



Guidelines for Corporate Sponsors and Student Corporate Representatives

The Tuskegee University College of Veterinary Medicine (TUCVM) has longed welcomed and continues to welcome and encourage collaborations with our colleagues in the corporate sector. Our principles and guidelines are based upon full disclosure, accountability, adherence to Tuskegee University (TU) and TUCVM policies and equitable access for corporate sponsors that operate within the mission of TU and TUCVM. Though we do not endorse products or specific statements made by corporate sponsors, TUCVM gratefully acknowledges and deeply appreciate their financial, educational, and intellectual support. We recognize that these sponsors are among many that contribute to the excellence of the veterinary profession, and we will always consider additional sponsors who would like to contribute to the success of our students. We further recognize that corporate exposure can help students prepare for choices they will make upon entering the profession as veterinarians.

This document is meant to be a guide for the students and their sponsors to help ensure that we maintain the professional relationships needed for dialogue with student representatives, the various corporations they represent, key corporate personnel, faculty, and staff. All corporate sponsorships with student representatives shall focus on student learning activities that benefit the students, and not for selling of products and materials. These interactions are overseen by the Office of Student Affairs (OSA) in the TUCVM which have reporting responsibilities to the Dean of the TUCVM, Vice-President of Student Affairs at TU and other pertinent TU administrative officials.

Update on Existing Corporate Sponsors

For those on-going and longstanding corporate sponsors, we say "Thank you." For points of clarity, accountability, and file update we ask that you supply the following information on an annual basis, going forward:

- Name(s) of student representative
- Name of company student(s) represent
- Brief description of the company
- Contact information of the company person supervising student rep
- Duties required of the student(s) by the company
- Benefits for the student rep (e.g., payment, travel, other gifts)
- Processes in place for choosing new student representatives
- Activities sponsored by the company during the past academic year
- Faculty advisor



Please submit this information to:

Ms. Latesha Howard, Administrative Assistant
Office of Student Affairs
Tuskegee University
College of Veterinary Medicine
Patterson Hall
Tuskegee, AL 36088
Ph: (334) 727-8736
Email: lhoward@tuskegee.edu

Process Involved in Acquiring New Corporate Sponsorship

We value the role played by corporate sponsors in helping to facilitate our educational programs at the Tuskegee University College of Veterinary Medicine. These activities stand to benefit students matriculating through our veterinary training as well as potentially aiding them in their selection of specific career choices beyond veterinary school. On the other hand, too much activity by way of meetings, external presentations, workshops, etc. tends to frustrate students as they simply don't have the time in their schedules to accommodate every interaction. This is where the Office of Student Affairs (OSA) comes in and serves as a gatekeeper, so to speak. So, new corporations desiring to sponsor student activities must apply through the process listed below. The decision to accept and approve a corporation rest with the Office of Student Affairs.

1. All applying companies must contact the Administrative Assistant of the OSA and indicate interest at the address below by email, or U.S. mail:

Ms. Latesha Howard, Administrative Assistant
Office of Student Affairs
Tuskegee University
College of Veterinary Medicine
Patterson Hall
Tuskegee, AL 36088
Ph: (334) 727-8736
Email: lhoward@tuskegee.edu

2. Complete the application by supplying the following information:
 - a. Name of the corporation/company
 - b. Years in existence
 - c. Mission of the corporation



- d. Number of employees
 - e. Number of veterinary schools the corporation currently supports
 - f. Corporation's contact person with their contact information
 - g. Proposed benefits to TUCVM by the corporative association
 - h. Proposed benefits expected by the corporation from the TUCVM association
 - i. Nature of engagement with TUCVM (ie., presentations, wet labs, workshops)
 - j. Number of student reps to be supported by corporation
 - k. Proposed rate of pay for student reps and other benefits
 - l. Expectations of student reps
 - m. Classification level preferred for student reps (1st---4th year)
 - n. If available, submit flyer, brochure, website address, etc., further introducing the corporation
3. Once all required material has been collected, the application material is submitted to the Administrative Assistant in the OSA. The Administrative Assistant will compile all material and review for completeness, requesting additional materials and/or clarification where necessary. The completed packet of material will be forwarded to the Director of Student Affairs for review and final approval. The corporate contact person will be informed of the final Approval/Denial by the OSA Administrative Assistant of the OSA Director.

Administrative Fees

All Student Organizations with a Student Corporate Representative shall be annually assessed \$200 per approved student representative. Administrative fees must be paid prior to onboarding or continuation of a Student Corporate Representative.

Note: the administrative fee does not apply to Student Clubs operating under SAVMA sponsorship. Send payment to:

Tuskegee University, College of Veterinary Medicine (TUCVM)
ATTENTION: TUCVM Office of Student Affairs, Patterson Hall #115
1200 West Montgomery Rd
Tuskegee AL. 36088



Guidelines for Student Corporate Representatives

All students that are corporate representatives must be registered in the OSA and **MUST** be in Good Academic Standing to participate. Student Registration with OSA shall include the following information:

- Name(s) of student representative
- Name of corporation student(s) represent
- Brief description of the corporation
- Contact information of the corporate person supervising student rep
- Duties required of the student(s) by the corporation
- Benefits for the student rep (e.g., payment, travel, other gifts)
- Process in place for choosing new student reps
- Activities sponsored by the company during the past academic year (Fall---Spring) such as 'lunch and learns', wet labs, and donations provided by the corporation to the TUCVM, products provided, and other educational impacts that document the benefits of the association with the TUCVM
- Faculty/Staff advisor(s)

It is the responsibility of the student representative to keep the above information up to date and submitted to the OSA on an annual basis (by the end of the spring semester, covering the academic year).

Guidelines For Hiring a New Corporate Representative

When a corporation seeks assistance in hiring a new or replacement student representative, the corporation's contact person will work with the Director of Student Affairs to ensure that an announcement is afforded to all eligible students (those in Good Academic Standing and maintaining at least a GPA of 2.5). The corporate contact person may interview eligible replacements and even get recommendations from the outgoing representative. The corporate contact person informs the Director of Student Affairs of the corporation's selection and, pending approval by the Director, the student is registered in the OSA as a student representative for the respective corporation.

Guidelines For All Student-Based Entities in the TUCVM, Including Corporate Sponsorships, Student Clubs, and Student Class Activities

Veterinary Student Organizations Registration

Veterinary student organizations (including 1st, 2nd, 3rd, and 4th year classes) are required to submit an annual registration form to the Office of Student Affairs on or



before October 15 of each school year. These forms may be obtained from the OSA and include (1) name of organization (2) names of officers, their positions and contact information (3) name of faculty advisor(s) (4) activities or projects planned for the year. Since SAVMA is an umbrella organization for clubs and classes within the TUCVM, a copy of its statement of purpose, constitution and by-laws must be on file in the OSA of the TUCVM and the University's Office of the Director of Student Life and Development in Suite 400, Tompkins Hall. The required Annual Student Clubs forms/documents shall be sent to:

Mr. Eugene Johnson, Activity Coordinator
Office of Student Affairs
Tuskegee University
College of Veterinary Medicine
Patterson Hall
Tuskegee, AL 36088
Ph: (334) 724-4718
Email: ejohnson@tuskegee.edu

Faculty/Staff Advisors

Each student organization, including clubs, veterinary classes, 1st, 2nd, 3rd, and 4th year and corporate sponsorships shall have a faculty advisor(s). Each student leader is responsible for identifying and requesting a member of the faculty to serve as advisor. For the faculty advisor, this voluntary service may be quite engaging and should be categorized as "Service" in the overall faculty responsibilities of Teaching, Research and Service. The staff advisor for all TUCVM organizations is the Director of Student Affairs. The responsibilities of the faculty/staff advisor include:

1. Counseling and advising the organization's members and officers regarding their boundaries and responsibilities in keeping with University regulations
2. Attending meetings and other activities sponsored by the organization
3. Assisting in planning and implementation of programs and activities
4. Serving as liaison between the organization, faculty, and administration
5. Signature endorsement of events sponsored by the organization, prior to submission to OSA

Sponsored Events and Activities

Student organizations including clubs, classes, and corporate sponsorships must notify the OSA of all proposed sponsored activities and events by completing an "Student Activity Request Form" located on the TU>TUCVM>OSA>Forms website. This form should be completed and submitted to the OSA at least 7 school days prior



to the scheduled event/activity. Veterinary student organizations are not permitted to provide funds or other resources for the purchase of alcoholic beverages, liquor, or controlled substances for consumption at any of their on-campus or off-campus sponsored events. Students are not allowed to display paraphernalia related to the use of alcoholic beverages or narcotics.

Speakers Invited by Student Organizations (Classes, Clubs, Corporate Sponsorships)

The OSA must be notified when speakers are to be invited to give presentations on or off campus. An "Invited Speakers" form is to be obtained from TUCVM>OSA>Forms website, completed by the Organization personnel, endorsed by the Faculty/Staff Advisor and submitted to the OSA for approval. This should be done well in advance of the presentation as not to conflict with other activities that may be scheduled at that time. Pertinent information on the speaker such as biographic information (summary of CV, Resume), contact information, and topic of presentation must be supplied.

Other TUCVM Policies

Email

The College's email system cannot be used by student officers of classes, clubs, and/or student representatives to send mass messages, advertisements, or announcements to other classes, faculty, or staff in the College without permission from the OSA.

Marketing Material

Marketing materials cannot use the College's nor University's name nor logos without permission from the TUCVM, nor can they imply endorsement by the College of any products or materials.

The student Handbook may be consulted to provide additional information regarding student affairs.

Revised January 31, 2023

Submitted by: Anthony W. McCloud Date: 1/31/2023
Anthony W. McCloud, Director, TUCVM OSA

Approved by: Ruby L. Perry Date: 1/31/2023
Ruby L. Perry, Dean, TUCVM