



**AAAP Foundation
Policy and Procedure Manual
Adopted August 5, 2016
Last Revision January 26, 2026**

AAAP Foundation Mission

To advance poultry health, welfare, and food safety by providing financial support for education, creating meaningful professional experiences, and recognizing innovation and excellence in the field.

AAAP Foundation Vision Statement

Building a Legacy by Supporting Education, Creating Experiences and Recognizing Excellence in the Poultry Industry

Policies and Procedures Manual

The governing documents of the association include the following:

- (1) Articles of Incorporation;
- (2) Bylaws;
- (3) Policies and Procedures Manual; and
- (4) Operating Handbooks.

The Articles of Incorporation are superior to all other governing documents. The Bylaws are superior to the Manual which includes policies, selected procedures, and selected administrative rules and regulations. The Manual is superior to the Operating Handbooks. In the event a provision of a document is in conflict with the provision of another document, the provision in the superior document will prevail.

Policy 200.0 AAAP Foundation Board of Directors

The AAAP Foundation Board of Directors will consist of a Foundation President, a Foundation President-Elect, and the AAAP Inc. Board of Directors. All will be voting members except the Student Director, who still participates in all board activities.

The AAAP, Inc. President, President-Elect and Past President will serve as directors on the AAAP Foundation board. The Executive Vice President of AAAP Inc. will serve as Executive Vice President for the AAAP Foundation. All AAAP Foundation Past Presidents are considered ex officio members of the Foundation Board of Directors, but with no voting rights.

Policy 200.1 Election of President-Elect

- Section 1: The President-Elect shall be elected by the AAAP Foundation Board of Directors. The AAAP Foundation President-Elect must have the following qualifications:
- A. A AAAP Foundation President-Elect candidate shall be a AAAP member for at least 10 years.
 - B. A AAAP Foundation President-Elect shall have held a leadership position in AAAP Inc. or AAAP Foundation. (Board director or officer, committee chair, AVMA representative, Affiliated Group Representative)

Section 2: Election Procedure

- A. The Nominations Committee will seek candidates who are qualified to be placed on the ballot. The Nominations Committee will notify prospective candidates of the terms of office and duties of the President-Elect and President.
- B. The AAAP Office will send notification of an opening for AAAP Foundation President-Elect to all AAAP members in March of the year of the election. Election will take place at the annual meeting. Interested members may notify the Nominations Committee and be placed on the ballot if qualified.
- C. The election will take place during the AAAP Foundation Board of Directors annual meeting. Voting shall proceed as follows:
 - a. If there is more than one candidate for AAAP Foundation President-Elect, a ballot listing the candidates will be distributed to the AAAP Foundation Board members. (Provided that a quorum is met.)
 - b. The candidate receiving the majority vote is elected.
 - c. If there is a single candidate for AAAP Foundation President-Elect, a voice vote will be taken by the AAAP Foundation Board members. If the majority votes in favor of the candidate, he/she is elected. If not, then the position remains open until the nominating committee brings forth a candidate for a new election. A new election must take place within two months of the failed election.
 - d. If a tie vote occurs, the name of each tied candidate will be placed in a vessel and the candidate whose name is drawn is elected.
 - e. The AAAP Foundation President-Elect and President shall take office immediately after the annual Board of Directors meeting in which the election took place.

Section 3: Terms of Office

- A. The term of office for the President and President-Elect is three years each.
- B. Past AAAP Foundation Presidents may serve again if elected. A current President may complete her/his term as President and immediately serve again as President-Elect.

Bylaws reference: Article V, Board of Directors; section 5-01, 5-02, and 5-03.

Policy 200.2 Duties of Officers

Section 1: Duties of the President

- A: The President shall preside over all meetings of the Foundation, shall be ex-officio member of all committees except the Nominations Committee, and shall perform the usual duties of such office.

B: The President shall appoint the Foundation committee chairs.

C: The President shall conduct or supervise a yearly review of the Policy and Procedures manual.

Section 2: Duties of the President-Elect

The President-Elect shall be an ex-officio member of all committees, except the Nominations Committee, shall preside at meetings in absence of the President and shall succeed to the office of President.

Section 3: Duties of the Executive Vice President

The Executive Vice President shall serve as the chief executive officer (CEO) and secretary of the Foundation. He/she shall conduct or delegate business affairs of the organization, collect donations, issue receipts, draw vouchers and pay bills and expenses. He/she shall arrange for safe keeping of funds including investments, shall keep records of all transactions and submit a yearly statement of financial affairs to the membership. He/she shall keep minutes of all meetings and shall perform the usual duties of an Executive Vice President and such other duties as are assigned by the President.

Policy 200.3 Duties of the Directors

The Directors shall act upon business matters requiring immediate action that may arise from time to time and that do not require action or approval from the membership. The primary purpose of the Board of Directors is to provide fiduciary oversight and set policies and goals that accomplish the mission of the Foundation.

Bylaws reference: Article VI, Section 6-09 Delegation of Officers' Duties; Article IV, Section 4-01 Membership

Policy 300.0 AAAP Foundation Committees

The AAAP Foundation has the following committees:

- a. Nominations Committee
- b. Financial Engagement Committee
- c. Scholarship Committee
- d. Externship Grant Committee
- e. Awards Committee
- f. Travel Grant Committee

All committees except for the Nominations Committee must have a minimum of a chairperson, chair-elect, past chair, and core committee members. In addition, committees may have members who attend and participate in meetings but do not vote.

Committees are directly responsible to the Board of Directors through the AAAP office. Committees may not commit to expenditure of funds and may not express opinions or represent positions in the name of the Foundation unless specifically authorized by the Board.

It is the responsibility of the AAAP Foundation President to approve all committee chairs each year.

Section 1: Chair and Chair-Elect, and Past Chair Positions

A chair-elect will be appointed by the AAAP Foundation President. The chair-elect will assume the position of chair on completion of the chair's term. If the chair is unable to complete his/her term, the chair-elect will assume the position of chair and the President will appoint a new chair-elect to fill the vacancy for that term. The chair can serve as past chair after completing a term as chair of the committee. A past chair may be reappointed as chair elect.

Section 2: Committee Members

If a committee has a single task such as determining scholarship or award winners, a rotation of committee members on and off the committee is preferred. The standard term for a committee member is 3 years. Other committees do not require terms for committee members but should require terms for chair positions. Care should be taken that the committee composition represents a diversity in region, age, gender and ethnicity of the membership.

Policy 300.1 Duties of the Committee Chairperson

Section 1: Committee Work Plan

The chairperson will develop a work plan that will allow the committee to effectively and efficiently discharge its responsibilities for the year, coordinating with the administrative staff as needed. He/she will develop agendas and conduct committee meetings.

Section 2: Committee Reports

Committee chairs will report to the Board of Directors at the Foundation's annual Board of Directors meeting, as well as the meeting in conjunction with IPPE. A written annual report is due to the Executive Director within 30 days of the IPPE meeting and the annual meeting. The report must contain a listing of the committee's members, including each member's start and end date of term, if terms are used.

Policy 300.2 Nominations Committee

Section 1: Committee Composition

The AAAP Foundation Nominations Committee will be formed every three years for the purpose of nominating a AAAP Foundation President-Elect. The committee shall consist

of 3 members of the AAAP selected by the President, President Elect and Executive Vice President and approved by the Foundation Board. Care should be taken that the committee composition represents a diversity in region, age, gender and ethnicity of the membership. The committee shall be led by a chair appointed by the President.

Section 2: Task

The task of the Nominations Committee is to present a list of candidates for AAAP Foundation President-Elect to the AAAP Foundation Board of Directors. The list must be delivered to the AAAP office no later than 30 days before the scheduled election of a new President-Elect. The list should be no fewer than one name and no more than four names.

Section 3: Key Roles and Responsibilities

- A. AAAP Foundation Nominations Committee Responsibilities
 - a. The committee will meet to identify candidates for the position taking careful consideration of the candidate's experience, previous work with the AAAP Foundation or similar foundations, and broadly looking at a range of candidates so that persons holding the President position over a period of time represent a diversity in region, age, gender and ethnicity. Candidates should have held a leadership position in AAAP Inc. or AAAP Foundation (Board director or officer, committee chair, AVMA representative, Affiliated Group Representative). Candidates will be listed in order of preference.
- B. AAAP Foundation Nominations Committee Chair Responsibilities
 - a. The chair of the committee will contact or appoint a committee member to contact, prospective candidates in the order listed by the Nominations Committee and describe the duties and responsibilities of the President-Elect and President positions. A prospective candidate must indicate that she/he is willing to serve before being placed on the list.
 - b. May: The chair will add any member who self nominates as part of the open nominations process once the AAAP office has confirmed the candidate meets the criteria to hold the office.
 - c. June: The chair will prepare a ballot and submit it to the AAAP office no later than 30 days before the election.
- C. AAAP Office Responsibilities and Deadlines
 - a. July/August: The AAAP office will notify the AAAP Foundation President in his/her third year of presidency that a Nomination Committee must be formed.
 - b. August: Hold a meeting with the AAAP Foundation President, President-Elect and Executive Vice President to select Nominations Committee members.
 - c. September: Hold an electronic board vote to approve the Nominations Committee chair and members.
 - d. March: The AAAP office will send notification of an opening for AAAP Foundation President- Elect to all AAAP members in March of the year of the election.
 - e. March: The AAAP office will confirm that a member seeking to be President, meets the criteria for that office. To be qualified to serve as AAAP Foundation President-Elect and AAAP Foundation President, a person must be a AAAP member for a minimum of 10 years and have held a leadership position in AAAP.

- f. April: The AAAP office will notify the Nominations Committee chair of any member who has requested and is qualified to be added to the ballot.
- g. July/August: The AAAP office will notify all candidates of the results of the election.

Policy 300.3 Financial Engagement Committee

Section 1: Committee Composition

The AAAP Foundation Financial Engagement Committee will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task of the AAAP Foundation Financial Engagement Committee is to raise funds for the Foundation so that the Foundation may further its mission of advancing poultry health, welfare, and food safety by providing financial support for education, creating meaningful professional experiences, and recognizing innovation and excellence in the field.

Section 3: Key Roles and Responsibilities

- A. AAAP Foundation Financial Engagement Committee Responsibilities
 - a. Develop projects to raise money for the Foundation.
 - b. Present projects to the AAAP Foundation Board of Directors for approval.
 - c. Implement approved projects.
 - d. Approve design and/or content of project materials created by AAAP office or other entity.
 - e. Annually review and evaluate completed projects including:
 - i. AAAP Foundation Giving Guilds ensuring new members are added before the annual meeting.
- B. AAAP Foundation Financial Engagement Committee Chair Responsibilities
 - a. Develop and implement a minimum of 1 project per year.
 - b. Prepare agendas and conduct a minimum of 3 committee meetings per year.
 - c. Prepare or supervise project proposals to the AAAP Foundation BOD.
 - d. Organize the workflow for implementation of all approved projects.
 - e. Communicate with committee members to see that projects are implemented on time.
 - f. Communicate with the AAAP Foundation BOD and AAAP office regarding project plans, implementation and needs.
 - g. July: Report to the AAAP Foundation Board at the AAAP Annual Meeting.
 - i. Project Plans
 - ii. Project Financials
 - iii. Project Evaluations
 - iv. Other relevant information
 - h. Submit a written report to the Executive Director within 30 days before the IPPE meeting and Annual BOD meeting each year, including a committee roster with terms. If requested by the board, a final report will follow within 30 days after the meetings.
- C. AAAP Office Responsibilities
 - a. Create or make arrangements for design work for project materials.
 - b. Make arrangements for any functions or materials that require contracts or payment.
 - c. Provide contact information and/or communicate with AAAP members regarding projects.

- d. Receive and process all contributions to the AAAP Foundation.
- e. June: Inform Financial Engagement Committee of new Giving Guild members before the annual meeting.

Policy 300.4 Scholarship Committee

Section 1: Committee Composition

The Scholarship Committee composition will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task of the Scholarship Committee is to announce, review, and make recommendations to the Foundation Board any undergraduate and professional student scholarships that are sponsored, in part or in whole, by the AAAP Foundation.

Section 3: Key Roles and Responsibilities

- A. Scholarship Committee Responsibilities
 - a. January: Review criteria for scholarships, and forward recommended changes to the Foundation Board for approval.
 - b. August: Review the application and scholarship advertisement materials.
 - c. September: Announce the availability of scholarship applications.
 - d. November: Review applications and select recipients.
- B. Scholarship Chair Responsibilities
 - a. December: Create a committee work plan to review applications. This should be completed before the January AAAP Foundation Board of Directors meeting.
 - b. January: Compile results of committee scoring of applicants.
 - c. January: Request approval of scholarship recipients from the AAAP Foundation BOD at the January BOD meeting.
 - d. July: Report to the AAAP Foundation BOD at the AAAP Foundation BOD annual meeting.
 - i. Recipients of each scholarship for the current calendar year.
 - ii. Number and quality of applications.
 - iii. Any suggested updates/changes to the application process and the scholarship program.
 - iv. Committee evaluation of scholarship criteria after review.
 - e. Submit a written report to the Executive Director within 30 days before the IPPE meeting and Annual BOD meeting each year, including a committee roster with terms. If requested by the board, a final report will follow within 30 days after the meetings.
- C. AAAP Office Responsibilities and Deadlines
 - a. November 1: Application Deadline
 - b. November 10: Send applications to Poultry Scholarship Committee for review.
 - c. January: Update scholarship advertisement materials; brochure, flyers etc.
 - d. January: Reach out to companies who annually fund scholarships.
 - e. January 31: Notify all applicants by email.
 - f. February: Send out press release for scholarship winners.

- g. February: Send final report to Merck for scholarship grant.
- h. February: Pay out scholarship monies to recipients.
- i. February: Update the website and electronic forms for next year's scholarship application.
- j. March: Apply for annually funded grants (ie Merck).
- k. April: List Poultry Scholarship winners in the Spring newsletter.
- l. July: Recognize Poultry Scholarship winners at the AAAP Awards Luncheon.
- m. August: List Poultry Scholarship winners in the JAVMA report.
- n. September: Advertise all scholarships.

Policy 300.5 Externship Grant Committee

Section 1: Committee Composition

The Externship Grant Committee will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task of the Externship Grant committee is to facilitate learning experiences for students by soliciting and selecting recipients; developing and vetting externship sites, and regularly reviewing the criteria for selection of the worthiest students.

Section 3: Key Roles and Responsibilities

- A. Externship Grant Committee Responsibilities
 - a. August: Review and update externship opportunities to ensure current contact information and description.
 - b. August: Review application and scholarship advertisement materials as needed.
 - c. November: Review applications and select recipients.
 - d. January: Review criteria for award.
 - e. July: Review externship evaluations, narrative statements and evaluations of externs.
- B. Externship Grant Committee Chair Responsibilities
 - a. December: Develop a work plan for committee review of applications to be completed before the January AAAP Foundation Board of Directors meeting.
 - b. June: Develop a work plan for committee review of externship sites.
 - c. January: Request approval of externship recipients from the AAAP Foundation BOD at the January BOD meeting.
 - d. July: Prepare the agenda and conduct the annual Externship Grant Committee meeting (at annual meeting).
 - e. July: Report to the AAAP Foundation BOD at the annual meeting.
 - i. Recipients of the award for the current and previous calendar years.
 - ii. Amount given out to date for the current grant recipients.
 - iii. Amount given out for the previous year's scholarship recipients.
 - iv. Companies and schools attended by externs in the previous calendar year.
 - v. Overview of experiences reported by externs and sponsors in the previous calendar year.
 - vi. Any updates/changes to the externship site list.

- vii. Annual report on student retention as AAAP members and tenure.
 - f. Submit a written report to the Executive Director within 30 days before the IPPE meeting and Annual BOD meeting each year, including a committee roster with terms. If requested by the board, a final report will follow within 30 days after the meetings.
- C. AAAP Office Responsibilities and Deadlines
 - a. November 1: Application Deadline
 - b. November 10: Package and send applications to Externship Committee for review.
 - c. January: Update scholarship advertisement materials; brochure, flyers etc.
 - d. January: Reach out to companies who annually fund grants.
 - e. January 31: Notify applicants by email.
 - f. February: Update the website and electronic forms for next year's scholarship application.
 - g. March 30: Students' deadline for notifying office of externship plans.
 - h. Throughout the year: Pay out the grant as students finish their externship and submit their expenses and evaluations.
 - i. April: List Externship Grant winners in the Spring newsletter.
 - j. July: Recognize Externship Grant winners at the AAAP Awards Luncheon.
 - k. August: List Externship Grant winners in the JAVMA report.
 - l. August: Update, as instructed by Externship Grant Committee, the externship site list on the website.

Policy 300.6 Awards Committee

Section 1: Committee Composition

The AAAP Awards Committee will follow the standard structure for committees as outlined in Policy 300.0. Additionally, Core Committee Members will represent the diversity of the AAAP with an equal representation of members from these sector groups: academia, research/government, and industry.

Section 2: Task

The task of the Awards Committee is to select the recipients for all AAAP Foundation awards according to the criteria established by the particular award.

AAAP Foundation/AAAP Professional awards chosen by the Awards Committee:

- Bayer-Snoeyenbos New Investigator Award
- Bruce W. Calnek Applied Poultry Research Achievement Award
- Lasher-Bottorff Excellence in Diagnostic and Technical Service Award
- Life Membership
- Huvepharma Excellence in Mentorship Award
- Phibro Animal Health Excellence in Poultry Research Award
- Special Service Award (Funded by AAAP)

Student awards chosen by the Awards Committee:

- Reed Rumsey Student Award for Advancement in Avian Medicine
- Rimler Graduate Student Award for Excellence in Poultry Diseases Research

- L. Dwight Schwartz Veterinary Student Travel Award

Awards chosen in collaboration with other committees:

Section 2a: Procedure for P. P. Levine Award for Best Publication in Avian Diseases Selection (Funded by AAAP)

The Editorial Board of Avian Diseases, under the direction of the Editor, upon publication of the final issue of each volume, will submit to the Awards Committee a list of nominated papers for the P. P. Levine Award for Best Publication in Avian Diseases. The Editorial Board is not limited as to the number of papers that can be nominated. The Awards Committee will consider the list as the primary nominations for the award, but if members of the Awards Committee feel that a deserving paper has not been nominated, the Awards Committee has the option to consider other papers. If a member of the Awards Committee desires to nominate a paper, the Avian Diseases Editor and the Avian Diseases Advisory Board will be notified and invited to give input on the scientific merit of any such papers. The Awards Committee will make the final determination.

Section 2b: Procedure for Y.M. Saif Award for Best Case Report in Avian Diseases

Eligible case reports in the appropriate volume of Avian Diseases are considered. The winning case report will be determined by the Case Report subcommittee of the Editorial and Advisory Boards of Avian Diseases. The senior author of the winning report receives the award.

Awards chosen during the AAAP Annual Meeting:

Section 2c: Procedure for the Outstanding Field Case/Diagnostic Report Award

Eligible abstracts for consideration for the Outstanding Field Case/Diagnostic Report Award will be determined by the AAAP program chair, co-chair (chair-elect) and committee members. The Program Committee will pick the top 5-6 case report abstracts and schedule them back-to-back in a single session on the program for judging purposes. A 5-person *ad hoc* committee composed of 2-3 AAAP Awards committee members and 3-4 ACPV members will then judge the selected oral presentations. This is a non-student award and a person can only win once every 2 years.

Section 2d: Procedure for the Outstanding Animal Welfare Presentation Award

Eligible abstracts for consideration of the Outstanding Animal Welfare Presentation Award will be determined by the AAAP program chair, co-chair (chair-elect) and committee. A minimum of 3 oral presentations must be chosen. A 5-person *ad hoc* committee composed of 2-3 AAAP Awards and/or AAAP Animal Welfare Committee members and 3-4 ACPV members will then judge the selected oral presentations. The same person is not allowed to win the award more than once in a two-year period.

Section 2e: Procedure for the A.S. "Rosy" Rosenwald Student Poster Award

Posters are judged by the AAAP Awards Committee based on scientific content and clarity of presentation. The area of study and research should clearly involve some aspect of poultry health or disease. Presenters should attempt to convey the purpose, methods, results and discussion to the

viewer in a short (2 to 5 minute) viewing.

Section 3: Key Roles and Responsibilities

A. Awards Committee Responsibilities

- a. Select the recipients of all AAAP awards according to the criteria set out for each award.
- b. Annually review and update awards criteria as needed.

B. Awards Committee Chair Responsibilities

- a. January: Send AD Editor a reminder to submit to the Awards Committee a list of nominated papers for the P.P. Levine Award for Best Publication in Avian Diseases.
- b. January: Request approval of Rimler, Rumsey & Schwartz recipients from the AAAP Foundation BOD at the January BOD meeting
- c. February: Deadline for AAAP Professional Awards. Review nominations for Professional Awards and send to the Awards Committee.
- d. February: Send Awards Committee the list of nominated papers for the P.P. Levine Awards. Ask if a member of the Awards Committee desires to nominate a paper not on the list.
- e. March: Receive ballots for all Professional Awards and final decision for P.P. Levine from Awards Committee members.
- f. April: Tally votes and identify all winners.
- g. April: Notify AAAP office of winners so award plaques and checks can be prepared.
- h. April: Assure that all award winners will attend the Awards Luncheon while maintaining secrecy of winners' identities.
- i. April: Identify presenters and inform the AAAP office for the Awards Luncheon program.
- j. May: Prepare presentation speeches for presenters.
- k. May: (Vice Chair) Obtain a list of student posters from the Program Chair and prepare judging instructions for the A.S. Rosenwald Student Poster Award selection process. Obtain a list of the case report presenters from the Program Chair and prepare judging instructions/ballot for the Outstanding Case Report Award and Outstanding Animal Welfare Presentation.
- l. June: Distribute presentation speeches and nomination packets to presenters.
- m. June: Solicits discussion items for Awards Committee and prepare agenda for committee meeting at the Annual Meeting.
- n. August: Prepare and submit photograph captions from the Awards Presentation to the Avian Diseases Editor.
- o. September: Update any criteria for awards and inform AAAP membership of deadlines for award nominations through the AAAP office.
- p. December 15th: Deadline for Student Awards (Rumsey, Rimler, Schwartz) applications.
- q. December: Review Student Awards applications/nominations for eligibility and distribute to Awards Committee.
- r. December: Receive all votes for Student Awards from the Awards Committee members. Tabulate and resolve any ties with the assistance of the Editor for Avian Diseases journal.
- s. January: Notify the Program Chair of the winners of the Rumsey, Rimler, and Schwartz awards so they can be incorporated into the AAAP program.
- t. Submit a written report to the Executive Director within 30 days before the

IPPE meeting and Annual BOD meeting each year, including a committee roster with terms. If requested by the board, a final report will follow within 30 days after the meetings.

- C. AAAP Office Responsibilities and Deadlines
 - a. January: Send a reminder of the February deadline for Professional Awards nominations.
 - b. February 15: Nominations for AAAP Professional Awards are due.
 - c. February 23: Compile and package all qualified nominations for Professional Awards and send to Awards Committee chair.
 - d. February: Reach out to companies who annually fund awards.
 - e. April: Prepare and order all awards plaques.
 - f. June: Prepare w9s, JAVMA report questionnaires and checks for awards.
 - g. October: Send a reminder to the membership of the December 15th deadline for Student Award applications.
 - h. December 22nd: Compile and package all qualified Student Award nominations and send to Awards Committee chair.

Policy 300.7 Travel Grant Committee

Section 1: Committee Composition

The Travel Grant Committee composition will follow the standard structure for committees as outlined in Policy 300.0.

Section 2: Task

The task of the Travel Grant Committee is to announce, review, and recommend to the Foundation Board, awards of the Poultry Graduate Student Travel Grant and AAAP Travel Grant for Veterinary and Undergraduate Students, sponsored by the AAAP Foundation.

Section 3: Key Roles and Responsibilities

- A. AAAP Foundation Travel Grant Committee Responsibilities
 - a. January: Review criteria for the grants, and forward recommended changes to the Foundation Board for approval.
 - b. January: Review the application and grant advertisement materials.
 - c. AAAP Travel Grant for Veterinary and Undergraduate Students
 - i. February: Announce the availability of AAAP Travel Grant for Veterinary and Undergraduate Students applications.
 - ii. April: Annually review applications and select recipients for the Veterinary and Undergraduate Travel Grant
 - iii. April: Request approval of recipients from the AAAP Foundation BOD
 - d. Poultry Graduate Student Travel Grant
 - i. September: Announce the availability of Poultry Graduate Student Travel Grant applications.
 - ii. November: Review Poultry Graduate Student Travel Grant applications and select recipients.
 - iii. January: Request approval of Poultry Graduate Student Travel Grant recipients from

the AAAP Foundation BOD at the January BOD meeting.

B. AAAP Foundation Travel Grant Committee Chair Responsibilities

a. Poultry Graduate Student Travel Grant

- i. November: Develop a work plan and communicate with the committee for the review of Poultry Graduate Student Travel Grant applications to be completed in January. (This is so the AAAP Program Advisory Committee will have the recipient's names/abstracts information to incorporate in the AAAP Scientific Program.)
- ii. January: Compile results of committee scoring of applicants and notify AAAP Foundation President and office.
- iii. January: Request approval of Poultry Graduate Student Travel Grant recipients from the AAAP Foundation BOD at the January BOD meeting.
- iv. February: Inform Poultry Graduate Student Travel Grant applicants the date/time they are scheduled for the Scientific Program and inform them they will receive a plaque at the Awards Dinner.

b. AAAP Travel Grant for Veterinary and Undergraduate Students

- i. February: Develop a work plan and communicate with the committee for the review of AAAP Travel Grant for Veterinary and Undergraduate Students applications to be completed in April.
- ii. April: Compile results of committee scoring of applicants of the AAAP Travel Grant for Veterinary and Undergraduate Students and notify AAAP Foundation President and office.
- iii. April: Request an electronic BOD vote to approve AAAP Travel Grant for Veterinary and Undergraduate Students recipients.
- iv. April: Notify the winners of the AAAP Travel Grant for Veterinary and Undergraduate Students.
- v. July: Report to the AAAP Foundation BOD at the AAAP Foundation BOD annual meeting.
 1. Recipients of the grants for the current calendar year.
 2. Number and quality of applications.
 3. Any suggested updates/changes to the application process and the scholarship program.
 4. Committee evaluation of grant criteria after review.
- vi. Submit a written report to the Executive Director within 30 days before the IPPE meeting and Annual BOD meeting each year, including a committee roster with terms. If requested by the board, a final report will follow within 30 days after the meetings.

C. AAAP Office Responsibilities and Deadlines

a. Poultry Graduate Student Travel Grant

- i. November 1: Poultry Graduate Student Travel Grant applications due
- ii. November 7: Send applications to Travel Grant Committee for review.
- iii. January: Reach out to companies who annually fund the travel grants.
- iv. January: Notify the winning Poultry Graduate Student Travel Grant applicants.
- v. January: Notify the non-winning applicants by email.
- vi. January: Update grant advertisement materials; brochure, flyers etc.
- vii. February: Send out press release for Poultry Graduate Student Travel Grant winners.
- viii. February: Send final report to sponsors of annually funded Poultry Graduate Student

- Travel Grants.
- ix. February: Update the website and electronic forms for next year's Poultry Graduate Student Travel Grant application.
 - x. April: List Poultry Graduate Student Travel Grant winners in the Spring newsletter.
 - xi. July: Recognize Poultry Graduate Student Travel Grant winners in the AAAP Awards Banquet booklet and provide plaques.
 - xii. August: Collect receipts and expense reports and award scholarship funds.
 - xiii. August: List Poultry Graduate Student Travel Grant winners in the JAVMA report.
 - xiv. August: Advertise Poultry Graduate Student Travel Grant
- b. AAAP Travel Grant for Veterinary and Undergraduate Students
- i. April 1: AAAP Travel Grant for Veterinary and Undergraduate Students applications due.
 - ii. April 8: Send applications to Travel Grant Committee for review.
 - iii. April: Conduct an electronic BOD vote to approve AAAP Travel Grant for Veterinary and Undergraduate Students recipients
 - iv. May: Notify the winning and non-winning applicants by email.
 - v. July: Hand out checks during the Annual Meeting Membership Committee meeting.

Bylaws reference: Article V, Section 5-13 Executive Committee and Other Committee