Lafeber Company Veterinary Medical Student Program
Summary Sheet

Lafeber Company supports the growth of zoological medicine in veterinary schools.

Reduced cost food program

Lafeber Company retail prices are reduced by 65% per item. College of Veterinary Medicine personnel can order Lafeber Company products online with the use of a monthly coupon code distributed by the student representative(s). The number of items that may be ordered per person is limited to four (4). Orders can be made on a monthly basis.

- The student representative emails ONE order form that summarizes ALL requests to Lafeber Company via Kathy Moore.
- Products may be used for personal pets or as part of club fundraising efforts.
- **Exception:** Emeraid is not a retail product, and all formulas are sold at regular price. Lafeber Company discourages use of Emeraid formulas for student fund-raising.
- Reselling of product by individuals strictly prohibited and will result in discontinuation of sales.
- Products are shipped in bulk and distributed by the student representative. (Shipping costs are included in prices).

Lafeber products can also be sent to the teaching hospital for care of in-house patients.

Where applicable, the teaching hospital will receive an annual $500 credit for product costs and shipping fees. The student representative will take a monthly order from the hospital service. Products are not to be resold. Abuse of this program could result in program discontinuation. The $500 credit renews at the beginning of each school year. The amount of money spent will not affect the annual credit renewal, and the credit balance will never exceed $500.

Sponsorship of the college’s exotics club

At applicable institutions, Lafeber Company will pay for a speaker on any topic relating to the broad field of zoological medicine to come out annually. The club is encouraged to solicit or suggest specific speakers or speaker topics. Student requests are reviewed on a “rolling basis” evaluating need, cost, relativity, and outreach benefit (see Page 2 Item 6). The student representative(s) will coordinate sponsorship.

Lafeber will also reimburse the club for food and drink expenses for one meeting per year (up to $500). Reimbursement for club expenses will require a copy of receipts as well as high-quality photograph(s) of the speaker’s visit. The photos should be clear, as brightly lit as possible, and should clearly demonstrate the speaker—ideally with their introductory slide or a slide of the Lafeber logo. Whenever possible, reimbursement will be paid in the form of one check.

Student representative compensation

The representative position pays $60 per month. Co-representatives will share the pay. Replacement of lost checks will require a $5 re-issue fee.
A short monthly report of tasks completed is required for compensation. Complete the form and send it directly to LafeberStudents@mac.com. You will receive confirmation via email that your report was received within 3 business days. If you have not received confirmation by this time, please re-send the report. Reports must be received within 3 months. For instance, a report dated September 2017 should be received by January 1, 2018 at the latest.

The Student Program should ideally be active through the entire school year. Representative activities during the summer months are appreciated but NOT required. Compensation over summer break will only be provided in return for active duty.

Student representative duties

1. **Summarize and distribute orders placed online on a monthly basis**
   A motto used by some schools is: “Order food for your bird by the 23rd”.
   - Compile a monthly summary of orders placed online by students, interns, and residents using the Adobe order form. Send this form electronically to Kathy Moore at Lafeber Company.
   - Products are shipped in bulk and distributed by student representative(s)

2. **Collect monthly orders from the zoological medicine service using an annual credit of $500.**

3. **Coordinate Lafeber Company sponsorship of the school’s exotics club**
   - Submit suggestions for zoological medicine speakers or speaker topics that would be well received at your institution. Lafeber Company would prefer to sponsor speakers from your geographic region.
   - Facilitate the speaker’s visit to your institution.
   - Lafeber pays for food for one meeting per year (up to $500). Reimbursement for club expenses will require a copy of food/drink receipt(s) and at least 2-3 high quality digital photograph(s) of the speaker’s visit. Visit http://lafeber.com/vet/lafeber-company-veterinary-student-program/ for examples of acceptable photos.

4. **Distribute Lafeber Company brochures & provide samples at school continuing education events.**

5. **Send the monthly report on Student Program activities to LafeberStudents@mac.com.** Receipt of this report is necessary for compensation. Co-representatives will share the pay.

6. **Let Lafeber Company know how it can best meet student needs.** Representatives can request funding for additional events. Be sure to provide details on the event (who, what, when, where, plus how much money is requested). Lafeber Company will be most likely to support events that impact a wide variety of individuals including students, faculty, veterinary technicians, and visiting veterinary health care professionals.

Contact Dr. Christal Pollock with any questions or concerns about your Student Representative duties at (216) 212-3912 or LafeberStudents@mac.com