

## Recommended Pathology Club Maintenance Procedures

The ACVP Student Engagement Committee presents the following list of recommendations for ACVP-recognized Pathology Club student officers and faculty advisor(s). These guidelines are intended to help pathology clubs maintain necessary records for annual club reporting to ACVP and to assist ACVP in providing support to pathology clubs.

### After new officers are elected

- Meet with faculty advisor(s) to discuss officer roles and goals for the pathology club
- Review club constitutions/bylaws and initiate revision if necessary
- Complete any activities necessary for financial transition for the club (i.e., account or signature privileges in case of officer turnover)
- Update officer and club membership lists and contact information
- Review information to needed for annual report to ACVP

### During the academic year

- Meet with faculty advisor(s) as needed to maintain club activities
- Locate W9 or W8 tax form for the pathology club to receive Travel Award funds (to be submitted with December annual report)
- **Maintain “living document” (i.e., spreadsheet on Google Drive, OneDrive, etc.) to track club activities across the calendar year and maintained between the officer team and faculty advisor(s).** Important information to maintain includes:
  - General data: Club officer and advisor names and contact information, number of meetings, members, wet labs, guest speakers during the *calendar* year
  - Training program data: Number of students applying for and accepted into pathology training programs (anatomic, clinical, residences/internships)
  - Financial data: Does your club receive financial travel support to the ACVP annual meeting from ACVP, your college/department or other fundraising events? Did any members receive travel grants for externships?
  - Other important activities to highlight (e.g., social events, educational outreach, etc.)

### After the annual ACVP meeting

- **Log meeting-specific information in “living document”**, including:
  - Number of members who attended, including their names

- Number of members presented, including their presentations titles
- Feedback on student-oriented events (e.g., veterinary student breakfast, “Meet the Pathologists” panel, veterinary student-resident forum)
- **Submit annual report including the required tax form (W9 or W8) to ACVP by the **deadline** to qualify for Pathology Club Travel Award**

Before officer term ends

- Meet with faculty advisor(s) to discuss successes and points of improvement for incoming officer team
- **Pass necessary information on to the incoming officers**
- **Update “living document” so that is up to date for the incoming officer team**

Watch the [ACVP Veterinary Student Engagement page](#) for the most current information on all of the above.