

DMSS Terms of Reference: *EUPHORIA!* Charity Selection

Revised May 8, 2023

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 \$15,000.

Charity Eligibility

Charities located in NS, NB, or PEI are eligible for nominations each year. In the event that charities in NS are selected for two consecutive years, the subsequent charity selected shall be located in NB or PEI. The recipient organization must be a registered charity with the Canada Revenue Agency.

Nominations and Timeline

- a) Members of the Dalhousie Medical Students' Society (DMSS) will submit charity nominations to the VP Internal between June 1st and June 7th of each year. The nomination will include:
 - a. The name of the charity
 - b. The geographic location of the charity
 - c. Up to 100 words supporting the charity for selection
 - d. 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 June 14th. The nomination package will include:
 - a. Information about *EUPHORIA!*
 - b. A proposal form (see Appendix 1)

Nomination packages

- a) Will be received until July 15th
- b) That are incomplete will not be considered
- c) Will be distributed in their entirety to all voting members of the DMSS for review
- d) Summaries of nomination packages will be presented to the members of the DMSS by the VP Internal at the first DMSS meeting following receipt of the completed nomination packages

Voting procedure

- a) Voting members of the DMSS will select the charity with a ranked voting system following presentation of nomination packages to the DMSS.
- 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.

Charity Announcement

- d) The selected charity shall be announced simultaneously to students in all four

medical classes, officially kicking off the fundraising efforts for the given year.

- a. When possible, this will be during Orientation Week.
- e) All students will be informed of the charity selection through email no later than 72 hours following the charity's announcement.
- f) The selected charity shall remain confidential until its announcement to the wider student body.



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Appendix 1 - Charity Nomination Package

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:
5. Organization's structure (i.e., type of board and/or entities responsible for operational and financial decisions):
6. Year of inception of organization:
7. If selected, how would funds be used by your organization?
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. The DMSS requests that funds donated not be used for administrative costs. Please confirm that funds will not be directed towards administration costs.
 Yes No

Thank you for completing our nomination package. Nominees will be contacted no later than September 1st, 2023 with the status of their nomination.