



# MVMA Charities, Inc.

*A 501(c)3 Not-for-Profit Supporting Organization  
of the Massachusetts Veterinary Medical Association*

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163 Lakeside Avenue, Marlborough, MA 01752-4554

Phone: 508-460-9333 \* Fax: 508-460-9969

Email: [MVMCharitiesInc@massvet.org](mailto:MVMCharitiesInc@massvet.org) \* Website: [www.massvet.org](http://www.massvet.org)

## **INTERNATIONAL ANIMAL PROGRAM GUIDELINES**

*Updated as of 7/8/09*

MVMA Charities, Inc. International Program will provide financial assistance to international efforts pertaining to animal welfare. The goals of the program are:

1. to stabilize pet populations in an area so that a true human-animal bond can exist;
2. to educate pet owners about and to help control zoonotic diseases;
3. to protect wild animal populations by keeping stray and unwanted dogs and cats to a minimum; and
4. to train local veterinarians in field surgical techniques for local dog and cat population control.

These Guidelines are intended to aid veterinarian project directors in applying to the MVMA Charities, Inc. International Program and requesting payment for services provided by their group or project. Ordinarily, there is a \$5,000 annual funding limit per group or project per calendar year, not including any additional target donations or contributions for that group or program. The Board reserves the right to approve the waiver of these limits as warranted. Please note that these guidelines may be changed at any time.

### **I. The International Animal Welfare Program**

- Each group or project should have a veterinarian project director who is Massachusetts-based.
- Each group or project should have a veterinarian in the country where the services are being provided to assist with the group or project, as well as ensure that no other local veterinary practices are adversely affected by the project.
- Surgical projects should include preparatory areas separate from surgical areas, recovery areas with recovery restraint, endoparasitic treatment, ectoparasitic treatment when possible, and pre- and post-operative analgesia.
- Medical and clinical projects should include endoparasitic and ectoparasitic treatment, in addition to any medical treatments. Vaccine programs should follow the host country guidelines, or the Massachusetts state guidelines, whichever are stricter.
- Funding will consist of reimbursement of medical supply costs and shipping costs (if applicable), not to exceed \$5,000 per project per calendar year, not including any additional target donations or contributions for that group or program.
- An ongoing project that has been active for at least ten years may apply for supplemental funding for expense reimbursement incurred expanding the project, at a maximum of \$2,500 per calendar year.
- A collaborating veterinarian living in a host country listed on the project application may apply for expense reimbursement at a maximum of \$2,000 per calendar year. These expenses must be for the purpose of carrying out additional or related domestic or wildlife animal welfare projects.

### **II. Registering with International Animal Welfare Program**

- The registering veterinarian project director should fill out, sign, and submit an **International Animal Welfare Program Application for Participation**, along with the accompanying documents (proof that the applicant is authorized by the sponsoring organization). Any co-sponsoring organizations should be listed on the application.
- The veterinarian project director submitting the application will be the **ONLY** person authorized to submit payment requests. To change the authorized veterinarian project director, a new application must be submitted (along with appropriate documentation). The new application will replace any previous application submitted for that group or project.

### **III. Submitting Requests for Payment**

- To request funds, the authorized project director must submit a **Request for Funds Form**, along with a copy of each applicable bill or invoice, clearly indicating that the reimbursement is for expenses incurred providing international animal welfare services for the group or project, to MVMA Charities, Inc.
- Requests for funds may only be submitted by the authorized veterinarian project director.
- All fund requests are subject to approval by MVMA Charities, Inc. If a request is not approved, the submitting veterinarian project director will be notified within 90 days.
- Payment will be made directly to the veterinarian project director or sponsoring organization. While attempts will be made to forward payment in a timely manner, there may be a delay of up to 90 days from receipt of a Request for Funds Form before payment is sent.
- MVMA Charities does not prohibit obtaining funds from other sources for payment of charges not paid by the International Animal Welfare Program, however, if reimbursement is obtained from another source for any charges already paid by MVMA Charities, Inc., an amount equal to the overlapping funds obtained **MUST** be returned to MVMA Charities, Inc.
- Fund requests should be submitted within 30 days of last date services were provided or products purchased. For ongoing care, a new payment request for *additional* (not previously submitted) services for the same animal is permitted.

### **IV. Overpayment**

- In the event that MVMA Charities reimburses any expenses erroneously, or if any expenses are reimbursed by another group or individual in duplicate to what MVMA Charities has already reimbursed, such amount(s) will be returned to MVMA Charities.

Please direct any questions to the office of the MVMA Charities, Inc. You can reach us at the MVMA office at 508-460-9333 or by email at [MVMACharities@massvet.org](mailto:MVMACharities@massvet.org). These Guidelines, and all MVMA Charities, Inc. related forms, may also be viewed and downloaded online at [www.massvet.org](http://www.massvet.org) (select the “MVMA Charities” link on the left).