

DMSS Terms of Reference: Euphoria Charity Selection

Revised May 8, 2018

Introduction

Each year, the students at Dalhousie Medical School present *Euphoria*, a variety show involving friendly competition between the classes that highlights the artistic talents of the students at the Medical School through story-telling, song and dance. Funds raised through ticket sales, class fundraising efforts and corporate donations are donated each year to a charity chosen by the students at the Medical School. The total donation is usually more than \$8,000.

Charity Eligibility

The chosen charity will rotate on a 2:1 cycle of nominations such that in each 3-year cycle, NS charities can receive funding twice and non-NS organizations are eligible once. In the year non-NS organizations are eligible for selection, the DMSS will only accept nominations from NB or PEI charities.

Nominations and Timeline

- a) Members of the DMSS will nominate charities to the VP Internal between October 1st and October 7th of each year. The nomination will include:
 - a. Up to 100 words of support
 - b. an email address with which the charity may be contacted.
- b) Nominated charities will be contacted and sent a nomination package via email (or regular mail and telephone) before October 14th. The nomination package will include:
 - a. Information about Euphoria
 - b. A proposal form (see appendix 1)

Nomination packages

- a) Will be received until December 15th
- b) That are incomplete will not be considered
- c) Will be presented in their entirety by the VP Internal at the January DMSS meeting

Voting procedure

- a) A ranked voting system will be used in which voters will rank their top three choices, with rank 1 receiving 3 points; rank 2 receiving 2 points and rank 3 receiving 1 point.
- b) The charity with the greatest number of points will be awarded the nomination.
- c) In the event of a tie, the DMSS President will act as the tiebreaker vote.

**Dalhousie Medical Students' Society**

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Name of Organization: _____

Mailing Address: _____

Phone: _____

Website (if applicable): _____

Contact Person at Organization: _____

Email: _____

1. Mission Statement of Organization (if applicable):
2. Organization's main services, primary geographic area where services are offered, and method used to select recipients of the services:
3. Organization's primary sources of income and support:
4. Other organizations that support this charity (if known):
5. Organization's structure (i.e. type of Board and/or entities responsible for operational and financial decisions):
6. Year since inception of organization:
7. What would the funds be used for?
8. If selected, would someone from your organization be available to speak at an upcoming meeting about the impact of the donated funds? Yes No
9. Do you agree that none of the donation be used for administration costs? Yes No

Nominees will be contacted by January 1st, 2019 on the status of their nomination.

Thank you.