountant

 - *Get on-line access to our bank accounts to be able to check/watch account activity
 - *Submit Original receipts to accountant with Reimbursement form. Give accountant OK for the reimbursement to be made with pertinent information (amount, to whom, address to mail check to and what it is for).

 - *Write receipts to those who request one – primarily at conference.

 - *Submit checks to accountant for deposit, specify what the money is for.

 - *Be in close communication with conference host/registrar. Send all conference checks and original invoices to accountant. Itemized and approved by you. Keep copy for your records.

 - *Be sure hosting site (website) bill is paid every year. Due in May.

 - *Domain name is paid through 6/20/2015 to Network Solutions.

*Submit year-to-date budget at yearly conference for members and submit copy to Newsletter editor for to be printed in Newsletter.

*Attend mid-year meeting if Executive Board feels there is enough business to discuss. Expenses will be paid by AZVT.

*Term is for two years.

MEMBERSHIP COORDINATOR

OBJECTIVE: To maintain and expand membership

REQUIREMENTS: This position requires phone, copy, email and mailing privileges

DUTIES:

- *Mail renewal letters to all AZVT members using form letter provided.
- *Request renewal postcards, letterhead, labels, and envelopes from the secretary.
- *All correspondence should be reviewed by the Executive Board prior to mailings.
- *Send annual membership solicitation letter to all zoos, aquariums, wildlife facilities, exotic clinics, and accredited vet tech schools not currently in AZVT.
- *Submit bi-annual reports to the President.
- *Review eligibility for membership categories on questionable memberships.
- *Verify employment status as needed.
- *Contact applicants, if necessary, for further information or clarification.
- *Maintain a record of committee activities for succeeding chairs. File a copy of the record with the secretary.

KEY DATES FOR THE MEMBERSHIP COORDINATOR:

- *November 1 Mail international renewal letters.
- *December 30 Mail domestic renewal letters.
- *March 1 Annual membership solicitation to zoos, aquariums, wildlife facilities, exotic clinics, and accredited vet tech schools.
- * May 1 Bi-annual reports to the President.
- September 1

DATABASE CHAIR

OBJECTIVE: Maintain the AZVT membership database at a permanent location
Print directory.

REQUIREMENTS:E-mail, fax, phone, computer with Windows 95.

DUTIES:

- * Maintain and update AZVT database.
- *Receive and process membership applications. Fill out bottom of form labeled FOR OFFICE USE ONLY. The numbering system is simply #1 through ? as memberships are processed. If a membership is a duplicate (i.e. if someone renews twice in the same year) then the member should also be notified and have the choice of a refund or use of funds for the following year. Also include the check number on the original membership application.
- Provide a list of members by regions to the Membership Coordinator.
- *Provide installation diskettes to new executive board members.
- * Update membership data for the executive board, newsletter editor, Membership Coordinator.
- *Review eligibility for membership categories on questionable memberships.
- *Verify employment status as needed.
- *Contact applicants, if necessary, for further information or clarification.
- *If membership status remains questionable, decisions should be made jointly with the Executive Board.
- * Send checks regularly to the treasurer with the check summary report.
- *Print AZVT directory by December 1 each year. The Directory should include the following:
 - An alphabetical listing of the AZVT membership which includes members' names and employment address, phone, fax numbers and e-mail address. Where there is no employment address on the application forms, the home address and phone number will be used unless the member requests this information not be released.
 - A listing, alphabetically by state or province, of institutions and their AZVT members.
- *Once the directory is published, the chair shall see that each AZVT member receives one.
- *Directories remaining after the mailing will be sent to the Secretary for new members.

*Submit mid-year and annual reports to the President.

*Maintain a record of committee activities for succeeding chair. File a copy with the Secretary.

KEY DATE FOR THE DATABASE CHAIR:

*December Print and distribute directory

May 1 and September 1 Submit midyear and annual reports to the President

NEWSLETTER EDITOR & ASSISTANT EDITOR

OBJECTIVE: Publication of the Association Newsletter.

REQUIREMENTS: It is a necessity that the Newsletter Editor have access to a computer, Phone privileges and email required and access to a FAX is highly desirable.

DUTIES:

*Responsible for the publication of a quarterly newsletter containing AZVT related information. Newsletters will be published the first weeks of January, April, July, and October.

*Editor will submit all receipts for reimbursable expenses incurred to the Treasurer in a timely fashion. If items must be paid for in advance, a cash advance may be obtained from the Treasurer followed by submission of receipts.

*New/renewing members joining prior to 1 July are entitled to four (4) newsletters for that membership year. Members joining after 1 July are entitled to the last two (2) newsletters for that year. This will necessitate a supply of extra newsletters for retroactive mailing to those individuals. They should be sent by the Editor to the Secretary for distribution.

•Submit a mid-year and annual report to the President.

•The Assistant Editor will be responsible for recruiting items for each newsletter.

•The Assistant Editor will serve as copy editor for the newsletter.

Newsletter Guidelines

The newsletter *will*:

*Be printed on grey paper with black type.

*Be printed on recycled paper.

*Be of the size 8" x 11" folded (paper size 11" x 17"). Number of pages need not be fixed and will be up to the editor.

*Always display the AZVT logo and letter from the President or Executive Director on the front page.

*Be printed using columns as the primary format. Columns need not be used where the shape of printed items does not lend itself to columns.

***Each of the four issues** should include the following columns or items:

- Job Announcements

- Blank membership application form (membership categories are optional with the exception of the December issue which will contain the membership categories)

- Letter from the President or Executive Director

- Conference update
- New members welcome and listing

- AZVT business

*A **minimum of two issues** should include the following columns or items:

- Blank T-shirt/Sweatshirt order form

- Blank Proceedings order form

*The **October issue** should include the minutes from the annual meeting.

*The **April issue** should include the year-end financial statement and treasurer's report.

*The newsletter *will not*:

Include copyrighted articles, pictures or cartoons without the consent of the author. It is the Newsletter Editors responsibility to obtain that consent.

All other information printed will be at the discretion of the Newsletter Editor.

STANDARD NEWSLETTER ITEMS:

OCTOBER- Letter from the Executive Director

- Upcoming conference update
- Recent conference summary/evaluations
- List of new officers and committee chairs
- T-shirt order form
- New members listing
- Membership application form
- Minutes of annual conference business meeting
- Job openings
- Change officer contact list
- Next submission deadline

JANUARY- Letter from the President

- Upcoming conference update
- Call for nominations for officers
- Call for abstracts for conference
- Paper submission deadlines
- Call for mid-year reports
- New members listing

- Membership application form
- Proceedings order form
- Lifetime Service nomination form
- Year-end financial report
- Job openings

- APRIL
- Letter from the President
 - Upcoming conference update
 - Call for bids to host conference 2 years away
 - Biographies of candidates for office
 - Ballot postcard
 - T-shirt order form
 - New members listing
 - Membership application form
 - Job openings

- JULY-
- Letter from the President
 - Upcoming conference update
 - New members listing
 - Membership application form
 - Proceedings order form
 - Job openings
 - Mid-year meeting update

LAURIE PAGE-PECK SCHOLARSHIP COMMITTEE CHAIRPERSON

OBJECTIVE: To promote awareness of the scholarship program, to coordinate all phases of selection and editing papers submitted for competition.

REQUIREMENTS: Telephone, fax, photocopying, email, and mailing privileges

DUTIES:

Recruit and select committee members** for the year's competition. Maintain communication and deadlines with committee throughout the year. *Note:** committee members who are reviewing an application from a student at their own institution must withdraw from the vote on a winning candidate for that year..

- Communicate with Program Chairperson

- Submit mid-year and annual report to the President.

***Scholarship announcement mailing.** (See Sample 1) Information about the Scholarship including its purpose, restrictions, criteria, topic submission, paper format, formal guidelines, selection process, deadline dates, and other pertinent information should be mailed **no later than 15 September** of each year, to Medical Technology programs, Veterinary Technology programs, Zoo Internship programs, and Veterinary Technician Internship programs

***Review abstract submission.** Topic/abstract submission deadline is the same as the conference program committee's, usually 1 March. Following Program Chairperson guidelines, abstracts are evaluated (see Sample 2) by Scholarship Committee members. Selection of qualifying abstracts is made. All students are notified of selection results by mail. Qualifying students will receive editorial comments and Guideline for Authors to assist with first draft preparation, as well as deadline for first draft. (See Sample 3)

***First draft review.** First drafts are due to chairperson no later than **1 May**. Each draft submitted is distributed to committee members for review. Editorial comments are condensed and returned to student-authors for revisions. Deadline for revision is provided to students.

***Final draft for selection of Winning paper.** Final drafts are due no later than **1 June**. Committee members will review, evaluate, and select recipient by **5 June**. (See Sample 4) Copy of winning paper is sent to appropriate Section Chairperson for editing. Contact winner for final edits. Recipient must return Proceedings-ready paper to Program Chairperson no later than **14 June**.

- Notify committee of final selection of scholarship recipient. **Note:** scholarship does **NOT** have to be awarded, pending quality and pertinence of submissions to AZVT.
- Inform and submit copy of winning paper to Executive Director and President before announcement is made.
- Inform applicants of competition outcome.
- Prepare announcement for AZVT newsletter

*Assist winning applicant in preparation for final paper submission (final editorial comments, etc.) and **deadline for all final materials to Program Chairperson by 1 July**. Program Chairperson will provide copy of Guidelines for Presentation.

- Contact Local Arrangements Person to send Conference Packet to recipient
- Contact Treasurer regarding payment of scholarship expenses for student
- Contact winning student monthly to check progress, answer questions

*Maintain a record of committee activities for succeeding chair. File copy with the secretary.

SOME KEY DATES FOR THE SCHOLARSHIP CHAIR:

*September 15 Scholarship announcement mailing.

*March 1 Abstract submission deadline.
Bi-annual reports to President.

* May 1 First drafts due to committee.

* June 1 Final drafts due to committee.

* June 5 Select winner.

*June 14 Final paper submitted.

* July 1 All materials to Program Chair.
Bi-annual reports to President.

GRANT COMMITTEE CHAIRPERSON

OBJECTIVE: To coordinate all phases of grant announcement, selection of winner and disbursement of award. Grant is designed to enable AZVT members to explore and support conservation through scientific, medical and educational projects utilizing veterinary technician skills in non-traditional settings or environments by offering financial assistance.

REQUIREMENTS: Phone, fax, e-mail

DUTIES:

- Recruit and select committee members
- Announce grant availability and post application in Newsletter
- Evaluate applications and recommend winner
- Maintain communication with Executive Board/President Elect—receive approval
 - To announce winner and disburse funds
- Notify winner and communicate expectations
- Monitor disbursement of funds

KEY DATES: December 15 – Newsletter deadline for announcement and application
March 15 – Deadline for applications
Midyear report
Annual Report

ASSOCIATION OF ZOO VETERINARY TECHNICIANS

GRANT PROPOSAL PROTOCOL

The Association of Zoo Veterinary Technicians (AZVT) will consider grant applications from active or associate members. Consideration will go towards zoo, veterinary, or conservation projects that need support other than what the member's zoo or employer will provide.

Grant monies will be awarded to approved projects, annually, in amounts ranging from \$500.00-\$5000.00, depending on project requirements, number of approved projects within a fiscal year, and available AZVT funds. Allotted payment in the form of reimbursement will be awarded directly to the selected AZVT member.

Written applications and abstracts should be submitted to the Grant Committee. Each year, the deadline for application submission will be the 15th of February.

Proposals should be in a concise written format. Applicants should supply project title, goal and a description of expected methods, a list of known expenses and/or equipment needs, project participants, and date of expected completion. If the project is a continuing one, the applicant should state the time of their involvement with the project. The grant proposal should have the written approval of the project's principle investigator.

Within two years (with updates to the committee every 6 months) of the project approval and issuance of grant monies, AZVT will require a presentation from the recipient describing the project and if/how the grant benefited the out-come. If the recipient does not present the required information, or does not provide AZVT with an acceptable date to delay a report, AZVT can require repayment of the grant monies.

Drafted by:

Deborah A. Maloy, R.V.T.
March, 2004
Revised July, 2004
Revised April, 2005
Deborah Maloy, R.V.T.
Margaret Michaels, C.V.T.

ASSOCIATION OF ZOO VETERINARY TECHNICIANS
GRANT APPLICATION FORM

Name of Person Requesting Grant: _____

Date of Request: _____

Home address: _____

Home telephone: _____ **Home e-mail:** _____

Work address: _____

Work telephone: _____ **Work e-mail:** _____

Work fax: _____

Applicant's background (professional and educational):

AZVT Application Form
Page 2

Project

Title: _____

Project period (start and completion dates): _____

Relevance of project to AZVT:

How will the project be monitored and evaluated?

Amount requested:\$ _____

Project Budget (if applicable):

Revenue
(by source)

Expenses
(by category)

Submitted by: _____

Signature: _____ **Date:** _____

Please attach grant proposal.

ASSOCIATION OF ZOO VETERINARY TECHNICIANS

GRANT COMMITTEE

SUBMISSION EVALUATION FORM

REVIEWER'S NAME:

GRANT PROJECT TITLE:

SUBMITTER:

Committee Member:

Please read the attached grant proposal carefully and evaluate it based on the following questions. Circle the number that best represents your opinion for each question with 1 being "no" and 5 "absolutely".

Committee members' scores will be tallied and averaged for each entry. Awards of grants will be considered to applicants whose score totals 25 or higher.

- | | | | | | |
|--|---|---|---|---|---|
| 1) Is the scope of the proposed project plausible for the deadlines? | 1 | 2 | 3 | 4 | 5 |
| 2) Is the project relevant to AZVT members? | 1 | 2 | 3 | 4 | 5 |
| 3) Would the project continue to be relevant/valuable to AZVT members? | 1 | 2 | 3 | 4 | 5 |
| 4) Will this project be useful as a guideline to facilitate future projects? | 1 | 2 | 3 | 4 | 5 |
| 5) Does the funding request seem reasonable? | 1 | 2 | 3 | 4 | 5 |
| 6) Will this project incorporate traditional veterinary technician skills? | 1 | 2 | 3 | 4 | 5 |
| 7) Has the applicant been a contributing member of AZVT? | 1 | 2 | 3 | 4 | 5 |

Comments:

Do you have any questions for the applicant?

Please fax or e-mail this form to: Grant Committee Chair

SALES and MARKETING CHAIR

OBJECTIVE:To implement the sales of AZVT T-shirts and sweatshirts and other products to earn income for the Association. To monitor the use of the AZVT logo.

REQUIREMENTS:

DUTIES:

- *Maintain and store all sales stock.
- *Handle all sales and shipping of orders.
- *Promptly submit all checks and monies from sales to the Treasurer for bank deposit. Checks and money orders will be made out to AZVT.
- *Purchase and have printed all shirts and logo patches. A minimum of three (3) bids will be obtained and sent to the President for authorization of purchase.
- *Submit receipts/invoices to the Treasurer for payment. If items must be paid for in advance, a cash advance may be obtained from the Treasurer followed by submission of receipts.
- *Maintain a purchase, sales/shipping and inventory log and provide an annual report, in writing, of this log to the Treasurer.
- *Provide changes of pertinent information such as address for payment, address for orders and cost changes, to the Newsletter Editor.
- *Whenever possible, will arrange for T-Shirts & patches to be available for sale at the annual conference.
- *Prices will be as follows until further notice:
 - T-shirts: \$15.00
 - Patches: \$7.00
 - Sweatshirts: \$20.00
 - **THESE PRICES SUBJECT TO CHANGE—CHECK WITH
TREASURER AND COMMITTEE CHAIR IF PRICE IS DIFFERENT
- *Submit mid-year and annual report to the President.
- *Maintain a record of committee activities for succeeding chair. File a copy with the Secretary.

HISTORIAN

OBJECTIVE: To record and preserve pertinent information regarding the history of AZVT.

REQUIREMENTS:

DUTIES:

- *Retrieve all historical information from the previous chair.
- *Maintain and store all archives. This will include past and present information, records, and documentation of all types (i.e. newsletters, conference programs, proceedings, photographs, memberships, etc.).
- *Provide as complete a documentation as possible on all official AZVT activities.
- *Oversee the historical committee and its collection of AZVT historical information.
- *Refer to the Executive Director any historical questions the committee cannot answer.
- *Sort, organize, and collate historical information received from all committee chairs and the executive board.
- *Maintain a record of committee activities for succeeding chair. File a copy with the secretary.

LOCAL ARRANGEMENTS CHAIR

OBJECTIVE: To organize the annual convention on the local level.

REQUIREMENTS: This position requires phone, email and fax privileges. If the local arrangements person does not live at the conference site, prior experience organizing a conference is advantageous.

BENEFITS: Free conference registration to the primary organizer - limited to one individual.

DUTIES:

*Follow the conference planning manual for detailed tasks.

- Two years prior to the conference being organized, the chair's contact person on the Executive Board is the current President. The year prior to the conference, the Local Arrangements Chair should communicate regularly and often with the Vice-president.
- Arranging and putting on a conference requires assistance from local volunteers—recruit willing zoo staff, docents etc. to assist during the conference with such areas as registration, zoo tours, pre and post conference tours, etc.

•The Local Arrangements Chair may be required to recruit presentations from local sources should the Program Chair be unable to recruit the numbers needed.

* Conference sites are chosen at the annual business meeting 2 years prior to the conference. Those wishing to be considered for conference sites should:

- Obtain support from their institution's director/CEO, preferably in writing, prior to the conference.
- Be prepared to give a short presentation to the membership at the annual business meeting.

- Local Arrangements Chair is responsible for arrangements for hotel, transportation, scheduling, and registration packets.
- Plans can be made using an average attendance of 80 people (the organization currently consists of approximately 250 members)

*Registration packets should be sent to the membership at least 2 months prior to the conference.

*Once the Program Chair provides the LAC with presentation requirements, the LAC is responsible for communicating directly with the Audio Visual coordinator to ensure that all AV needs are met for each presentation. Also assure that the AV coordinator makes arrangements (reservations) for hotel room, travel, etc. AZVT will reimburse all expenses incurred by the AV coordinator.

*Maintain a record of committee activities for succeeding chair. File copy with Secretary.

*Meet newsletter deadlines with conference updates. December 15, March 15, June 15, and September 15.. The newsletter will be published in January, April, July, and October.

PROGRAM CHAIR

OBJECTIVE: To direct and organize the annual conference program. To coordinate abstract and paper submissions for the conference program. To oversee the review process of abstracts and paper presentations by section chairpersons. Act as a communication link between section chairs, Local Arrangements Chair and Vice-president. To maintain deadlines and arrange program schedule.

REQUIREMENTS: Phone, fax, email, and mailing privileges .

DUTIES:

- *Set deadlines for abstract submission, paper review, and paper submission to Proceedings. Submit by September 15 to Newsletter Editor for October newsletter.
- *Place 'Call for Abstracts' in newsletter directly following conference. Include information on how abstract should be submitted, i.e., double-spaced, etc., explain process of submission, review, etc.
- *Contact all section chairs to insure comprehension of abstract review process, deadlines, and solicitation of papers (assign list of people to contact who have shown an interest at the conference to present papers in the future), and review of papers (content, spelling, format).
- *As abstracts arrive, fax or email one copy of abstract and a review form to each section chair.
- *As review forms are completed, compile suggestions and corrections on a review form and mail to presenter along with a copy of the 'Paper Protocol,' and 'Paper Presentation Suggestions'. Include the submission deadline for the paper review. Presenter should be informed of which section chair paper should be mailed to for review, include rules for paper submission.
- *Communicate with section chairs, in writing or by telephone monthly, to insure abstract and paper reviews are being done in a timely fashion. Make sure papers are also being scrutinized for format (no bold, italicized, font changes, etc.) and on the proper Word Perfect 5.0 of 5.1.
- *Communicate with Local Arrangements Chair regarding conference schedule.
- *Communicate with Vice-president giving progress reports, approximately every 2 months, weekly closer to conference time.
- *Forward a written progress report to Executive Board for mid-year meeting if requested.
- *Write update article for next April newsletter, sample of topics for next conference.
- *Arrange program schedule in conjunction with Local Arrangements Chair and Vice-president.

- *Schedule should include title of presentation, presenter's name, credentials, and institution. Prepare alphabetical list of 'Program Participants' to include presenter's name, credentials, and institution for conference Program. Prepare a list of 'Program Committee' to include Program Chairperson, section chairpersons, and institution. List any persons whose help you would like to acknowledge in program. Send to Vice-president for preparation of printed conference program.
- *Keep listing of audio-visual needs for each presenter, request biographies from presenters, and notify each of presentation slot.
- *Copy survey forms to take to conference. A conference-session evaluation should go to all persons attending conference. A speaker evaluation should go to all presenters.
- *Maintain a record of committee activities for succeeding chair. File copy with Secretary.

CONFERENCE SECTION CHAIRS

OBJECTIVE: To solicit paper presentations for the upcoming conference. To review abstracts, review and edit papers before publication in the AZVT proceedings. To chair and moderate sections of presentations and subsequent discussions during the conference.

REQUIREMENTS: Phone, email and fax privileges.

DUTIES:

- * Each chair will have an assigned section, i.e., Hospital Procedures, Innovations/Updates, Clinical Pathology, Case Studies.
- *Presenters from the preceding conference will be contacted by section chair for upcoming conference presentations.
- *Abstract reviews will be completed in a timely manner, by all members of the committee, as they are received from the Program Chair.
- *Papers for each particular section will not be reviewed by the entire committee, only by the section chair. **It is very important the paper be reviewed for content as well as spelling, grammar, and format.**
- *Instructions to the presenter regarding formatting should also be included in the editing and review process
- *Particular attention should be paid to format of paper (**no bold, italics, font changes, tabs, indents, etc**). The Proceedings Editor should not have any editing of papers to do when she receives the diskette.
- *Communication with the Program Chair is essential. Ideas need to be passed around, questions answered, and problems solved.
- *Sessions of the conference will be chaired by section chairs, including introduction of speakers and assistance with audio/visual requirements.
- *Each chair of the day should introduce themselves to the presenters of that day so that each presenter knows who to look for if there are any last minute changes to be made, i.e. audio visual.
- *The chair will maintain a record of committee activities for succeeding chairs. A copy will be filed with the Secretary.

ASSOCIATION OF ZOO VETERINARY TECHNICIANS PAPER PROTOCOL

The AZVT paper protocol committee has established this protocol to directly improve the quality and professionalism of our proceedings and conferences. As education and professionalism escalate in our profession, we can generate recognition and respect from our peers. With respect and credibility, we can command higher salaries, improve our working conditions and create a status we can all be proud of. With this in mind, a comprehensive protocol has been written.

General topic sectioning would potentially balance the conference presentations, providing a more comprehensive program. Unlike AAZV, animal kingdom sectioning would not be applicable to our field. Therefore, the following sectioning is recommended:

1. Case Studies
2. Clinical Pathology
3. Hospital Procedures
4. Innovations/Updates

Section chairpersons have been appointed for the above topics. Each section chairperson will be responsible for reviewing papers pertaining to his/her topic.

Abstracts will be called for in the AZVT newsletter with a deadline for submission. They should be submitted for review by the committee of section chairpersons and the committee chairman. The abstracts will be accepted, accepted with revisions, or not accepted. The abstract will be returned to the presenter with the handout "Paper Presentation Suggestions" and informed of the section chairperson that the completed paper should be submitted to for review. The reviewing process will encompass content, format, and grammar. Recommendations for improvements will be made, and returned to the submitter for corrections. The section chairpersons will eliminate poor quality papers from being presented. This process would directly elevate the overall quality of the conference.

Rules for submission of papers:

1. Speakers will submit a full scientific article to be published in the Proceedings.
2. An author may submit more than one paper.
3. The material presented at the conference must be based on the same information submitted in the paper.
4. Papers should be submitted in **both hard copy (1 copy) and on a diskette (2 copies)** 5 1/4" or 3 1/2" in any major IBM compatible word processing format (**I THINK WE ARE DOING THIS VIA EMAIL ONLY THESE DAYS—DOUBLE CHECK WITH NINA ON THIS)). Name file with first initial, last name, and year. Example: jdoe99 **Be safe - keep a backup of your document for editing purposes.** Graphs, charts, and other relevant graphics are to be included on the computer diskette. **Be sure all are clearly and completely labeled.** These materials are submitted to the authors' Section Chair. The Chairs will forward all final material to the Proceedings Chair.
5. Papers must be submitted in English.
6. Deadlines are at the discretion of the Program Chair and will be published in the newsletter.

IF THE FINISHED PAPER IS NOT SUBMITTED IN TIME TO BE EDITED AND SUBMITTED FOR PUBLICATION BY THE SECTION CHAIR ONLY THE ABSTRACT WILL BE PUBLISHED. THE PAPER MAY NOT BE HANDED OUT AT THE CONFERENCE UNLESS IT HAS BEEN EDITED BY THE SECTION CHAIR AND APPROVED BY THE EXECUTIVE COMMITTEE.

7. Abstracts should be double spaced.

Finished papers should be single spaced.

8. Margins should be 1" and justified left and right

9. Pages should **not** be sequentially numbered, nor have the author's name on the top of every page.

10. Title should appear in CAPITAL LETTERS at the top of the first page only, **NOT** on a separate paper.

11. The name and academic degrees of all authors should be listed after the title, at the top of the page. These should be followed by current affiliations and addresses.

12. Photographs cannot be printed in the Proceedings.

13. Please provide relevant lists, tables, charts, graphs, figures, etc. from your presentation that readers may find useful. Please remember that your audience includes many members of AZVT who are not in attendance.

14. **REMINDER:** There should be no formatting of your paper, this means do not **bold**, underline, *italicize*, change fonts, tab, indent, etc.

PROCEEDINGS EDITOR

OBJECTIVE: Receive edited papers from the section chairs and compile into a finished proceedings for publication and distribution at the annual conference. To work with a publishing firm to coordinate the publishing and shipping of the yearly proceedings.

REQUIREMENTS: Computer knowledge. Phone, fax, email and mailing privileges. A time commitment of 60+ hours at the end of the summer and beginning of autumn.

DUTIES:

- * Coordinate deadlines for paper submission with the Program Chair in order to ensure sufficient time for proceedings to be finalized, printed, and distributed.
- * Ensure that all papers are in the same font and format as prescribed in the 'AZVT Paper Protocol'.
- * Arrange papers according to how they will be presented at conference.
- * Compile fully edited papers into a book format for publication.
- * Work with publisher on color, paper quality, and photos.
- * Arrange for shipment and storage of the proceedings (At this time extra proceedings are being stored by Joel Pond at Lincoln Park Zoo)
- * Send a copy of proceedings to Secretary for Library of Congress.
- * Maintain a record of committee activities for succeeding chair. File a copy with the Secretary.

CONFERENCE AWARENESS CHAIR

OBJECTIVE: Increase awareness of the AZVT annual conference to other zoo and veterinary technological professionals by placing AZVT annual conference announcements in professional publications.

REQUIREMENTS:Mailing privileges

DUTIES:

* Chair is responsible for placing AZVT annual conference announcements in professional publications. Announcements should be mailed to: Association of American Zoological Parks and Aquariums, The Association of American Zoo Keepers Forum, the Association of Zoo Veterinarians, The Journal of Reptilian and Amphibian Veterinarians, the Association of Canadian Zoological Parks and Aquarium, the Journal for the North American Veterinary Technician Association.

*Veterinary technology programs and associations should also be notified of the conference.

*Additional announcements may be mailed to any AAZPA accredited zoo or aquarium.

*Announcements should be mailed by the end of March.

*Announcements may vary in format and style, however they should be printed on AZVT letterhead.

•Submit mid-year and annual reports to the Vice-president.

•Committee chair should maintain a record of committee activities for succeeding chair. File a copy with the Secretary.

KEY DATES FOR CONFERENCE AWARENESS CHAIR:

*March 31 Mail conference announcement to interested associations.

* June 1 Bi-annual reports to the Vice-president.

September 1

Addresses for associations that should be notified every year:

American Association of Zoo Keepers Inc.
Animal Keeper Forum 635 Gage Blvd. Topeka, KS 66606
Contact: Susan Chan Susan.Chan@aazk.org

North American Veterinary Technicians Association (NAVTA)
PO Box 224 Battle Ground, IN 47920
Contact: Carlene Decker cadecker@illicom.net

Association of Reptilian and Amphibian Veterinarians
Contact: Ken Harkowitz Harkherp@aol.com

Veterinary Laboratory Association
2105 W. 6th Avenue, Suite H
Broomfield, CO 80020

Canadian Association of Zoological Parks and Aquariums
C/O David Banks
Calgary Zoo PO Box 3036 Station B
Calgary, Alberta T2M 4R8 Canada

American Association of Zoo Veterinarians
3400 W. Girard Avenue Philadelphia, PA 19104
Contact: Dr Tom Curro tqcurro@gmail.com

Association of Avian Veterinarians
AAV Central Office PO Box 811720 Boca Raton, FL 33481
Contact: Kathy Lyon AAVPublications@aol.com

American Veterinary Medical Association
Journal of The American Veterinary Medical Association
1931 N. Meacham Road Suite 100 Schaumburg, IL 60131-4360
Contact: Christina Digiovanni CDigioivanni@avma.org

Zoonews Digest
Contact: Peter Dickinson peterd482001@yahoo.co.uk

Veterinary Practice News
P O Box 6050 Mission Viejo, CA 92690
Contact: Marylin Iturri MIturri@bowtieinc.com

Association of Zoos and Aquariums
Contact: Tom Lewthwaite tlewthwaite@aza.org

Examples of Announcements:

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11/24/2007

- 40 -

Announcements For Newsletters:

The Association of Zoo Veterinary Technicians will be hosting their Thirteenth Annual Conference October 6-10, 1993 at the St. Louis Zoo, St. Louis, MO. If you would like more information please contact Barbara Jenness at the St. Louis Zoo (314) 781-0900, EXT. 391.

Announcements to be mailed to Veterinary Colleges, Veterinary Technology Programs and AAZPA accredited zoos:

The Association of Zoo Veterinary Technicians will be hosting their Thirteenth Annual Conference October 6-10, 1993 at the St. Louis Zoo, St. Louis, MO. Meeting topics will include zoo veterinarian/zoo veterinary technician working relationships, exotic animal microbiology, mycobacterial diseases in reptiles, radiographic technique charts, marine animal stranding network, and more. If you would like more information please contact Barbara Jenness at the St. Louis Zoo (314) 781-0900, EXT. 391.

CORPORATE SPONSOR CHAIR

OBJECTIVE: To recruit corporate sponsors for AZVT.

REQUIREMENTS: Phone, email and mailing privileges

DUTIES:

- *Have as a goal the raising of at least \$3000.00 U.S.
- * Communicate monthly with the Vice-president and Local Arrangements Chair regarding the status of sponsors.
- Submit mid-year and annual reports to the President
- *Communicate with AZVT members across the country regarding local sponsors.
- *Gather information from committee regarding potential national sponsors and delegate responsibility of contacting sponsors to committee members.
- *General correspondence, including contact of potential sponsors, and informing the persons in charge of the annual conference of any incoming money or items donated by the corporate sponsors.
- *Each letter should be followed up with a phone call to assure that the potential sponsor received the letter. In many cases this prompts a more rapid response from the potential donor.
- *All money donated to AZVT for the annual conference or any other reason, will be mailed directly to the Treasurer. Checks should be made payable to AZVT.
- *Items donated for the annual conference (pens, note pads, etc.) should be mailed directly to the Local Arrangements Chair. If this is not feasible, the Corporate Sponsor Chair shall be responsible for making other arrangements.
- *The best time to begin asking for donations is in advance of a company's fiscal year before a budget for the potential sponsor has been established.
- *Responsibilities also include following up with a thank you letter to the sponsor.
- *Preparation and presentation of an annual report, to be provided to the President before the annual conference.
- *Immediately after the conference of the previous year, thank you letters to companies who provided sponsorship should be written. The thank you should include mention of the item or amount donated, a copy of the program and a highlight or two of the conference
- *In November or December the first letters of solicitation should be sent to companies solicited in the past. The success of the previous conference should be

mentioned in addition to the beginning plans for the next years conference.
Introduce our organization to companies who are not familiar with us.

- *Companies tend to procrastinate, and not commit to donations until close to August or September. Follow up letters should be sent again in about May or June.
- *Acknowledgements should be sent to companies who take the time to respond to your requests regardless of whether they donate or not.
- *All correspondence will be on AZVT letterhead. Committee members should be provided with enough letterhead and envelopes to fulfill their duties. Copies of letterhead are not acceptable. Letterhead and envelopes can be obtained from the Secretary.
- *Chair will maintain a record of committee activities for succeeding chair. File copy with the Secretary.

KEY DATES FOR THE CORPORATE SPONSOR CHAIR:

- *October 15 Thank you letters sent following conference.
- *November 1 Letter of solicitation mailed for next year's corporate sponsorship of conference.
- * May 1 Follow-up solicitation letter.