

**Department Code****Veterans Affairs & Rehabilitation**

1. The budget for the Department Veterans Affairs and Rehabilitation Committee will be dependent upon voluntary unit contributions and poppy proceeds forwarded to the Department Office and administered in accordance with the annual recommendations approved by the Finance Committee. Donations shall be sent direct to the Department Office and made payable to the Department of California, ALA, and earmarked for "VA & R." (1992)
2. The Department Office shall provide the Department Chairman with cost incurred to date plus additional projected year-end expenses by April 15. The Department Office shall also provide the Finance Committee with anticipated expenses for the year by May 1. (1992)
3. The budget shall include amounts to fulfill the obligations of financial aid for rehabilitation cases, Chairman and program allowances, Medical Center Representatives allowances, National assessment, administrative expenses, authorized travel to the Regional Leadership Conference, and such other conferences as may be authorized by the Department President. Reimbursement for authorized travel out of state shall be coach airfare and per diem as allowed at the rate established by Department and approved by the Finance Committee. (1992)
4. **The Department Chairman may request a special report of Unit Christmas activities and expenditures early in January. District Chairmen will compile and forward to Department Chairman. Information will be included in end of year report.** (2005)
5. Department, District and Unit Chairmen, Medical Center Representatives, Community Based Outpatient Clinic (CBOC) Deputies, and Hospital Chairmen shall keep record and procedure books and pass on to their successors. (2002)
6. Disbursement of funds shall be receipted on forms approved by the Auditor and the Finance Committee.
7. The Department Office shall provide stationery to Medical Center Representatives, CBOC Deputies, and Hospital Chairmen. The Department Office shall solicit any inventory sheet and provide the items as requested. (2000)
8. The National Assessment to support the National Rehabilitation fund shall be paid from the Department Welfare Fund and the check shall be sent to the National Treasurer upon receipt.
9. Applications for Rehabilitation aid (casework) shall be completed and signed by the Unit Chairman and Unit President. Checks shall be made payable to the Unit Chairman. Additional checks shall not be issued until receipts for previous expenditures, accompanied by Form #2, have been received by the Department Chairman. (2001)
10. The names and addresses of the Medical Center Representatives and Deputies shall be added to the Department list of committee appointments and sent to all District and Units by the Department Office. (1998)
11. **The Department Secretary/Treasurer shall notify the Department Chairman on an annual basis the current cost of all pins available for the VA&R program. The cost shall include tax and handling expenses. The Department Chairman shall then notify (a) all Medical Center Representatives. Only Hospital Representatives are authorized to purchase Hospital pins. New volunteers shall receive an identification patch with their pin. Patches are supplied free of charge by the Department; (b) The Department Field and Home Service Directors shall send the cost of Home and Field Service pins annually to the District VA&R Chairmen.** (2005)

**MEDICAL CENTER REPRESENTATIVES**

1. Representatives and Deputies at CBOCs shall be called to a one-day meeting with the Department Chairman prior to the Interim Executive Committee Meeting and be allowed mileage at the prevailing rate. Deputies may attend at their own expense unless the Deputy is representing the representative. (2000)
2. The Department Chairman shall hold orientation meetings for all new Representatives and Deputies at CBOC facilities at a time suited for maximum attendance. (2000)
3. Representatives and CBOC Deputies once appointed and certified to the VA Voluntary Services shall serve until re-assigned or replaced. They shall be bonded as established by the Finance Committee. They shall receive compensation semi-annually and submit itemized statements at the call of the Finance Committee and the Department Chairman. (2002)
4. Hospital Chairmen shall be appointed to non VA Hospitals where the hospital authorities have accepted a Volunteer Workers program and when the District and/or Districts involved have requested such appointments.
5. Representatives, Deputies, and Poppy Production Managers shall receive a copy of all policies pertaining to the program, copies of the Department Chairman's bulletins, a list of District Chairmen and a copy of the National VAVS work plan. (1994)
6. Auxiliary members may serve in any Hospital/CBOC of their own choice provided they are assigned by the Representative/CBOC Deputy and the Medical Center. Auxiliary members serving in non-VA Hospitals must also be accepted by the Representative and the non-VA Hospital Officials. (2000)
7. The Department Chairman shall contact Representatives early in the year for sewing needs at their particular center. Information shall be issued in bulletin form regarding these needs and the Units through their District Chairmen are encouraged to provide items to a specific center by contacting the Representative for instructions, directions, and quantity desired. All completed sewing sent to Representatives by April 15th should be included in her annual report to reach the Department Chairman by May 1.
8. All funds from all sources by Medical Center Representatives will be kept in a separate account established for that purpose by the Representatives. Representatives who do not receive any monies will send a letter to the Department Secretary/Treasurer stating no other funds are received other than Department allowances and it is not cost effective for them to open a bank account. The Department Secretary/Treasurer and a Deputy or individual appointed by the District, shall be included as signatories on the account. Bank statements will be submitted to the Department Office monthly with the final accounting due to the Department by May 1. A record of receipts (to include source) and disbursements by check (to include amount and items purchased) will be forwarded to the Department Chairman with the annual Hospital report. (2000)

**MEDICAL CENTERS GIFT SHOPS/PATIENT REMEMBRANCE**

1. Christmas Gift Shops and Patient Remembrance under the Department direction shall be provided for only mental, pulmonary, nursing home, orthopedic, and other long term patients in VA Medical Centers. Assignment of where gifts are to be sent will be made by the Department Chairman, who will evaluate the reports of the Representatives and the needs of the Centers.
2. Only carefully selected NEW gifts shall be sent to the Representatives by November 1. The Representatives may re-evaluate the gifts, sending the corrected evaluation to the Units. Representatives shall be permitted to purchase additional gifts for the patients only when suitable gifts are not on hand. Representatives shall provide instructions to Unit members prior to their serving in Gift Shops.

3. All monetary donations for Gift Shops and Patient Remembrance shall be sent to the Department Office. These donations shall be credited to the Department Rehabilitation Fund. The Chairman shall allocate to each medical center the funds donated for that medical center. Any welfare funds remaining may be used under the supervision of the Hospital Representative using criteria established in Code #8 under Medical Center Representatives. A report of all remaining funds deposited as outlined in Code #8 shall be reported to the Department Office at the close of Gift Shop/Patient Remembrance. (2002)
4. The Department Chairman shall be notified of the opening and closing dates of the Gift Shops and Patient Remembrance in VA Medical Centers as determined by the VA Medical Center staff and the Representatives. This information shall be sent to Units by October 1, if possible.
5. Gift Shops in other than VA Medical Centers shall be held under the supervision of the District. Districts shall first adequately fulfill obligations to their designated Medical Center before financing other projects at non-VA Medical Centers. (2000)
6. Units shall be allowed to use Welfare Funds for Gift Shops in hospitals other than VA Medical Centers, where there are 100 or more veteran patients. Funds spent shall be credited to the Rehabilitation program, if restricted to veterans and their families. (Ruling on use of Poppy Funds by the Legion Counsel General.)
7. Christmas Gift Shop and Patient Remembrance contributions to Department by the Units be listed in a separate column in the Department *Book of Reports*.

#### **MEDICAL CENTER PROJECTS**

1. A patient welfare fund for VA Medical Centers shall be budgeted annually. The Department Office shall make checks for this fund payable to the Medical Center. The checks shall be mailed to the Medical Center Representative for presentation to the Chief of Volunteers. The Representatives shall receive an acknowledgment of funds, which shall be forwarded to the Department Office. (1996)
2. Districts may have projects by either the Department Chairman or the Representative. All finances for such projects shall clear through the District Treasurer. District checks must be made payable to the VA Medical Center and earmarked for the intended usage. (2001)
3. Donations other than District projects to Centers shall be identified as the "American Legion Auxiliary" with the name and number of the Unit or District and shall include the name and mailing address of the donor. Unit and/or District donations shall be channeled through the Representative. The Representative will send a cover letter to the Designated service with a copy to the District VA & R Chairman.

#### **FIELD SERVICE CODE**

1. There shall be a Field Service Director responsible to the Department VA&R Chairman. (2002)
2. The application for Field Service Volunteer shall be as specified in the American Legion Auxiliary Guide for Volunteers. A Field Service card will be issued using the National American Legion Auxiliary card.
3. The Department shall give non-compensated veterans at Veterans Homes of California a monetary gift at Christmas; the amount to conform to Department Chairman's recommendations. (1996)

#### **HOME SERVICE CODE**

1. There shall be a Home Service Director responsible to the Department VA&R Chairman. (2002)

## **AWARDS**

### **V.I.S.T.O. – Volunteers In Service To Others**

A perpetual plaque to be awarded annually to an outstanding Volunteer Medical Center Worker nominated by the Director of Volunteers or Chief of Voluntary Services in each of the VA Medical Centers and the Veterans Homes. Entries shall be submitted to the Department Chairman by May 10. (1996)

## **RULES**

1. Volunteer must be regularly scheduled.
2. Volunteer may be an American Legion or American Legion Auxiliary member, whose hours are credited to the American Legion Auxiliary.
3. Volunteers should have made some outstanding contribution to the Medical Center in addition to regular service and although number of volunteer hours and continuous service should be considered, the outstanding contribution in addition to regular service will take precedence when selecting a winner for this award. (1994)
4. Volunteer shall have taken the Veterans Affairs orientation course. (1995)
5. Outstanding qualities your candidate may have should be stated in the entry.
6. Plaque will be displayed in the Medical Center of winning candidate until requested by the American Legion Auxiliary Representative or the Department VA & R Chairman. (1993)

### **N.A.V.A. -- NON-AFFILIATED VOLUNTEER AWARD**

A certificate to be awarded annually to an outstanding Non-Affiliated Medical Center worker nominated by the Director of Volunteers or Chief of Voluntary Services in each of the VA Medical Centers and Veterans Homes. Entries shall be submitted to the Department Chairman by May 10. (1998)

1. Volunteer must not be eligible for membership in The American Legion or the American Legion Auxiliary in order to serve as a Non-Affiliated Volunteer and be considered for this award.
2. Volunteer must be regularly scheduled.
3. Volunteer must have been recruited by an American Legion Auxiliary member.
4. Volunteer must credit his/her hours to the American Legion Auxiliary.
5. Continuous service should be considered.
6. Volunteer should have made some form of outstanding contribution to the Medical Center, in addition to regular service.
7. Number of hours contributed to volunteering should be considered.
8. Volunteer shall have taken the Veterans Affairs orientation course. (1995)
9. Outstanding qualities of the nominee should be stated in the entry.
10. The framed certificate will be displayed in the Medical Center of winning volunteer for one (1) year and then returned to the winner. (1998)