



Professional CE sponsorship Policies

(Approved September 2017)

ARAV recognizes the value sponsoring and promoting other professional veterinary, herpetological, and conservation organizations' reptile and amphibian medicine and surgery continuing education and scientific symposia and conferences. To further promote both ARAV and the advancement of the profession ARAV will provide financial sponsorship in accordance with the following policies.

- An expense category will be created in the yearly ARAV budget for “Veterinary symposia/conference sponsorship”
 - The budgeted amount will vary from year to year as determined by the ARAV budget and finance committee, ARAV treasurer as the chair of said committee, and as approved by the board of directors.
 - Expenses exceeding the budgeted amount will need to be approved by the ARAV board of directors
- All requests will be reviewed and approved by the ARAV board of directors
 - Priority will be given to those events with ARAV members as speakers or organizers
 - No events that directly compete with the ARAV annual conference or ARAV international conferences (Icare, others.) will be considered
 - Events will be considered to be “directly competing” if they are targeting the same type of veterinarians, in the same region, or at the same time of year
- The amount of financial sponsorship will correlate with the value of the exposure provided to ARAV by the event
 - This can include the number of ways ARAV’s logo, website link, membership marketing printed or electronic materials, and other ARAV materials are exposed to the attendees or potential attendees
 - International events, national events, regional/state and finally local events will be prioritized in that order
 - The number of expected attendees
 - The percentage of expected attendees planned at the specific herpetological medicine events
 - The accessibility of the event to a wider audience.
- A request for sponsorship must be made at least 3 months in advance of the event.
- Requests should be made through the on-line form (<https://docs.google.com/forms/d/1dklg1Rn6kEfvGyi5VbUAXG4Eb5pa2ys34WIKZaGifJk/edit>). Alternatively a formal email or letter may be directed towards the ARAV Board of Directors, the Executive Director, or the website ARAV.org and that letter must include:
 - A description of the sponsored event and how it relates to ARAV
 - Detailed cost of sponsorship with a list of value provided by event



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- Specific time and location of event
- The applicant organization will be notified in writing when its request is approved or disapproved. Promotional materials for the event containing the ARAV name or logo may not be disseminated without ARAV approval.
- NO individual shall benefit monetarily as a result of this sponsorship. The benefits of this sponsorship must go to an educational event, conference, or symposium.