



Veterans Affairs Volunteer Service

**MOPH VAVS
HANDBOOK FOR
VOLUNTEERS,
LEADERS AND
COMMANDERS**

2011-2012

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Revised 03/15/12

INTRODUCTION

Welcome to the Oldest Volunteer System in America!

Founded in 1946, the Veterans Affairs Voluntary Service (VAVS) is one of the largest and oldest formal volunteer systems for supporting wounded veterans and it is within the mission of the Military Order of the Purple Heart (MOPH) to not only participate in the program but to be a major contributor!

Your involvement with service to veterans is critical not only in a time of war but also in time of peace. You can make a difference by being a volunteer and providing caring support to our veteran population.

Many of you have asked we make this a simple system but that is not possible as we are dealing with government rules and regulations as we reach into military hospitals and military and civilian rehabilitation centers. They will have different rules and regulations for us to follow. The guidance in this *Handbook* will help you deliver practical and compassionate service to our wounded warriors, both men and women, who went in harm's way for our country.

This handbook will lay out the most critical elements for volunteerism with MOPH and you will find that the information found in succeeding pages will give you a head start in understanding the system that cares for our veterans.



Del "Bulldog" Turner
VAVS Director

MISSION STATEMENT

It is the purpose of the MOPH Veterans Affairs Voluntary Service (VAVS) Program to provide assistance to the VA with care and concern for all veterans.

In honoring the VA Mission of “caring for he who has born the battle,” we contribute to the betterment and improvement of all veterans being cared for by the VA and our State Veterans Homes, through volunteerism.

It is our stated purpose, through volunteerism, to provide increased visibility for the Order and our good works.

MOPH VAVS GOALS FOR 2011/2012

VA Facilities

- **Increase** the annual volunteer hours expended by at least 10 percent at each VA Facility we service.
- At VA Facilities where we are currently represented, **have at least one** VAVS Representative and, depending on the need, one to three Deputies, all certified by the Order.
- At Facilities where we are not represented, **recruit, certify, and assign** at least one Representative and, depending on the need, one to three Deputies this year.
- **Increase** Occasional Hours at each VA Facility by 100 hours this year. (This can easily be accomplished by Chapter member and family visitations.)
- **Establish** Deputy Representatives and volunteer positions at CBOCs, VAOPCs and OPCs in your Department.
- At a minimum, **sponsor** at least one Youth Program at a VA Facility in your Department.
- Get one percent (1%) of your Vietnam era membership involved with the VAVS Program as Regular Scheduled Volunteers.
- Get two percent (2%) of your OIF/OEF membership involved with the VAVS Program as Regular Scheduled Volunteers.
- Increase non member volunteers by two (2) volunteers per facility.

State Veterans Homes

- Provide MOPH Regular Scheduled Volunteers equal to one percent of your membership.
- Provide at a minimum, 100 hours of Occasional Volunteer Hours to each State Home.
- Have a Representative and Deputy Representative appointed to each State Home.

Note: Although these are lofty goals for MOPH, with leadership, direction and commitment, they can be attained.

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PART ONE – GENERAL INFORMATION AND GUIDANCE

MOST IMPORTANT MOPH ACTIVITY

Of all the activities that involve MOPH membership, the **Veterans Affairs Volunteer Service (VAVS)** has top priority as it directly helps the wounded military men and women being treated in VA facilities across the country. Other Veteran Service Organizations (VSO), such as the Veterans of Foreign Wars and the American Legion, has similar programs and you will encounter their personnel on site. MOPH is not in competition with the other VSOs, but works with them to optimize support to the wounded, sometimes in concert, sometimes each doing a separate and coordinated service.

LACK OF INTERNAL SUPPORT

If at any time, on any organizational level, a member or commander feels that his effort is not being supported as it should, please advise the MOPH VAVS Director (contact information is on the cover of this Handbook). While any Patriot can communicate directly with the Director, recommend that you initially use the chain of command – Chapter, Department, Region – as the problem or situation may be resolved at the next level, negating the need for VAVS Director’s attention.

VA CHIEF OF VOLUNTEER SERVICES NEGATIVE ABOUT MOPH EFFORT

Even though the VA has officially recognized the Volunteer’s role in providing support to wounded veterans, from time to time, you may encounter a Chief of Volunteer Services (CVS) who is negative about your effort. Chapter Commanders should bring such incidents to the attention of their VAVS Representative who will facilitate a meeting between the Department Commander and the Director of the VA Facility to resolve the issue. Keep the National Service Officer (NSO) informed so he can help with the situation if practical.

VOLUNTEER BACKGROUND/SECURITY CHECK

All volunteers 18 years old and over must go through a formal indoctrination process before serving at a VA facility (State Veteran Homes may or may not have similar procedures). This will include:

- A background check based on your Social Security Number and fingerprints.
- An orientation on VA rules and regulations as well as safety and personal conduct at the VA.
- At the conclusion of this process, you will be given an ID card/badge that must be worn whenever on VA property.
- Volunteers under the age of 18 are not required to go through a background check (see **Youth Volunteers**).

FACILITY SECURITY LEVELS

The routine background/security check is sufficient for most of the VA assignments, but those volunteers, whether Regularly Scheduled or Occasional, dealing with data input or accessing veteran medical records will have a higher security clearance. Level of access is determined by the sensitivity of the work being performed, not the type of volunteer.

VOLUNTER RELATIONSHIPS WITH OTHER MOPH OFFICIALS ON SITE

As a volunteer, your role at a facility is narrowly defined – you'll have the VA manager that you report to and your duties and hours of work will be detailed. But it is important that you meet the other MOPH representatives on site and understand their roles.

National Service Officer (NSO). NSOs are salaried professionals of MOPH who assist all veterans, whether in or outside the VA facility. They assist in the areas of medical claims, treatment, and documentation, including military awards. If you are asked questions that lie in those areas, refer them to the NSO. Introduce yourself to your NSO, describe what services you're providing and request any applicable guidance.

VAVS Representative. Representing the Department Commander, this is the key MOPH Official on site, working directly with the CVS, and overseeing all VAVS activity. He will be a prime contact, along with the Chapter Commander, if you have any problems.

Department Commander. From time to time, the Department Commander may visit the site for personal insight on how well the VAVS Volunteers are doing and may stop and chat with you.

TRAINING

The VA Chief of Voluntary Service, the Program Manager of your assignment or a another designated VA staff member will provide the necessary training for both Regularly Scheduled and Occasional volunteers, probably during your initial time on job. Follow on training may be done by your first line supervisor.

SUPERVISION

All volunteers will receive a basic level of supervision. In some areas this is greater than in other areas. Treat your assigned supervisor with respect and you'll be treated in the same way.

RECOGNITION

The VA has a family of awards for deserving volunteers, ranging from service pins and certificates to plaques and crystal. Your VAVS Representative can get you a list of hours required to receive an item of recognition for your service from the Chief of Voluntary Service. The VAVS Director also has a list of MOPH awards for superior VAVS service that are presented at the Annual Convention.

VAVS PROGRAMS

While VAVS programs run from the simple to the complex, involve different categories of volunteers, and require tailored funding, the goal of every program is to support wounded service men and women recovering in VA facilities. All of our programs must be briefed to and approved by the VA facility's CVS or State Home equivalent. Youth Volunteers, discussed above, can accomplish or assist in many of the programs.

Here are some examples:

Food Cart Program (This also can be an ice cream, coffee and hot chocolate or fruit cart).

- The first step is to buy a small, wheeled cart that can carry and display your items to the patients. One solution is a tool cart from a hardware store with two or more shelves that you can assemble. Spray paint the cart parts purple before assembly and that will save you \$200 plus dollars versus buying a commercial cart. After assembly, put a couple of MOPH decals on the sides and all you have to do is load it on the day of activity. You'll need thermal pitchers to keep the coffee and chocolate warm, hot beverage cups, wooden stirrers, and packets of sugar, creamers, and artificial sweeteners.
- Along with the hot drinks, you may want to add ice cream bars (kept in a container with dry ice), nutritious cereal bars, and individual packets of snack cracker and nuts, chewing gum, and life savers. Make sure many of the items are suitable for diabetic patients. Total expenses for a food cart or coffee cart can cost \$100 or less, with the cost of the cart a one-time expense.
- Soft fruit is the best. Apples are a challenge for patients with dentures.

Heart Pillow Program. These are small specially configured pillows that help ease the discomfort of surgery. If you know someone who has had heart surgery, ask them about the value of a heart pillow. Anyone who has used one is a very grateful patient. This is an easy program to implement because all you have to do is buy the pillows and get them to the nurses. They can advise you on quantity desired and when to deliver them.

Bingo Program. This is a great activity if your VA facility is providing long term or nursing home type care where residents eat in a dining center. You need a space where residents can put their bingo cards on stable surfaces and the dining room tables will suffice. Recommend you go to a gaming distributor and get the necessary supporting material – ball shuffler, markers, cards (with large print, if possible) Add some inexpensive prizes to award the winners.

If your facility is providing standard hospital care – emergency and in-patient – then the program would not be suitable as the patients are rarely in one location.

Wii Program. The Wii software driving large screens is proving to be very beneficial for physical therapy. First, determine if the facility's Recreation Therapist wants a Wii installation and the CVS approves. Then work with the therapist for a suitable space and provide whatever is needed. If the facility has a large screen television that can be used, then provide only the Wii equipment. If a large screen TV is not available, then provide that as well. Include the bowling, golf, and fishing features so that you can hold

tournaments on Friday nights and weekends. The prizes can be relatively inexpensive and purchased from the Canteen.

Project Healing Waters Fly Fishing (www.projecthealingwaters.org). This program “serves military personnel who have been wounded, injured, or disabled to aid their physical and emotional recovery by introducing or rebuilding skills of fly fishing and fly tying and by using and enjoying these skills on fishing outings and as lifelong recreation.” Chapters can go the program’s website, click on “Contract Us,” and find the name/phone number of the program’s coordinator for your state. Contact him and offer the Chapter’s assistance in implementing the program at your assigned VA facility in cooperation with the CVS.

Other Recreation Therapy Programs. These can include taking veterans to ball games, bowling, out to dinner and shopping. Many times the Recreation Therapist has money for these programs, but needs extra people to support the activity. The Chapter can also help by being pro-active in soliciting contributions of tickets to local events and then advising the Therapist of their availability.

Cook Outs. Cook outs can be used to support Welcome Home Celebrations and Outreach Programs, another way to make a difference. To have a stand and cook hot dogs, brats and burgers is not a big deal and you will find that local food distributors and grocery stores will donate products to reduce your cost. Work with the CVS office to determine if and when such support is needed. These can make a difference to veterans and their families. (If you donate money to the VA for this area be sure that you specify on your check that you are giving money to the OIF/OEF GPF in support of Veterans and their families.)

Cook outs can also be an effective way to raise funds for VAVS, locating them at businesses that have a high volume of weekend customers, like building supply houses, shopping malls, etc.

V-Note: Occasional Volunteers can have a major impact on all the programs listed above so get your Chapter and non-Chapter Volunteers, together with their kids, grand-kids, wives, neighbors and so on to maximize participation.

Canteens. Each VA Facility usually has a canteen that offers food services – hot and cold entrees, beverages and deserts- and a small full services retail store (PX). The retail store sells “Canteen Books” that have dollar tickets that veterans can use to pay for purchases. You can purchase these books to be used as gifts during visits or as prizes for bingo and Wei winners. Volunteers can also use the retail store to provide veterans with some small item requested during a visit. The canteen can provide lots of needed items, such as new toothbrushes or deodorant that you may to give a way. Any problem with the retail store, such as lack of canteen books, should be referred to the assigned VAVS Representative who will work with the Canteen Manager and CVS on it resolution. Each Representative should know the name and phone number of his site’s canteen manager. (Go to www.vacanteen.va.gov/CanteenLocations.php for locations of VA canteens in your state via an excellent interactive map.)

Few Limits. Veteran support programs are limited only by your imagination and approval of the Chief of Volunteer Services (CVS).

VOLUNTEER TRANSPORTATION NETWORK (VTN)

This is another VA program that MOPH VAVS supports and both RSVs and OVAs can participate. (VA handbook 1620.2 provides the guidelines for the program)

Driver Criteria

- Proof of a safe driving record (Form from your local DMV)
- Valid driver's license
- Personal auto insurance that covers driving a non-owned vehicle (Copy of insurance policy)
- Sign a waiver of compensation (VA Form 10-7055) (When accepted in the Network)
- Pass VA health screening
- Complete driver orientation
- Complete all other training required by Voluntary Service, Engineering Services, Police and Security Services, Health Administration Services, Fiscal Services or Social worker Services
- Detailed information on this program can be found in *VA Handbook 1620.2, Appendix E.*

How to Apply

If a volunteer is interested in this program, he should request his VAVS Representative schedule an appointment with the target facility's CVS or VTN's program manager.

If the Volunteer is accepted into VTN, request that his hours be credited to MOPH's VAVS program.

PART TWO – VOLUNTEERS

[This part provides volunteers with information on their roles in VAVS]

REGULARLY SCHEDULED VOLUNTEERS (RSV)

Definition: A *Regularly Scheduled Volunteer* is one who agrees to work under the Supervision of a VA employee on specific days at a specific time for a specific number of hours. Most of these volunteers will be at least 18 years of age. RSVs will come from two sources: members of the Chapter and interested citizens from the local community.

Assignments

Volunteer assignments are based on a match of the volunteer's preference, skills and experience with the needs of the VA or state facility. Each non-member volunteer must complete the *Application for MOPH VAVS (Attachment A)* that provides the necessary information to match the volunteers to available jobs. Once approved for the program, Volunteers will meet with their local Chapter Commander or Chapter VAVS Coordinator to be welcomed into the program and assigned to a facility. To help give a scope of the activities included in the VAVS program, you may want to show the prospective volunteer **Attachment B**, *Volunteer Assignment Guide*.

STEPS TO VOLUNTEER ASSIGNMENT

1. Compare volunteer's skills and assignment preferences from his *Application for MOPH VAVS* with the list of volunteer assignments at the target facility, provided by the VAVS Representative, for any matches.
2. Provide volunteer with list and description of any Chapter initiated activities, such as those listed under **Programs** below and see if any meet his expectations.
3. Ask the volunteer if he or she has any particular service or project in mind not mentioned.
4. If the volunteer is interested in a VA or State Home assignment, then the VAVS Representative coordinates placement by:
 - Providing the volunteer's interest and/or qualifications to the target facility and getting approval for placement.
 - Providing the Chapter Commander/Chapter VAVS Coordinator details on the assignment: position title (if any), Division or Department assignment, name and telephone number of supervision, office location, details on work desired, days and hours of work, and date to report for processing.
5. If the volunteer is interested in a Chapter sponsored event, the Chapter VAVS Coordinator takes the appropriate action to integrate him in the activity.
6. If the volunteer proposes a service or activity not currently addressed but considered worthwhile, then the VAVS Representative can explore the idea with the CVS or State Home Volunteer Coordinator and advise the Chapter if the service is desired.
7. Volunteers from the Chapter membership will be matched to assignments in a similar manner.

OCCASIONAL VOLUNTEERS (OV)

Definition

Occasional Volunteers are a single volunteer or any group of two or more that visit patients or perform a needed task at the local VA facility. They do not work at specific times or on specific days like RSVs but perform services that augment the work of the scheduled volunteers.

Assignments

The Chapter will control OV assignments to ensure integration with work of the RSVs. Just as with the RSVs, your VAVS Representative can liaison with the CVS Office and advise on facility requirements for support. See VAVS Programs on below for examples of activities that OVs might perform.

Escorts Required

Since OVs will not have badges for access to the facility, they must be escorted by a VA employee or a VAVS Representative. Plan ahead and coordinate your visit with your VAVS Representative.

YOUTH VOLUNTEERS (YV)

General

Using local youths in your VAVS program is highly encouraged as it will be an effective way to increase the number of volunteers and thus your capacity to support veterans.

Definition

Youth Volunteers must be at least 14 years old and can be recruited from your local schools and youth groups such as the Boy and Girl Scouts, church associations, etc. Children do not go through a background check and are not finger printed.

Assignments

Youth Volunteers can be given any project in the VAVS program that is age appropriate and can be used in concert with the older RSVs and OVs who can provide leadership.

Recommended Start-Up Procedures

- The first step is for the Chapter membership to approve establishment and funding of an YV Program. Funding should cover identifying T-shirts and a volunteer's banquet for awards.
- Then determine if your target VA facility or State Veterans Home is receptive to YVs providing services. Your VAVS Representative, who works with the VA CVS and State Home Volunteer coordinator, can provide that information. It is mandatory that the facility approves any youth participation in the program.
- The next and crucial step is recruitment of YVs. The best way to recruit is to address the potential candidates at their organization level, ie. Junior and senior students at an assembly or boy or girl scouts at their troop meetings. Briefing the VAVS program to Guidance Counselors in the local high schools could be of value in getting outstanding students into the program. Depending on availability, representatives from the VA or State Facilities could join the MOPH member in the briefings and

presentations. The CVS' and State Home offices may also be of assistance, providing the name and contact information of any youth group that offered to be of service. In all your recruiting efforts, pass out the handout at Attachment A to encourage joining.

- Parental consent will be required for any youth participating in a VAVS program (see *Parental Consent Form* at **Attachment C**)

BENEFITS

Without Compensation VA Employee

All RSVs are considered *Without Compensation (WOC) VA Employees* for the purpose of compensation benefits, as provided under the injury compensation laws. Any Volunteer injured while on duty will be provided medical services in accordance with established policy for VA employees.

Meals may be furnished without charge to Volunteers, provided their scheduled assignment is at least 4 hours long. Meals may be provided to others at the discretion of the facility director.

Temporary Available Quarters may be furnished to volunteers at no charge, in case of an emergency.

Facilities will make every effort to provide parking without charge for regularly scheduled volunteers.

V-Note: Extent of VA Facility services available to Volunteers is determined by your local CVS Office.

VA, Employee Education System (EES)

As a WOC employee, you will have access to the hundreds of courses offered by this computer based training system. Courses range from those for personal enhancement to those that are job related, providing an excellent way to gain tailored knowledge without leaving your computer at times of your choosing. Check with your CVS Office for guidance on using the system.

YOUTH VOLUNTEER SCHOLARSHIP GUIDELINES

As an incentive to be a Youth Volunteer and reward for superior service, MOPH VAVS established a scholarship program that considers applications each year.

Eligibility

- To be eligible, high school students must have:
 - (1) Completed their senior year with a GPA of 3.0. Copy of school transcript required.
 - (2) Been accepted at a college/university or trade school.
 - (3) Completed 100-150 hours of service for a \$500 dollar scholarship or 175-plus hours for a \$1000 scholarship. A print-out of their hours from the VA Center or the State Veterans Home must be submitted with the application.

- College students must be:
 - (1) Enrolled at a college/university or trade school with a GPA of 3.0 or better (school transcript required)
 - (2) Same number of service hours required as for high school student, but all hours must have been earned as a college student. High school hours cannot be used for the college application.

Process

- Student Volunteers tell the VAVS Representative assigned to their facility that they are interested in a scholarship and complete applicable portions of the Application – personal data, transcript of school record, work printout, and required essay. See **Attachment D** for the application form or go www.purpleheart.org and print the form from the VAVS section.
- VAVS Representative, with inputs from Chapter Commander and CVS office, completes the application and ensures that it is complete.
- VAVS Representative forwards application and supporting documents, in triplicate, to the National VAVS Director by 30 June, via the Department Commander who will add his endorsement.
- Decisions on awards will be made by July 15 and scholarship checks will be made out to the student and their college/university or trade school.

REMOVAL OF VOUNTEERS

The VA Chief of Voluntary Service (or a VA Program Manager) can request that a VAVS Volunteer be removed for unsatisfactory performance, or violation of established policy and/or procedures.

PART THREE – MOPH VAVS ADMINISTRATION

RESPONSIBILITIES

National VAVS Director/Representative

The National VAVS Director/Representative (NVD/NVR) is appointed by the National Commander, but reports to the National Senior Vice Commander who has oversight of the program.

NVD Responsibilities

The NVD is responsible for the entire MOPH VAVS effort, from recruiting to program implementation. His specific responsibilities include:

- Setting the yearly goals for MOPH VAVS to inspire efforts by all concerned and facilitate planning.
- Approves Youth Volunteer Scholarships based on applicant's qualifications and availability of funds.
- Provides the National Senior Vice Commander with a yearly Report no later than June 30 that covers: highlights of program; number of volunteers – showing increase or decrease, number of volunteer hours expended and their monetary value; future plans, **estimated budget requirement for following year**, etc
- Issuing a Directory of all MOPH VAVS Representatives and their Deputies at appropriate intervals for distribution to key VAVS action officers.

NVR Responsibilities

Under his NVR title, the NVD represents MOPH on the VA National Advisory Committee (NAC) which is a federally chartered advisory committee. It advises VA leadership on how to coordinate and promote volunteer activities within the VA health care system. It meets on an annual basis. Prior to attending an NAC meeting, the NVD/NVR surveys Region and Department Commanders for appropriate issues to bring to the NAC's attention.

DEPARTMENT COMMANDER

The Department Commander is responsible for VAVS activities at all Department echelons, particularly the appointment of competent, qualified assistant officers and the dissemination of important information on the program to all concerned. The Department Commander has the following assistants to help implement his VAVS program:

VAVS Representatives and their Deputies who provide primary interface with VA facilities and support Chapter Commanders in their service efforts.

VAVS Coordinator who serves as his primary staff officer on VAVS matters.

DEPARTMENT COMMANDER RESPONSIBILITIES

- Nominate one VAVS Representative for each VA facility and State Veteran Home located in his Department.
- Nominate one to three Deputy Representatives for each VA facility and State Home.
- Nominate one Department VAVS Coordinator (internal)
- Keep the Region Commander informed on all significant activity, highlighting serious problems and recommended solutions.
- Ensure that all appointees for VA related positions comply with VA Regulations and Requirements and guidance contained in the VAVS Handbook.
- Manage VAVS funds allotted to the Department
- Make and forward required reports on time and to the proper entities.
- Conduct necessary meetings and reviews related to the VAVS program (See **Meetings and Reviews** below).
- Nominate deserving volunteers for annual awards (See below)

DEPARTMENT VAVS COORDINATOR

The VAVS Coordinator is the Department Commander's staff member that monitors and coordinates VAVS activities throughout the Department. The Department Commander will appoint and train a member for this position. This person should be a Regularly Scheduled Volunteer at a VA facility and have experience as a VAVS Representative, if possible.

While this person can be helpful as a key assistant, the Coordinator will not relieve the Department Commander of any responsibility or accountability.

ANNUAL AWARDS

The Department Commander should nominate outstanding volunteers (including VAVS Representatives and Deputy Representatives) for annual awards. These nominations should be mailed to the NVD 30 days prior to your Department Convention. Recommend you query your Chapter Commanders for any suitable candidates to add to your selection of Representatives.

GUIDANCE ON DEPARTMENT MEETINGS AND REVIEWS

To keep informed on the details of the VAVS effort within your Department, to maintain effective communication with the VA Chiefs of Voluntary Services in your area, and to gather information for period reviews, conduct the following meetings and reviews:

- **Meet with VA CVS.** At least twice a year, together with your VAVS Coordinator and assigned VAVS Representative, you should meet with the VA CVS at each facility in your area. Of course, additional meetings can be held if required.
- **Annual Joint Review.** You should attend this Review, required in October for MOPH. See details in **Reports**. Below.
- **Mid Spring Review.** This review should be conducted before your budget meeting for your convention and should cover MOPH VAVS performance in your

Department for the year. Results of the review will be used in preparing the next year's budget.

V-Note: Don't be deterred by a VA CVS who doesn't want to get involved with Veteran Support as you desire. Work with the NSO assigned to the Facility and have the Department Commander raise the issue with the Facility Director.

THE MOPH VAVS REPRESENTATIVE

Recommended by the Chapter Commander, nominated by the Department Commander, and appointed by the MOPH VAVS National Certifying Official, Representatives are the most important action officers in the program, reporting directly to their Department Commander. Due to their constant presence at a VA facility, or State Veterans Home, Representatives become the most visible face of MOPH in delivering support and comfort to wounded servicemen. They are normally assigned to only one VA facility, or State Home, although in times of short staffing, they could be responsible for more than one.

Qualifications: Representatives must be members (not associate members) in good standing. It's important that Representatives be members because of involvement with monetary matters as well as committing MOPH to requested projects. Associate members can attend VA meetings as guests of the Representative, but do not have voting rights.

A Department Member at Large (DML) may be a volunteer but is not eligible to be a Representative or Deputy Representative.

Non-members of MOPH and VA employees cannot serve as Representatives or Deputy Representatives.

Length of Appointment: Representatives are initially appointed for a two year term, but can be reappointed in two year increments if the Department Commander and National Certifying Official concur that the performance level is satisfactory.

Please note: Appointments of Representatives by any other official than the National Certifying Official are not recognized by the VA.

RESPONSILITIES

Complete Orientation with assigned VA Facility within thirty days of being appointed. See **Attachment E** for the check-in form. Once signed by the new Representative and the CVS, keep the original on file at the Department VAVS office and forward copies to the NVD.

Provide primary interface with VA's Office of Chief of Voluntary Services (CVS) as follows:

- Keep the Chapter and Department Commanders informed on what is occurring in the facility.
- Meet with the CVS or his appropriate staff member at least once a month. Due to busy schedules of all concerned, recommend that this meeting be scheduled and that

you come with an agenda, previously sent to the VA official to allow preparation of a response and to avoid any surprises.

- Serve on the VA Facility's VAVS Committee and any other Committee as requested. Be sure that either a Deputy or you make each meeting, prepared and on time.
- Make informal visits to the Facility from time to time to keep abreast of what's going on for information that's critical for MOPH to plan and successfully complete programs meaningful to veterans.
- Discuss performance of all MOPH volunteers with CVS on a regular basis as poor performance of a volunteer, regardless of cause, will reflect negatively on the Order.
- If you disagree with CVS on some specific program or overall direction of the VSVA efforts, then meet with your Department Commander, discuss the situation and receive guidance before meeting with the CVS on the matter. Report the results of the meeting to both Chapter and Department Commanders.

Provide Primary Interface with State Veterans Homes as follows:

- Establish close relations with the Volunteer Coordinator of the Home who acts in the same capacity as the CVS in a VA facility.
- Support the Chapter Commander responsible for volunteer services to the Home by providing lists of desired services. This list can be used in both recruiting and assigning volunteers. There will be similarities between the jobs at a VA Facility and a State Home. The Home will have different processes and security measures because the Home is a state, not Federal facility. Much will be common, but terminology may be different.
- Make sure all hours and funds expended by MOPH volunteers are captured by the Home Volunteer Coordinator each month. The Home Coordinator is responsible for reporting MOPH hours and expenditures to the VA facility with which it has a supporting Memorandum of Understanding.
- Keep the Department Commander apprised of any unusual situations or problems with a MOPH effort at a State Home.

Train Your Deputy. Each VAVS Representative will train any Deputies assigned and certify completion to the Department Commander.

Track Funding. Monitor expenditure of assigned funds and keep Chapter and Department Commanders informed as to the balance remaining of any MOPH budget allocation on a quarterly basis. See **Reports** below.

Maintain a List of Current Open Assignments at their assigned Facility. Using the internet access to VA data as outlined in **Attachment H, *Getting VA Information From Website***, and personal liaison with the CVS Office, maintain a list of job openings that shows title of position, description of work, hours required, and skills needed to accomplish the work. Recommend that this list be maintained on a computer to permit effective dissemination.

Keep Chapter Commander apprised of current opportunities for use in recruiting and assignment. By the most mutually convenient means (mail, FAX or e-mail)

continually provide the Chapter Commander with a current list of open voluntary assignments at his target VA or State Facility.

Assist in Matching Volunteers to Assignments. .Once a volunteer is linked to an opening, coordinate assignment with CVS, getting job supervisor's name, telephone number, and office location, reporting date and training schedule and passing the information to the volunteer via the Chapter Commander/VAVS Coordinator.

Monitor assignments. Visit the volunteer at the job site and talk to his supervisor from time to time and provide feedback to the Chapter Commander/VAVS Coordinator on both positive and negative findings. Try to ensure that job is valuable to the facility and satisfying to the volunteer.

Promote the Program From Concept to Approval

- Attend selective meetings of your participating Chapter and address the members on any pertinent VAVS news.
- Meet with the Welfare Officer (or whoever is running the Chapter VAVS effort) and offer any assistance, such as designing programs that benefit veterans. Push recruitment of volunteers as the prime task.
- As all programs should be explained and approved at both the Chapter and Department levels, take the necessary staffing actions to achieve such coordination.
- Get CVS approval of all MOPH VSVS programs and forward that approval to both Chapter and Department Commanders.

Problems. If a problem with a volunteer surfaces via a VA complaint or identified during a visit to the job site, arrange a meeting between the CVS (or his staff member), the Chapter Commander, and yourself to solve it – the solution can range from termination of the volunteer to job adjustments to counseling,

Documentation. Representatives must be familiar the following Directives/handbooks, available from the office of the CVS:

VHA Directive 1620 – Deals with Voluntary Service

VHA Directive 1620.1 – The “Bible” on VAVS Service procedures (know and understand this one)

VHA Directive 1620.2 – Deals with Volunteer Network (VTN)

VHA Directive 1620.3 – Deals with State Veterans Homes

VHA Handbook 4721 – Deals with General Post Fund Procedures

MOPH VAVS Representative and Deputy Representatives Appointment Process

1. Chapter Commanders send their **Department Commander** the names of Patriots to be considered as new VAVS Representatives or Deputy Representatives by **1 April**. These names can include the Chapter's Welfare Officer if appropriate. Use the letter form in **Attachment F** to send information on new Patriots as well as the Patriots being replaced. In some instances, the **Chapter Commander** may recommend that an incumbent's assignment be extended if requested by the VA Chief of Volunteer Services. The Patriots recommended for VAVS Representative positions should be Regularly Scheduled Volunteers or willing to become one to qualify for nomination.

Due Date: No later than April 30th of each year.

2. Using the inputs from his Chapters, the **Department Commander** formally nominates VAVS Representatives and Deputy Representatives for each facility being serviced by his Department, using the letter form in **Attachment G**. He also includes the data on Patriots being replaced. He then mails the letter the **National VAVS Certifying Official** who will make the formal appointments.

Due Date: Letter/s must be sent between May 1 and June 30 – the time frame of the Department Conventions.

3. The **Certifying Official** completes the appointment process by signing the certification and forwarding the letter to the indicated VA facility or State Veteran's Home, confirming the appointment of each Representative, with copies to the individual concerned, the appropriate Chapter & Department, and the VAVS Director.

4. At appropriate intervals, the National VAVS Director will publish a directory of VAVS Representatives and Deputy Representatives for distribution to key VAVS entities.

VAVS DEPUTY REPRESENTATIVE

Each VAVS Representative can have a Deputy Representative, certified in same way as Representatives are certified, who will fill in for the Representative when requested. These Deputies, if available, should be included in all appropriate meetings and considered partners in your endeavors (remember they also are volunteers and will provide better support if treated properly. In the past, some were treated as underlings, causing problems). As Deputies will perform the same functions as Representatives when acting as substitutes, each Representative is responsible for training his Deputy. Just as with Representatives, Deputies will perform duties as agreed upon by the Representative and the facility's CVS.

RESPONSIBILITIES FOR SERVICE NEAR STATE LINES

For VA or State facilities near state lines, the Department with the nearest Chapter, regardless of State, will be responsible for its support, using its roster of approved VAVS Representatives and their Deputies. Representatives will service State Facilities with the same agenda as for VA facilities. This means that some Departments may be supporting facilities that are not in their geographic areas of responsibility. If this occurs, the Servicing Department will keep the Department responsible for the area informed of its activities, but will report hours and funding in its own Chapter reports.

[COMMENT: By using approved corps of Department VAVS Representatives to service both VA and State facilities, you can eliminate the positions of VAVS Associate Representative and Deputy and reduce the number of personnel required to run the program, without impacting on service.]

SERVICING STATE VETERANS HOMES

Department Commanders will use its corps of VAVS Representatives to service State Veterans Home in his geographic area just as he would a VA Facility, keeping track of hours and funds expended so the Department gets credit in the VA Reporting System.

Rather than working with a CVS as you would at a VA facility, you will work with a Volunteer Coordinator at the State Facility. That coordinator is responsible for reporting your hours and dollars effort to the VA Facility that has a supporting Memorandum of Understanding (MOU) with that specific State Veterans Home. However, you need to keep an independent record on your efforts that may be needed if the Volunteer Coordinator doesn't report your work.

You will find that many of the same jobs are available that would be available in a VA Facility. They will have a different process and security system because it is a State Facility rather than a Federal Facility (so we are dealing with State Law not Federal Law). You will find that there is much in common, yet terminology may be different. See Attachment

V-Note: Recommend that you do not appoint a "Hospital Chairman" for your Department as some Departments have done in the past. The VA does not recognize this position nor does the National VAVS Committee. Use your registered VAVS Representatives for all action associated with the VA.

CHAPTER COMMANDER

The Chapter Commander is the major key to a successful VAVS effort as he must establish a successful recruiting program as part of his overall mission of supporting veteran activities in his area. Support of veterans is one of the corner stones of MOPH.

Responsibilities:

- Recruiting volunteers to man the program – a critical role.
- Matching volunteers with available job assignments in the VA or State facility

- Maintaining informal liaison with veteran facilities in immediate area
- Identifying members to be VAVS Representatives and Deputies
- Working closely with appropriate VAVS Representative on volunteer assignment and on the job performance.
- Keeping Department Commander and/or his VAVS Coordinator advised of all significant VAVS associated events.
- Maintaining liaison with other VSO volunteers working the same facilities, cooperating with and supporting their efforts.

Recruiting

Recruitment of volunteers continues to be the most critical phase of our Program – without volunteers; we cannot deliver the needed services to VA facilities and their veterans. Your target population for volunteers should include:

Patriots in your Chapter	Church Groups (put ad in their bulletins)
Associate Patriots	Masons
Patriot’s family	Boy & Girl Scouts (merit badges)
Local schools & colleges	Business acquaintances
Members of your local Ladies Auxiliary	Friends of Patriots
YMCA & YWCA	Neighbors
Community Groups (Elks, Moose, etc.)	Relatives

Remember, anyone who desires to help our veterans can be a MOPH volunteer – age is not a barrier. The more volunteers you can recruit, the greater the service to our veterans and a more heightened visibility for MOPH.

Veterans’ Facilities

Chapter Commanders should be knowledgeable about installations serving veterans in their areas, such as VA hospitals, outpatient clinics, community based outpatient clinics, VA Nursing Homes, or State Veterans Homes. For details on such facilities, see **Attachment H** for step by step computer strokes to find data on the VA Website (www.va.gov).

Project Management

The Chapter Commander needs a member to coordinate VAVS activities by the Chapter. Some units give the Welfare Officer, a formal position, the additional duty of being the Chapter VAVS Coordinator. Others pick another volunteer to take that job as an ad-hoc officer in the Chapter.

The Chapter will be managing two major veteran support efforts – the external VAVS program with all its phases from recruitment to assignment and an internal program of fund raising and project execution.

In both efforts, the Chapter Commander will have to prioritize projects due to limited resources, both financial and personnel. Once you get your share of the VAVS funding

from the Department, you should add the amount expected from local fund raising and use that total for planning.

Visibility

Visibility of your involvement in VAVS activities is important to both your Chapter and MOPH. Give periodic press releases to local media on one-time significant events or long term collective activity. Appendix B of the MOPH Procedures Manual gives guidance on the format and issue of press releases.

Matching Volunteers with Facility Needs

The Chapter Commander and members who are recruiting need to know the volunteer assignments open at the target facility to help in attracting volunteers. The Department VAVS Representative to each facility can provide that open assignment data on request, getting it from the facility's CVS Office or from the VA website – see **Attachment H**. Position specifics such as office, supervisor, hour of work, etc. can also be provided by the Representative to be passed on to the volunteer. Once the volunteer is on the job, the Chapter Commander's role will switch to a monitoring & support.

Respite care, care that relieves a patient caregiver from the intensive day to day care, is one of the most needed services.

STEPS TO VOLUNTEER ASSIGNMENT

1. Compare volunteer's skills and assignment preferences from his Application Form with the list of volunteer assignments at the target facility, provided by the VAVS Representative, for any matches.
2. Provide volunteer with list and description of any Chapter initiated activities, such as listed in **Programs** below and see if any meet his expectations.
3. Ask the volunteer if he or she has any particular service or project in mind not mentioned not briefed.
4. If the volunteer is interested in a VA assignment, then the VAVS Representative coordinates his placement by:
 - Providing the qualifications of the volunteer to the CVS and getting approval for placement.
 - Providing the Chapter Commander/Chapter VAVS Coordinator and volunteer with details on the assignment: position title (if any), Division or Department of assignment, name and telephone number of supervision, office location, details on work, days and hours of work, and the date and place to report for work.
5. If the volunteer is interested in an existing Chapter sponsored event, the Chapter Coordinator takes the appropriate action to integrate him in the activity.
6. If the volunteer proposes a service or activity not currently addressed, but considered worthwhile, then the VAVA Representative can explore the idea with the CVS if it concerns the VA or the Volunteer Coordinator if it concerns a State Home. If it pertains to a Chapter action, then the Chapter Coordinator can make a decision.
7. Volunteers from Chapter membership can be matched to assignments in a similar manner.

NOMINATIONS

For VAVS and VAVS Deputy Representatives.

Chapter Commanders will identify appropriate Chapter members to the Department Commander for nomination as Department VAVS Representatives and Deputy Representatives by **1 April**. These individuals must have skills that will contribute to successful interface with facility personnel.

For Awards

Chapter Commanders will recommend appropriate Chapter members for annual VAVS awards based on their contributions to the program. Submit 15 days prior to the start of your Department's convention.

Reports

See **Reports** section below. See **Attachments I through L** for logs that you can use internally to record data to support required reporting.

CHAPTER PROCEDURES FOR GIFTS AND DONATIONS

As VAVS is our prime program to support wounded veterans, it's important to track distribution of funds allotted for supporting VA facilities and State Homes. Chapters will have two main sources for VAVS funds – those provided by the Department (obtained from the Foundation) and those generated locally by fund raising activities and solicitations from businesses and civic associations by the Chapter.

1. Determine what your target facilities need to enhance support for their veteran patients. Cash will always be welcome, but you need specifics on material contributions (clothing, cosmetics, footgear, books, records, telephone calling cards, computer games, etc.) Since your VAVS Rep is in constant contact with the CVS Office, request he provide monthly updates on gift requirements so you can accurately tailor your efforts.
2. Deposit cash and check contributions to your Chapter checking account, adding to the budgetary input from the Department. Since the VA only tracks contributions from major organizations such MOPH, American Legion, VFW, etc, it is important that official MOPH checks be used for cash contributions to VA or State Home facilities.
3. Decide how to expend the funds, with input from your VAVS officer and the VAVS Representative and feedback from assigned volunteers who will have real-time suggestions based on their presence at the facilities.
4. Disburse funds as soon as possible, buying desired items or providing a cash donation. Checks should be made out to *VAHCS*, with the appropriate facility name and Post Fund Code annotated at the bottom. *General Post Funds* are established at each VA Facility to support the needs of veteran patients through volunteer donations.
- 5. All donations, cash or in kind, must be delivered to the VA Facilities Voluntary Service Office for processing and distribution.**
6. Keep a simple journal on your charitable actions – list the inputs (amount, date & source on one side and the disbursement (amount, date, & reason – cash donation, purchase of socks, etc.) on the other.

[If goods are donated, add the estimated price of the goods to your disbursement side.]

You'll need this data on incoming and outgoing funds for your quarterly report to the Department Commander that he will use for his quarterly report to the National VAVS Director, that the VAVS Representative will use in his annual review with the CVS, and that will provide data to complete the Department's annual IRS 990. The VAVS Department Coordinator will also kept totals on Chapter contributions to ensure proper credit is given for outstanding performance. You'll also need this data to prepare your budget requests each year.

REQUIRED REPORTS

CHAPTER COMMANDERS

Chapter VAVS Report (Attachment M)

Description: Contains Chapter data on expenditures, volunteer hours, and significant activity to support Department reporting.

Due date/s: 1 June & 1 December

Distribution: Department Commander

Chapter Report on State Veteran Homes (Attachment N)

Description: Contains data on expenditures and volunteer hours to support Department reporting.

Due date/s: 1 June & 1 December

Distribution: Department Commander

DEPARTMENT COMMANDER

Department VAVS Report (Attachment O)

Description: Consolidation of Chapter reports

Due Date/s: 15 June & 15 December

Distribution: National VAVS Director, information to Region Commander

Department Report on State Veteran Homes (Attachment P)

Description: Consolidation of Chapter reports.

Due date/s: 15 June & 15 December

Distribution: National VAVS Director, information to Region Commander

VAVS REPRESENTATIVE

VAVS Summary of Annual Joint Review (VA Form 10-1240)

Description: This annual summary is one of the program's most important documents as it identifies the contribution of MOPH volunteers to each VA facility being serviced. It covers the number of hours provided, cash funds donated, donated material (cash value), and includes key programs and goals for the next year.

Due date: Review takes place in October – a month designated by the VA Central VAVS Office – on a date negotiated between the Facility’s VA CVS and the assigned MOPH VAVS Representative.

Attendees: The Review Team consists of the CVS, MOPH VAVS Representative, and MOPH Deputy Representative. However, the Department Commander, Department VAVS Coordinator, and the supporting Chapter Commander can attend as observers. The CVS have his Program Managers attend. Since this review is extremely important to documenting the MOPH VAVS effort, recommend that Department Commander or his Senior Vice or Junior Vice attend at a minimum.

Sequence:

- Based on quarterly Chapter reports, VAVS Representative prepares a draft VA Form 10-1240, *VAVS Summary of Annual Joint Review*, (See **Attachments Q & R** for a blank and sample form) for consideration by the Review Team. [Representative must be pro-active in getting needed reports on time.]
- Review Team approves or makes revisions to the *Summary*.
- Representative prepares final version of *Summary*, signs it, and then gets the CVS to sign.

Distribution:

- Original to CVS; file copy for VAVS Representative.
- VAVS Representative then sends copy to National VAVS Director with VA Form 10-1240a, *Response to VAVS Summary Annual Joint Review*, attached.

State Veterans Home Report

Description: This report has similar data as the VA Annual Review above, but requires less administrative processing. It’s submitted with the VA Annual Review.

Due date: 15 September.

Attendees: This review team will have a smaller number of participants – the State Home Volunteers Coordinator, the VAVS Representative assigned to the State Home, and the supporting Chapter Commander,

Sequence:

- VAVS Representative drafts report along lines of above summary based on quarterly Chapter reporting and times completion to match Summary submission.
- Review Team meets to discuss overall support and approve the annual report.
- VAVS Representative adds report as an enclosure to the VA Annual Review.

State Veterans Home Reporting to VA Facility

Each State Veterans Home is associated with a VA Facility and reports volunteer hours received at the facility. The totals should match the hours on the printouts. If possible, the VAVS Representative to the Home should get a copy of this report and include it as an enclosure to the annual reports. The Home report is important as it helps validate requests for future program support.

GLOSSARY

CBOC (Community Based Outpatient Clinic). Primary care facilities offering limited care that send their complex cases to their sponsoring VAMC.

CVS (Chief of Voluntary Services). VA official responsible for approving/coordinating voluntary services at his VAMC. Alternate title: Voluntary Service Program Manager.

DML (Department Member at Large)

DMV (Department of Motor Vehicles)

EES (VA Employee Education System)

HCS (Health Care System). This usually consists of a full service VAMC, sent patients from outlying community based outpatient clinics and VA Outpatient Clinics

MOPHAVSDIR (MOPH Veterans Affairs Volunteer Service Director). Responsible for managing the MOPH volunteer effort.

NAC (National Advisory Committee). VA Committee that advises VA leadership on volunteer support to VA facilities.

NVD (MOPH National VAVS Director). Responsible for the overall MOPH VAVS program.

NSO (National Service Officer) Salaried action officers of Veterans Service Organization (VSO) who provide first line support to veterans, usually working near or in a VA facility.

OV (Occasional Volunteer) Works on non-scheduled basis.

OPC (Outpatient Clinic). Has a similar role as VA Outpatient Clinics (VAOPCs), but are located outside metropolitan veteran areas.

RSV (Regularly Scheduled Volunteer) Works regularly hours at an established position.

VAMC (Veterans Affairs Medical Center). Provides full services to veterans; any medical or mental health problem can be addressed at a VAMC. Some have domiciliary and nursing homes (long term care) contracted out by the VA, but most do not.

VAOPC (VA Outpatient Clinic). Provides primary care to veterans under the umbrella of a VAMC and are located on State or Federal property as well as in leased commercial space.

VAVS (Veterans Affairs Voluntary Service). Founded in 1946 to provide for veterans in VA healthcare facilities, VAVS is the largest volunteer program in the Federal government, significantly contributing to the care and comfort of military patients.

VET CENTER (Veteran Center). Provide individual, group and family counseling to all veterans who served in any combat zone. Services are also available for their family members. Veterans have earned these benefits through their combat service which are provided at no cost to the veteran or family. These Centers are fully staffed by VA employees and do not involve volunteer services. A veteran can file a claim at a Center, but it will be handled by a VA employee, not a member of a Veterans Service Organization (VSO) like our National Service Officers (NSOs).

VISN (Veterans Integrated Service Networks). VA has divided its mix of hospitals and clinics into 22 health system networks called VISNs. Go to www.vacareers.va.gov/networks.cfm for details.

VSO (Veteran Service Organization). Fraternal organizations of active and retired military members who support the VA via salaried NSOs and Veterans Affairs Volunteer Services. Examples: MOPH, VFW, American Legion, etc.

VSPM (Voluntary Service Program Manager). Alternate title for CVS (Chief of Volunteer Services)

VTN (Volunteer Transportation Network). Provides needed transportation by volunteer drivers for veterans seeking services from a VA facility.

YV (Youth Volunteer). Must be at least 14 years old and can be given any project in the VAVS program that is age appropriate.

WOC (Without compensation)

ATTACHMENTS

ATTACHMENT A

APPLICATION FOR MOPH VAVS

I want to participate in the MOPH Veterans Affairs Volunteer Service, a program that supports the care and well being of wounded service men and women, convalescing in local VA medical facilities and State Veterans Homes.

Name:

Date:

Telephone Number:

Cell Phone Number

Address: _____

Vehicle (Own or have access) Yes No Driving License Yes No

Current Status: Student Working Retired Other _____

Availability: Week Days 8-12 12-4 4-8

Week Ends 8-12 12-4

Work of interest:

Administrative - typing, filing, answering phones, escort duties, driving vehicles,

Direct Patient Support - assisting nurses, reading to patients, assisting in feeding, helping with PT, etc

Recreational activities - games (both group and individual), visits to local attractions, outside sports, etc

Other (Your ideas) _____

Please send or fax this application to:

Name of Chapter VAVS Coordinator

Chapter name and number

Address

Phone number

Fax number

[Chapters add their own tag before reproducing]

ATTACHMENT B

VOLUNTEER ASSIGNMENT GUIDE

This Guide will be useful in both recruiting and assigning Volunteers to jobs at VA facilities. Not all VA facilities produce this in handbook form, but maintain lists of needed services. The MOPH VAVS Representative or his Deputy should get the handbook from the office of the Chief of Voluntary Services as well as any lists of services desired and send these to appropriate Chapter Commanders on a continuous basis.

The Guides have descriptions of all jobs needed to be filled by volunteers at the VA facility. But if you have a volunteer who wants a job not in the Guide or on a current list, the Chapter Commander should work with the VAVS Representative and try to get approval for the requested job from the facility's CVS.

Jobs, since they are tailored for each facility, will vary from one location to another. The following is a sample of available jobs to show their variety, but you still have to determine specific jobs - facility by facility:

Acquisition & Material Management, Clerical Support

Ambulatory Care, Clinical Assistant

Receptionist

C & P Customer Service Representative

Quality Management, Phone Solicitor

Canteen, Food Service Volunteer

Chaplain Clerical Assistant

Escort

Musicians and Singers

Supervision of Escort Service

QM/Customer Service Office Clerk

Chief of Staff Assistant, Hospital

Assistant to the Chief of Staff and Director of Nursing

Customer Service Center info Desk Receptionist

Volunteer

Education Service, Office Assistant

Data Entry

Engineering

TV Repair

Clerical Assistants

Wheel Chair Repair

Environmental Management Assistants

Assistant to Women Veterans Coordinator

IMS, Computer Assistants and Support Assistants

File Shifters

Medical Records Clerks

Laboratory Service, Aides

Library Service Aides
 Medicine Service, Outreach Volunteer
 Clinical Shadow Experience
 Volunteer Clerk
 Clerical Assistant
 Clerical Assistant to Rheumatology
 Clerical Assistant to Cardiology Section
 Endocrine Aide
 Assistant for Research and Copying Reference Material
 Neurology Clerical and other Assistants
 Nursing/Clinical Assistant, Clerical
 Feeding Aide and Food Transport
 Information Clerk
 MICU Information Desk
 Patient Visitors
 Triage Information
 Admitting
 Emergency
 Community Based Extended Care Clerical Support Unit
 Ambassador for Contract Nursing Homes
 Senior Companions
 Nutrition and Food, Patient Satisfaction Survey Assistant
 Pharmacy Aide
 Physical Medicine and Rehabilitation
 Off Station Trips
 Occupational Therapy Aide
 Pet Therapy
 Physical Therapy Aide
 Ward Activities and Entertainment Asst.
 Police and Security Dispatcher
 Prosthetics and Sensory Aides Service
 Psychiatry and Mental Health Services, File Clerks
 Family Education
 Vet to Vet Coordinator
 Vet to Vet Group Leader

<p> V-Note: State Veterans Homes may have a similar Guide or a list of requirements. If not, the MOPH State Veterans Home Coordinator can show the Guide from the VA Facility that supports the Veterans Home under an MOU and get the Home Volunteer Coordinator to identify available jobs. This information can then be passed to appropriate Chapter Commander for use in recruiting and assigning Volunteers. </p>
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ATTACHMENT C

MOPH VAVS Parental Consent Form

Student's Name (print) _____

Date of Birth _____

Name of School _____

Grade _____

I, the parent/guardian of the student named above, hereby give permission for my child to participate in the MOPH VAVS Program. I understand that my child will be obligated to comply with VA regulations and honor commitments to scheduled service hours.

I understand that my child is responsible for her/his behavior at all time, and agree not to hold MOPH or the VA or any of its employees responsible for any expenses or damages incurred as a result of my child's behavior. I also understand that any violation of the VA's regulations or inappropriate behavior may result in removal from the program.

I agree that in the event of injury or illness, the VA staff member in charge of my child may act in my behalf and at my expense in obtaining medical treatment for my child.

I understand and give permission for my child to travel unaccompanied on public transportation or accompanied on a VA approved bus to and from all scheduled VA or State Veterans Home activities.

I hereby give permission for my child's photograph, taken while performing volunteer service, to be used in publicizing the VAVS program, but will not include other personal identifiable information such as my child's address, phone number, or social security number.

I hereby give permission for my child to be interviewed and/or photographed by the media as it pertains to VA activities.

In an emergency, please contact me at: (_____) _____ or (_____) _____

Name of Parent/Guardian (Print) _____

Signature _____

Date: _____

ATTACHMENT D

**MILITARY ORDER OF THE PURPLE HEART
NATIONAL YOUTH VOLUNTEER SCHOLARSHIP
APPLICATION**

Date: _____

Name of Candidate: _____

Address: _____

City: _____

State: _____

Telephone No: _____

Social Security No: _____

Nominated by: Patriot/VAVS Rep: Tel# _____

Membership number: _____

VAMC and /or SVH: _____

Supporting endorsement by VAMC/SVH staff: _____

Age: Years of volunteer service _____

Total hours this period: _____

Total volunteer hours: _____

Has this applicant received this scholarship before? _____

SCHOLASTIC ACTIVITY:

School currently attending: _____

Current grade level (e.g., sophomore, junior, senior): _____

Honors and Awards: please list on separate page and attach copies of verification of honors/awards when available.

Dependability Rate: 1 to 10: _____

Fulfilling assigned task and acceptance of responsibility:

Rate 1 to 10: _____

Personality and Pleasantness to Veteran Patients and Staff:

Rate 1 to 10: _____

Leadership Capability Rate: 1 to 10: _____

Personal appearance Rate: 1 to 10: _____

Description of area(s) of service in which volunteering: _____

GPA: Must be 3.0 or better. Copy of school record or other verification must be submitted with application.

Applicant must have performed at least 100 hours of qualifying volunteer service.

100 – 149 hours = \$500.00

175 hours and greater = \$1000.00

VA/SVH hourly print-out must be submitted with this application.

A written essay of no fewer than 375 words and no more than 450 words stating what it means to be a Volunteer working with Veterans.

Does the applicant have a Purple Heart recipient in their immediate family? If YES, the relationship _____.

Is member in the Order? If YES, Membership number _____.

SUBMISSION

Forward application and supporting documentation, in triplicate, with Department Commander's endorsement (cover letter), to:

National VAVS Director
104 Shimmer Pond Court
Madison AL 35757-7751

Deadline: Applications must be submitted, post marked by 30 September each year.

ATTACHMENT E

VAVS Representative’s Check List for VA Facility Orientation

(To be completed within 30 Days of Appointment)

Name of VA Facility Station Number _____

Completed Application for Voluntary Service- VA Form 10-7055. Date _____

Completed Medical History Form. Date _____

] ID Badge, Vehicle Registration, Fingerprint Information. Date _____

Completed general orientation including VSS procedures for recording hours. Date _____

Additional Voluntary Work Site Training. Specify _____ Date _____

Received Calendar of Quarterly VAVS Committee Meetings and date for Annul Joint Review. Date _____

MOPH VAVS Rep/ Dep. (Print Name) Chief, Voluntary Service or Designee (Sig.)

MOPH VAVS Rep//Dep. Signature Date

Distribution:

Original – Patriot Greg “Doc” Lutes, MOPH, VAVS National Certifying Official, 202 S. Cliffrose Street, Anaheim CA 92805

1 Copy – Dir, VAVS

1 Copy – Department VAVS files

[COMMENT: If you accept the concept of the VAVS Reps servicing both VA and State facilities, WILL WE ALSO NEED A CHECK OFF LIST TAILORED TO THE STATE FACILITY?]

ATTACHMENT F

**FORMAT FOR CHAPTERS TO IDENTIFY PATRIOTS AS VAVS
REPRESENTATIVES OR DEPUTY REPRESENTATIVES.**

[CHAPTER LETTERHEAD]

[Date]

From: Patriot [Full Name]
Commander
Chapter [Number]
MOPH
[Street Address]
[City, State, Zip Code+4]
Home: [Telephone Number]
E-mail: [E-mail Address]

To: Patriot [Full Name]
Commander
Department of [Department Name]
MOPH
[Street Address]
[City, State, Zip Code+4]
Home: [Telephone Number]
E-mail: [E-mail Address]

Subject: Patriots Recommended for Consideration as VAVS Representatives or Deputies

The following Patriot/s meet the high standards required to be a VAVS Representative or Deputy Representative and are recommended for nomination to either position:

Patriot [Full Name]
[Street Address]
[City, State, Zip Code+4]
Home: [Telephone Number]
E-mail: [E-mail Address]
[MOPH Membership Number]
[MOPH Chapter Number]
VA or State Facility of Interest:
Name:
Address:

[Provide same data for each additional name]

Yours in Patriotism,

[Signature]

ATTACHMENT G

**FORMAT FOR DEPARTMENT CERTIFICATION REQUEST FOR
VAVS REPRESENTATIVE OR DEPUTY REPRESENTATIVE**

[MOPH DEPARTMENT LETTERHEAD]

[Date: Month, Day, Year]

From: Patriot [Full Name]
Commander
Department of [Department Name]
MOPH
[Street Address]
[City, State, Zip Code+4]
Home: [Telephone Number]
E-mail: [E-mail Address]

Via: Patriot Greg "Doc" Lutes
MOPH, VAVS National Certifying Official
202 S. Cliffrose Street
Anaheim CA 92805
Home: 714-956-3410
E-mail: capbaci@msn.com

To: Director [Full Name]
[Name] VAMC
[Street address, City, State, ZIP code]
Or
Director [Full Name]
[Name] State Veterans Home
[Street address, City, State, ZIP code]

Subject: Request for Certification of VAVS Representative (and/or Deputy Representative)

It is requested that the following Patriot(s) be certified to serve at the [VAMC Facility], [Street Address, City, State, Zip Code].or [State Veterans Home], [Street Address, City, State, Zip Code].

New VAVS Representative:

Patriot [Full Name]
[Street Address]
[City, State, Zip Code+4]
Home: [Telephone Number]
E-mail: [E-mail Address]
[MOPH Membership Number]
[MOPH Chapter Number]
Estimated assignment period:

Replaces (Former VAVS Representative)

Patriot [Full Name]
[Street Address]
[City, State, Zip Code+4]
Home: [Telephone Number]
E-mail: [E-mail Address]
[MOPH Membership Number]
[MOPH Chapter Number]

New VAVS Deputy Representative:

Replaces (Former VAVS Deputy Rep.:

ATTACHMENT H

HOW TO GET INFORMATION ON VA FACILITIES FROM THE WEBSITE

- 1) GO TO: www.va.gov
[This brings up the VA Home page]
- 2) GO ACROSS THE TOP and CLICK on “Locations”
[This brings up a box with choices, such as hospitals, vet center, etc., and you just click on the one you want to see an interactive map. You then can enter your zip code and see all the VA facilities in your particular area or click on a state and see all the facilities in that state. You can find addresses, contact names and phone numbers, and special needs of the facility – all data required for sound VAVS planning. All data can be printed for reference.]
- 3) Recommend each Chapter or Department VAVS action officer use this site for planning and conducting VAVS activities either on his own or with assistance from a fellow Patriot with appropriate computer skills. Using the site will give you accurately and timely information at any time.

[See next page for a sample screen.]



Locations

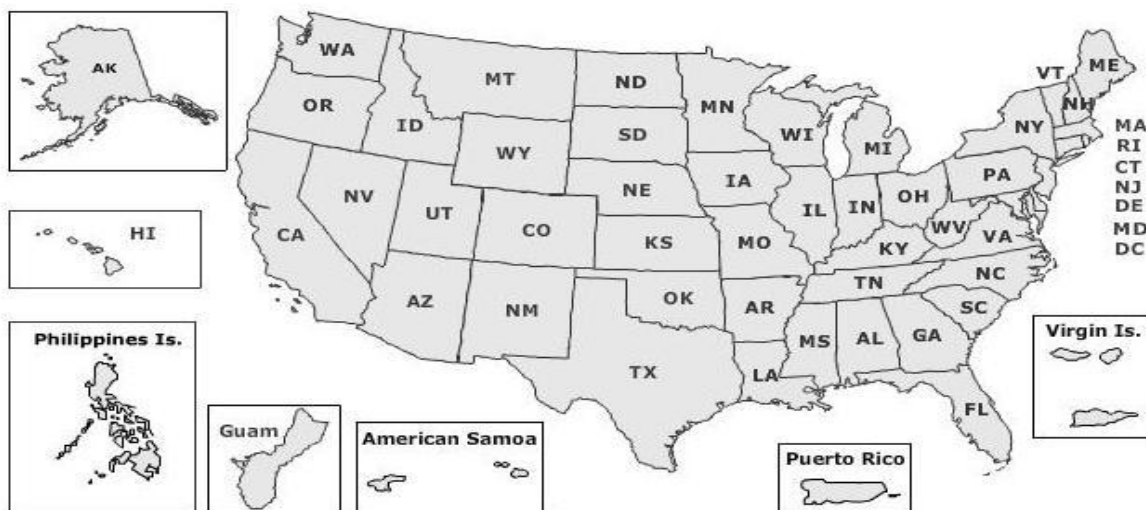
Vet Centers

Search in Facility Directory:

Vet Centers

Find Vet Center By Zip Code:

- Home
- Veterans Health Administration (VHA)
- Veterans Benefits Administration (VBA)
- National Cemetery Administration (NCA)
- Vet Centers
- VA Central Offices
- PTSD Program Locator
- Gravesite Locator
- Facilities by State
- Interactive US Map
- Facility Listing



Vet Centers in:

- | | | | | |
|--------------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Alabama | Illinois | Montana | Rhode Island | American Samoa |
| Alaska | Indiana | Nebraska | South Carolina | Guam |
| Arizona | Iowa | Nevada | South Dakota | Philippines |
| Arkansas | Kansas | New Hampshire | Tennessee | Puerto Rico |
| California | Kentucky | New Jersey | Texas | Virgin Islands |
| Colorado | Louisiana | New Mexico | Utah | |
| Connecticut | Maine | New York | Vermont | |
| Delaware | Maryland | North Carolina | Virginia | |
| District of Columbia | Massachusetts | North Dakota | Washington | |
| Florida | Michigan | Ohio | West Virginia | |
| Georgia | Minnesota | Oklahoma | Wisconsin | |
| Hawaii | Mississippi | Oregon | Wyoming | |
| Idaho | Missouri | Pennsylvania | | |

[This is an example of one of the interactive maps. If you enter your zip code, you'll see all the VA Vet Centers near your Chapter. If you click on the name of the Center, then you'll see more details. If you click on a state, then you'll see all the VA sites in the State and by clicking on the facilities' name, you see related details.]

ATTACHMENT J

LOG FOR ALL DONATIONS

(Can be typed or written)

Dates: From 10-01-2008 To 9-30-2009
Name of Facility: Indianapolis RL Roudebush VAMC (583)

Donor Key: I – Individual, O-Organization, G-Other Groups
Donation Key: A-Activity, M-Monetary, I-Item

DONOR	TYPE	DATE	DONATION	VALUE	REMARKS
MOPH	O	10-07	I	174.50	Toilet kits
MOPH	O	10-23	I	15.00	Food Snacks
MOPH	O	10-26	M	550.00	Student Contrib
MOPH	O	10-26	M	211.00	VA Gen Fund
MOPH	O	10-27	A	220.00`	Ball game
Patriot Johnson	I	11-14	M	100.00	VA Gen Fund
Chamb of Commerce	G	11-25	M	1000.00	VA Gen Fund
Boy Scouts	G	11-25	I	50.00	Xmas Candy
SAMPLE					

TOTAL MONETARY DONATIONS \$1861
TOTAL ACTIVITY DONATIONS*..... 220
TOTAL ITEM DONATIONS 239.50**

GRAND TOTAL OF DONATIONS..... \$2320.50

* Hours converted to monetary value (hours x \$_____)
 ** Items converted to monetary value – estimated worth

ATTACHMENT K

**LOG OF VOLUNTEER HOURS FOR [YEAR]
(Can be typed or handwritten)**

NAME OF FACILITY:

NAME OF MOPH UNIT:

	J	F	M	A	M	J	J	A	S	O	N	D	Total
# Adult RS Vols													
# Youth RS Vols													
# Occ Vols													
Total Volunteers													

	J	F	M	A	M	J	J	A	S	O	N	D	Total
Adult RS Hours													
Youth RS Hours													
Total RS Hours													
Adult RS Assign													
Youth RS Assign													
Total RS Assign													
Total Occ Hours													
Total Occ Assign													

ATTACHMENT L

**LOG OF VOLUNTEER HOURS FOR [YEAR]
(Can be typed or handwritten)**

NAME OF FACILITY: **Roudebush VAMC**

NAME OF MOPH UNIT: **Bill Brown Chapter 0983**

	J	F	M	A	M	J	J	A	S	O	N	D	Total
# Adult RS Vols	11	12	10	9									
# Youth RS Vols	36	13	25	11									
# Occ Vols	47	21	10	8									
Total Volunteers	94	46	45	28									

	J	F	M	A	M	J	J	A	S	O	N	D	Total
Adult RS Hours	113	32	47	216	0	0							408
Youth RS Hrs	5	84	120	178	0	11							117
Total RS Hours	118	116	167	344	0	11							756
Adult RS Assign	4	4	7	5									20
Youth RS Assign	1	12	11	11	SAMPLE								35
Total RS Assign	5	16	18	16									55
Total Occ Hours	6	3	1	4									14
Total Occ Assign	0	0	1	0									1

Note: Hours include both visits and service.

Check to State Home.....200.00

[IMPORTANT – CHAPTERS MUST SUBMIT RECEIPTS WITH THIS REPORT ON ALL FUNDS EXPENDED TO MEET AUDITING REQUIREMENTS]

SIGNIFICANT EVENTS:

[Short blurbs on any significant event – unusual local contribution, veteran related activity commended by CVS, participation in a new care service at facility, etc]

[Use reverse for additional space]

Chapter VAVS Officer _____
Print Name Signature Phone

Send this report on 1 June & 1 Dec to your Department Commander.

ATTACHMENT N

**FORMAT FOR
REPORT OF CHAPTER SUPPORT TO STATE VETERAN HOMES**

Date:
From: Commander, Chapter _____
To: Commander, Department of _____
Subject: Chapter Support to State Veteran Homes (1 June or 1 December)

Names of Homes supported _____

Number of Volunteers for the period: _____
Total Number of Hours donated by MOPH (1) _____
Total Dollars Contributed by MOPH \$ (2) _____
Total in-kind Dollars contributed by MOPH \$ (2) _____
Total Financial Contributions \$ _____
Signature block and Signature

*[Guidance:
(1) Get volunteer hours from State Home printout (if not available, use Chapter records). Keep printouts in Chapter file for one year.
(2) Keep detailed list of all donations, cash and in-kind, date of donation, amount, description of donated items, cost as back-up for one year.
(3) Submit reports on 1 June and 1 December.]*

ATTACHMENT O

**MOPH
VETERANS AFFAIRS VOLUNTARY SERVICE
VAVS REPORT
20 __ 20 __**

This report covers the period from 1 July through 30 June each year.

DEPARTMENTS ONLY: Retain one copy; send one copy to the Region Commander and one copy to the National VAWS Director. Reports are due 15 July.

PLEASE BE LEGIBLE

This report was prepared by: _____
Name Phone Number

Department VAWS Officer		
Name: _____		
Phone Number: _____	Email: _____	

VAWS (VAMC & Recognized State Veteran Homes/SVH)

Name of VAMC Site: _____

Address of VAMC Site: _____

Station Code: _____

NATIONALLY APPOINTED VAWS Representative		Number of
Name	Telephone Number	quarterly meetings
		Attended
Rep _____	_____	_____
Rep _____	_____	_____
Rep _____	_____	_____
Rep _____	_____	_____

Address of VAMC Site: _____

Name of VAMC Site: _____

Address of VAMC Site: _____

Station Code: _____

NATIONALLY APPOINTED VAVS Representative		Number of
Name	Telephone Number	quarterly meetings Attended
Rep _____	_____	_____
Rep _____	_____	_____
Rep _____	_____	_____
Rep _____	_____	_____

////////////////////////////////////

Address of VAMC Site: _____

Name of VAMC Site: _____

Address of VAMC Site: _____

Station Code: _____

NATIONALLY APPOINTED VAVS Representative		Number of
Name	Telephone Number	quarterly meetings Attended
Rep _____	_____	_____
Rep _____	_____	_____
Rep _____	_____	_____
Rep _____	_____	_____

Department Commander Signature

Date

<p>SUBMIT BY 15 JULY to: National VAVS Director, Del "Bulldog" Turner, 104 Shimmer Pond Court, Madison AL 35757-7751</p>

ATTACHMENT P
FORMAT FOR
DEPARTMENT REPORT ON STATE VETERAN HOMES

Date: From: Commander, Department of _____

To: National VAVS Director

Subject: Report on State Veteran Homes (1 October to 30 September)

Number of Chapters reporting data: _____

Names of Homes supported _____

Number of Volunteers for the period _____

Total Number of Hours donated by MOPH _____

Total Dollars Contributed by MOPH _____

Total in-kind Dollars contributed by MOPH _____

Total Financial Contributions \$ _____

Signature block and Signature

[Guidance: This report should be a consolidation of Chapter reporting. Departments may have to be pro-active in getting maximum Chapter participation.]

**ATTACHMENT Q
[SAMPLE]**

DEPARTMENT OF VETERANS AFFAIRS		VAVS SUMMARY OF ANNUAL JOINT REVIEW			
NAME OF FACILITY/STATION NBR/ADDRESS:		NAME OF ORGANIZATION:		REVIEW DATE	
I. STATISTICS (From Representative)		THIS YEAR	LAST YEAR	GROWTH RATE + -	
A. 1. NUMBER OF RS VOLUNTEERS					
2. NUMBER OF RS VOLUNTEER HOURS					
3. NUMBER OF OCC VOLUNTEER HOURS					
4. NUMBER OF ALL VOLUNTEER HOURS					
5. NUMBER OF YOUTH VOLUNTEERS					
6. NUMBER OF NEW VOLUNTEERS					
7. NUMBER OF NEW RS VOL ASSIGNMENTS					
8. TOTAL CASH DONATIONS					
9. TOTAL EST VALUE NON-CASH DONATIONS					
B. 1. ESTIMATED NUMBER OF LOCAL ORGANIZATIONAL UNITS WITHIN VAMC AREA:					
2. ESTIMATED TOTAL MEMBERSHIP:					
3. NUMBER OF UNITS CONTACTED:					
4. NUMBER OF UNITS VOLUNTEERING:					
II. ANNUAL REVIEW (From Representative)		EXCELLENT	GOOD	FAIR	POOR
A. QUALITY OF VA STAFF SUPERVISION (NOT VAVS)					
B. QUALITY OF VOLUNTARY SERVICE SUPPORT					
C. QUALITY OF OFRGNIZATION SUPPORT					
III. GOALS AND OBJECTIVES. (Evaluate last year's progress; Set next year's goals) (From Representative and Chief)					
IV. COMMENTS: Concerns/Extra Efforts/Retention/Fund Raising/Special Events/Media Use/Volunteer assignments/Recruitment (from Representative and Chief)					
VAVS Representative _____ Chief, Voluntary Service _____					

ATTACHMENT R
[SAMPLE]

DEPARTMENT OF VETERANS AFFAIRS		VAVS SUMMARY OF ANNUAL JOINT REVIEW			
NAME OF FACILITY/STATION NBR/ADDRESS: E. Kansas Health Care System – Topeka Division 889A5 Topeka, Kansas 66622		NAME OF ORGANIZATION: MOPH		REVIEW DATE 10/26/2008	
I. STATISTICS (From Representative)		THIS YEAR	LAST YEAR	GROWTH RATE + -	
A. 1. NUMBER OF RS VOLUNTEERS		4	4		
2. NUMBER OF RS VOLUNTEER HOURS		35	93	0.62%	
3. NUMBER OF OCC VOLUNTEER HOURS		0	0		
4. NUMBER OF ALL VOLUNTEER HOURS		35	93	0.62%	
5. NUMBER OF YOUTH VOLUNTEERS		20	10	0.50%	
6. NUMBER OF NEW VOLUNTEERS		5	2	0.40%	
7. NUMBER OF NEW RS VOL ASSIGNMENTS		0	0		
8. TOTAL CASH DONATIONS		125	100	0.8%	
9 TOTAL EST VALUE NON-CASH DONATIONS		2387.40	812.00	0.99%	
B 1. ESTIMATED NUMBER OF LOCAL ORGANIZATIONAL UNITS WITHIN VAMC AREA: 4					
2. ESTIMATED TOTAL MEMBERSHIP: 250					
3. NUMBER OF UNITS CONTACTED: ALL					
4. NUMBER OF UNITS VOLUNTEERING: ALL					
II. ANNUAL REVIEW (From Representative)		EXCELLENT	GOOD	FAIR	POOR
A. QUALITY OF VA STAFF SUPERVISION (NOT VAVS)		X			
B. QUALITY OF VOLUNTARY SERVICE SUPPORT		X			
C. QUALITY OF OFRGANIZATION SUPPORT			X		
III. GOALS AND OBJECTIVES. (Evaluate last year's progress; Set next year's goals) (From Representative and Chief)					
Last year's goals: Continued support of the Carnival as escorts, Golden Age games, National salute, snack boxes for 4 th of July, patient clothing bank, reading room, meat and cheese trays, coffee.					
FY 2009 goals: Ensure volunteer time credited to Purple Heart. Continued support of patients, clothing bank, reading room, and special events. Maintain partnership with local schools in Emporia to provide homemade valentines for veterans.					
IV. COMMENTS: Concerns/Extra Efforts/Retention/Fund Raising/Special Events/Media Use/Volunteer assignments/Recruitment (from Representative and Chief)					
Excellent communication and understanding between Representative and Deputies with the CVS staff. Organization had 100 % attendance at the VAVS meetings this past FY. MOPH supports the Purple Heart Trains on the interstate & turnpike. Discussed enlisting the MOPH Honor guard as RS volunteers. Many MOPH members provide volunteer support to other service organizations.					
VAVS Representative _____ Chief, Voluntary Service _____					