

How do I start a student chapter?

- Confirm with your institution if there is anything you need to do on their end to form a group/club
- Verify with your school if the chapter will be allowed to set up a bank account through school
- Go to https://cdn.ymaws.com/www.navta.net/resource/resmgr/scnavta/scnavta_application2018.pdf
- Complete the SCNAVTA application and the Chapter's Advisor membership application
- Complete the Chapter's goals and activities for the upcoming year
- Mail the SCNAVTA application, Advisor's membership application, and list of goals and activities to 1931 N Meacham Rd, Schaumburg, IL 60173
- Download the constitution
- Hold a meeting with your students so you can go over the constitution and they can nominate and elect officers of their chapter
- Fill out and file the constitution with your advisor

Can I complete the necessary paperwork to start a new chapter on line?

- Not completely
 - o You must print and fill out the required application
 - o If paying by credit card, you can scan in the paperwork and email it to scnavta@navta.net
 - o If paying by check, mail it 1931 N Meacham Rd, Schaumburg, IL 60173

How long will it take for my new chapter to be active?

- New chapters are considered Active as soon as the payment clears, and the application is processed in the database

What is expected of an advisor?

- Must be an active member of NAVTA
- Must attend the general meetings and at least one executive committee meeting per semester
- The advisor and director of the veterinary technology program must meet at least twice a year to discuss chapter business and projects
- The advisor shall act as the liaison between NAVTA executive committee and the college administration and the chapter and report any pertinent matters of general meetings
- The advisor shall give advice on business transactions, organizational matters and offer counsel and advice when necessary
- The advisor shall assist the chapter in promoting and understanding the veterinary technology profession and its relationship to the veterinary medical profession and the general public

- The advisor shall make any necessary changes to the chapter on the SCNAVTA website.

What is expected of an officer?

Below is a list of suggested officers and duties of each officer. However, these can be modified to suit each chapter's needs.

- President:
 - o Shall preside over all meetings of the Executive Committee and Chapter Membership meetings
 - o Coordinate the agenda of the meetings with the Executive Committee
 - o Represent the Chapter in all matters
 - o Oversee that the Executive Committee and the Committee chairpersons are informed of the activities and operations of the Chapter
 - o Monitor the progress of each committee
 - o Encourage interest and active participation in the Chapter by members, and report on activities to the Chapter
 - o In cooperation with the Treasurer and Finance Committee, help develop, recommend, and oversee fundraising and expenditures of funds
 - o Act as a spokesperson to the public, press and related organizations
 - o Shall not vote except in the case of a tie
 - o Promote the veterinary medical profession, the veterinary technology profession and their veterinary technology program
- Vice President
 - o Aid the President in his/her duties
- Secretary
 - o Record the minutes of the Executive Committee and Chapter Membership meetings
 - o Maintain a file of all standing and ad hoc committee meeting minutes for a period of one year
 - o Maintain a complete and accurate list of all Chapter members
 - o Assist in forming Chapter members about meetings, continuing education programs and other activities
 - o Assist in correspondences of the Executive Committee or Chapter
 - o Turn over all records within one week of completion of his/her term
- Treasurer
 - o Individually keep an itemized account of all receipts and disbursements for a period of one year
 - o Give a verbal report of the Chapter's financial standing at the Executive Committee meetings and Chapter Membership meetings
 - o Sign money orders and/or checks for the Chapter, being the only officer permitted to do so
 - o Be the chairperson of the Finance Committee
 - o Receive and have charge of all funds of the Chapter, deposit such funds in a bank designated by the Executive Committee and provide for expenditure of

- Chapter funds as directed by the Executive Committee. The Treasurer may not disburse funds without following Chapter protocol.
 - o Submit current lists of names and addresses of all members to the Secretary as dues are received
 - o Deliver, within one week after the end of his/her term of office, all money, vouchers, books, and papers of the Chapter that he/she has in his/her custody to the newly elected Treasurer
- Student Affairs Representative
 - o Carry out duties as directed by the Chapter

What should be included in our bylaws?

- Each chapter can create their own bylaws, so they suit their chapter's needs. The bylaws are a document that states how you want your particular chapter to run. They should include at least the following topics: what is required of an active member, how your chapter officers are elected, the duties of each officer, what happens when an officer or member does not follow the bylaws, how elections are held, quorum requirements, how and when chapter and executive meetings will be held, and the rules, regulations and expectations of the chapter.

What are the benefits of a SCNAVTA?

- Enable students to experience the responsibilities that go along with being a member of a profession along with a professional organization.
 - o Promote veterinary technology
 - o Give back to the community through volunteer efforts
 - o Hold an elected office
 - o Follow a constitution
 - o Setting a budget
- Access to educational materials
- Access to VTNE prep material
- Networking, help build your career
- Job Postings
- Connect your own students especially if an on-line program
- Quarterly Journal – provides information on current issues
- Educate public about our profession
- Promote and strengthen our profession - voice for the profession within the field by influencing policy and regulation, monitors legislation
- Scholarships
- Work on skill sets during volunteering events
- Mentoring from upperclassman
- Development of leadership skills

Do we need to report anything to NAVTA throughout the year?

- No, but it is highly recommended you report what your chapter is doing by sending it to the journal at editor@navta.net or SCNAVTA at scnavta@navta.net.

How will I know it's time to renew our membership?

- All memberships end on 12/31/19. You will receive a renewal email reminder.

How do I renew our chapter membership?

- Go to:
https://cdn.ymaws.com/www.navta.net/resource/resmgr/scnavta/SCNAVTA_Renewal.pdf
- Fill out the renewal form, chapter advisor renewal form, and chapter's goals and activities for the upcoming year.
- Email payment and the form to scnavta@navta.net or mail a hard copy to 1931 N Meacham Rd, Schaumburg, IL 60173

How do I add/delete students?

- Log into your Master SCNAVTA Account:
 - o Go to www.navta.net
 - o Click "sign in"
 - o Using your SCNAVTA username and password, sign into your account.
 - o This will take you to your SCNAVTA account homepage.
- Top right, click on "welcome" drop down
- On the left-hand side of the page, click on the "Information & Settings" tab
- Across the top of this section, you will see "Preferences", "Sub-Accounts", etc., Click "Sub-Accounts"
- This will display the number of sub-accounts or "seats" you have and how many you have available.
- It will also display a "sub-account direct link" which your students will use to create their individual accounts under your SCNAVTA account.
- To invite new students to create their sub account, scroll down to the area below the direct link and enter your students' email addresses in the space provided. Click "send Invite". If you already have a student email list, you can simply copy and paste the link into your own email and send it to them.
- The link will direct students to a log in page where they can create their own accounts.
- Please remind them to be sure to list their institution in the "Organization" field in the application, as this ties their account back to your Student Chapter.
- To delete students, go the bottom of the page. You will see a list of all active student accounts. Click the red X next to the students' names you which to delete.

How do I make updates or changes to our chapter?

- Log into your Master SCNAVTA Account:
 - o Go to www.navta.net
 - o Click "sign in"
 - o Using your SCNAVTA username and password, sign into your account.

- o This will take you to your SCNAVTA account homepage.
- At the top of your SCNAVTA account homepage, you will see “welcome” and the name of your SCNAVTA, with a small arrow to the right.
- Click the arrow to produce a drop-down menu which includes “Account + Settings”, “Invoices” and “Sign out”
- Select “Account + Settings”
- This will take you to a page which has your profile details and a menu on the left side which includes “Profile”, “Information & Settings”, “Payments & History”, “Contents and Features” and “Professional Development”
- With the “Profile” tab highlighted, you can make changes to the SCNAVTA profile.

How do I order recognition cords?

- Recognition cords are for active club members that have contributed to their chapter
- Go to:
https://www.navta.net/resource/resmgr/scnavta/SCNAVTA_Honor_Cords_2019_upd.pdf
- Fully complete the Request form for SCNAVTA Cords
- Email it to scnavta@navta.net at least 2 weeks prior to graduation
- The cords will be mailed to the advisor
- Be sure to include your graduates’ mailing addresses and email addresses so we can send them a congratulation email and change their membership to a standard student membership for the remaining part of the year.

What are some fundraiser ideas?

Below is a list of fundraiser activities if your chapter is allowed to or needs to do fundraising. Be sure to double check with your school regarding their regulations before conducting any fundraisers.

- Dog washes
- Pocket pet washes
- Nail trim clinics
- Sub sales
- T-shirts for your students
- Animal T-shirts for general public
- Stethoscope sales
- Coupon books like Sheetz Coupon Books
- Bake sales for humans
- Bake sales for animals
- Animal magnets

What are some community service/educational ideas?

- Animal safety talks at daycares
- Booths at fairs educating the public on various topics like exotics

- Volunteer at local rescues
- Fundraise for local rescues
- Volunteer at rabies clinics
- Volunteer with other organizations like the Medical Reserve Corps Veterinary Component to provide not only basic first aid, but information about disaster preparedness and the importance of sterilization.
- Visit local elementary schools.

What are some educational field trip ideas?

- Research facilities
- Rehab centers
- Veterinary referral centers
- Zoo hospitals
- Various rescue organizations

What are some tips to keep your chapter engaged?

- Maintain contact with your executive members
- Send ideas to your executive members

Does NAVTA offer any scholarship opportunities?

- As SCNAVTA becomes aware of scholarship opportunities they are posted on:
<https://www.navta.net/page/scholarships>