

**DMSS Terms of Reference: *EUPHORIA!* Revised March 4th,**

**2024**

## **SECTION 1: EUPHORIA! Charity Selection**

### **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 1<sup>st</sup> and June 7<sup>th</sup> 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 14<sup>th</sup>. The nomination package will include:
  - a. Information about *EUPHORIA!*
  - b. A proposal form (see Appendix 1)

### **Nomination packages**

- a) Will be received until July 15<sup>th</sup>
- 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

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- 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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## **SECTION 2: EUPHORIA! Fundraising**

- a.** All *EUPHORIA!* Co-chairs need to be PEO trained through the DSU to ensure that risk forms are submitted for each fundraising event.
- b.** Fundraising events
  - i.** Can be any class event where the total net revenue is intended to be donated to the *EUPHORIA!* Charity selected for that year.
  - ii.** Must have received DSU approval via Risk Form submission.
  - iii.** For Raffle events, Ticket Lottery Permits must be acquired through Gaming and Control Nova Scotia.
  - iv.** The VP of Internal Affairs NS and VP Internal Affairs NB will provide the Class *EUPHORIA!* Co-Chairs with a Letter of Support from the chosen charity to be used for lottery licensing.
  - v.** Online fundraising domains are permitted (e.g., GoFundMe, Facebook Fundraising) and limited to one per class.
  - vi.** Direct donations to the class are permitted.
  - vii.** Once the chosen *EUPHORIA!* charity has been announced to members of the DMSS, fundraising can begin. Any fundraising completed prior to this announcement is ineligible to be included in class *EUPHORIA!* totals.
  - viii.** All fundraising must be completed 48 hours prior to the event. This includes providing the total number of funds raised and ensuring the funds have been received by the VP of Internal Affairs NS and VP Internal Affairs NB
- c.** Class Budget
  - i.** Each class will be given a budget intended for costs associated with *EUPHORIA!* (e.g., costumes, props, booking practice spaces, food, etc.)
  - ii.** Funds will be added to each year's class budget.
  - iii.** Purchases should be approved by Class *EUPHORIA!* Co-Chairs
  - iv.** Reimbursement requests should be made to each class council VP Treasurer/Secretary.
  - v.** Any unused funds will be allocated towards the class's fundraising total.



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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 1<sup>st</sup>, 2023 with the status of their nomination.