Congratulations on starting your veterinary career! The current V.E.T.S. board members would like to introduce you to a great opportunity with a great organization. Veterinary Educational Textbooks and Supplies (V.E.T.S.) provides students at the NCSU College of Veterinary Medicine with a simple way to be prepared for the upcoming semesters. V.E.T.S. is a student run non-profit dedicated to supplying students with textbooks and supplies at discounted prices and returning all profit to support student-focused events.

Each year V.E.T.S. hires members from the incoming class to fill the positions of Class Representative, Secretary, Treasurer, Books Representative, and Supplies Representative. Members are required to serve for three years, which allows for upperclassmen to help guide the incoming members. While serving, members are required to attend meetings at lunch every other week, assist with the distribution of books and supplies, and perform a variety of duties that are associated with specific positions. Members are compensated through a stipend that can be used to purchase books and supplies through our organization. I have attached a description of all available positions. We strongly recommend that you contact me or any of the current board members to ask them about V.E.T.S. and the available positions.

Interested students should complete an application and submit it with a resume. Indicate one or more positions in which you are interested. Applications are due no later than 5:00 p.m. on Friday, August 11 in the V.E.T.S. mailbox or emailed to vetsnc@gmail.com. Interviews will be scheduled during lunch from Wednesday, August 16 to Friday, August 18. We will notify you of the exact time and location of your interview via email. If you wish to be a member of V.E.T.S., this is the only opportunity you will have to apply!

Good luck, and I look forward to meeting all of you!

Kathryn Hamilton
V.E.T.S Class Representative
Class of 2020
kahamil4@ncsu.edu

Secretary/Public Relations (Caroline Chang 2019):
The secretary is responsible for duties such as meeting minutes, correspondence, attendance, as well as public relations. They publish the newsletter, maintain the VETS board and website, and organize the clothing sales.

Treasurer (Catherine Si 2019, Katie Bollag 2020):
The treasurers are responsible for the safekeeping of all funds and keeping full and accurate accounts of receipts and disbursements in books belonging to the corporation. They provide the V.E.T.S. budget and collect materials for the preparation of taxes.

Class Representative (Bethany Moats 2019, Kathryn Hamilton 2020):
Each class representative keeps the books and supplies accounts of their fellow classmates. They distribute and collect order forms and money, and enter the information in the computer system. The class reps handle incoming freshmen accounts. Patience with both people and computers and the confidence to make frequent announcements are very desirable qualities!
Books Representative (Kathryn McCullough 2019, Laura Jackson 2020):
The books representatives oversee all organization, ordering and distribution of books and notes for the freshman through senior classes. In addition, they must work closely with faculty, publishers, and local printing companies to be sure that students get what they need at the best price possible.

Supplies Representative (Ashley Butler 2019, Allison Baucom 2020):
The supplies representatives are responsible for ordering, receiving, stocking, organizing, keeping inventory of and distributing supplies to students. They work with the faculty to best understand what supplies students need for classes and labs.

Introduction to V.E.T.S.
Class of 2021

V.E.T.S. (Veterinary Education Textbooks and Supplies) is a nonprofit student-run organization that provides the students and staff at NCSU CVM with textbooks, class notes, supplies, and clothing. V.E.T.S. is staffed by student board members with four to five representatives from each class.

Each class orders books, class notes and supplies twice a year. A list of required and recommended textbooks and supplies is provided by the appropriate class representative. The class representative for 2020, Kathryn Hamilton, will help members of the class of 2021 in ordering their books and supplies for the fall semester of 2017.

A list of books and supplies will be provided to you via email as soon as it has been submitted by the professors of each class. In addition, the class of 2021 will have the opportunity to try on lab coats and coveralls during the welcome weekend and during orientation week before the start of the semester.

Payment to V.E.T.S. can be made by cash or check at distribution on the day before classes start. We can hold checks until your financial aid package is dispersed!

Although there are other sources for books and supplies, V.E.T.S. strives to bring the students and faculty quality products for competitive prices while providing excellent customer service and convenient delivery. In addition, the money raised by V.E.T.S. goes back to the veterinary community in the form of scholarships and donations!

Thank you for your support! We look forward to serving you soon!

Erin Koballa
V.E.T.S. President
NCSU CVM Class of 2018
If you think you may be interested in becoming a **V.E.T.S. Board member** and getting business experience PLUS a stipend for books and supplies, read on…

**Requirements for V.E.T.S. Board members:** This year, we will be hiring five board members from the class of 2021! **All** V.E.T.S. board members are required to check their email and their school mail boxes daily; attend two meetings each month at lunch during the regular semesters and one of two summer meetings each year; attend and participate in each pre-semester distribution; work rotating assignments in the V.E.T.S. office during lunch on Wednesdays; and practice good customer service and positive student relations at all times.

**2021 Class Representative:** The “go to” person for all things V.E.T.S. for the Class of 2021 makes all in class announcements; compiles class orders and collects money each semester; maintains individual student accounts; and makes sure that each student receives their correct order each semester.

**2021 Treasurer:** Maintains all financial records for V.E.T.S. with the assistance of the senior treasurer. Makes biweekly bank deposits; makes sure there is adequate petty cash on hand; pays bills; and reimburses board members and other students as directed by the board. Duties and responsibilities change second year.

**2021 Books Representative:** Communicates with professors regarding required and recommended texts; creates the book order forms accordingly each semester; receives book orders via the class representative and places orders with the publishers; negotiates book prices with publishers; places smaller monthly orders as needed through semester; prepares a list of book reviews/ upper classmen recommendations and submits to class representative and webmaster; and updates book prices as they change in V.E.T.S. computer.

**2021 Supplies Representative:** Communicates with professors regarding required supplies each semester; creates the supply order form; negotiates supply prices with vendors; updates supply price changes as they occur in the V.E.T.S. computer; arranges fitting times for students for scrubs, lab coats and needle holders and gloves; places once monthly orders as needed through the semester; updates descriptions of supply products sold through V.E.T.S.; and maintains the necessary office supplies for V.E.T.S.

**2021 Secretary/ Webmaster:** Responsible for minutes at every meeting; maintains V.E.T.S. website; maintains the V.E.T.S. bulletin board; orders PR materials including posters, pictures, t-shirts, sweatshirts and other promotional items; and produces a V.E.T.S. newsletter each semester and distributes it to students, faculty and staff.

If you would like to apply for any of these positions you need to complete **an application and attach your resume** and place them in the V.E.T.S. mail box or email vetsnc@gmail.com no later than **5:00 pm on Friday, August 11, 2017**. You will receive your interview time and date via email, so please check your email and respond ASAP to confirm. If you have any questions you can email us at vetsnc@gmail.com. We look forward to getting to know the Class of 2021!
V.E.T.S. Application for Class of 2021

Due Friday, **August 11, 2017 at 5:00pm** in the VETS Mailbox or via email at vetsnc@gmail.com.

Name: ___________________________      Date: ______________

Phone #: ___________________      Email: _________________________

Position Seeking (Class Rep, Book Rep, Supplies Rep, Jr. Treasurer, Secretary)

1) What work experience do you have? Please list all with a short description of each.

2) What leadership positions have you held? (In clubs, school, athletics, or the community).

3) What special skills do you have and how will they benefit V.E.T.S.?

4) Why do you want the selected positions and why should we hire you for the positions you have selected?

5) If asked would you be willing to fill other positions?

Please attach a Resume or CV. Thanks for your interest in V.E.T.S.!