

# Josette Svitter Continuing Education Fund

## **Mission Statement:**

The Josette Svitter Continuing Education Fund was developed to stimulate individual growth in veterinary management and leadership through advanced education.

## **Objective:**

Provide aid to individuals in the veterinary profession who wish to enhance their current management and leadership skills.

## **Overview:**

Applicants will follow the criteria and guidelines established in this document for participation for the selection process.

The WVPMA Executive Board will review each application for eligibility and relevancy and determine whether or not the applicant is approved.

Payment will be made directly to the scholarship recipient or employer once course proof of payment has been submitted to the Treasurer.

Send proof of payment to: [wvpmatreasurer@gmail.com](mailto:wvpmatreasurer@gmail.com)

## **Criteria:**

Applicant must work in a veterinary clinic at least 20 hours a week

Applicant must work at least 50% of their time in a management capacity

Applicant must be an active member in good standing of the WVPMA and attended 50% (1) of the meetings in the year prior to application as well as to date of the application.

Applicant cannot be a member of the WVPMA Executive Board, or affiliated with the institution or entity providing the course.

The requested course must be relevant to the advancement of Applicant's professional goals and / or current work responsibilities.

Applicant is eligible for one (1) grant up to \$500.00 every three (3) calendar years with a maximum accumulation of no more than 3 lifetime awards. Priority will be given to those who have never received an award.

## **Application Guidelines:**

Applicant to provide a detailed summary of the course(s) being taken, background/biography of speaker(s) if available, and the institution/entity sponsoring the class.

Provide the number of CE units or credits to be awarded upon completion of the course (if applicable).

Obtain a professional letter of recommendation, which demonstrates good character, good management skills, interest in the profession as stated in the application, and relevancy to the course the Applicant is requesting.

The WVPMA reserves the right to review the course materials, application, and all expenses for suitability prior to approval.

Expenses will be reimbursed either in total, or in part at the WVPMA Executive Board's discretion.

The WVPMA reserves the right to make no award in a given year should no applications be submitted, or meet the program's criteria, or if funds are unavailable.

### **Expenses Covered:**

Event Registration

Print Materials / Course work

### **Expenses Not Covered:**

Meals

Alcohol

Additional lodging beyond educational event

Guest's expenses

Recreational activities

Lodging

Transportation