

**AMVETS Ladies Auxiliary  
Department of Michigan  
LOCAL HOSPITAL OFFICER  
INSTRUCTIONS**

- #1 As the local Hospital Officer, it is your responsibility to maintain accurate records of volunteers, their hours, mileage, donations, etc.
- #2 Read the bulletins and check the website Officers. They contain information which can assist with your program. Share the information they contain with your members by including it in the reports you give at your meetings.
- #3 Hospital pins shall be given by the Department to AMVETS, Auxiliary members, Honorary members, Jr. AMVETS and Sons of AMVETS with 100 hospital hours of service.
- #4 Hospital Hour Bars will be awarded, with the local Auxiliary paying half of the cost, for 300, 500, 1000, 1500, 2000, 2500 and 5000 hours. Certificates are given for every 1,000 hours over the 2,500 hours bar. Hospital bars and pins are earned only by volunteering in a VA hospital, Nursing Home, Outpatient Clinic's called CBOC ( Community based outpatient clinic) or a Satellite clinic. If you are a registered volunteer at a VAMC hospital or facility, your earned hours can be used toward the award. Your VAVS Representative has a record of them.
  - A. Hours spent driving or working on home projects (example: crocheting lap robes, making tray favors, etc.) cannot be used towards hours for the bars or pins.
  - B. The name of all persons eligible to receive these awards must be sent to the Department Hospital Officer by March 1<sup>st</sup> and must be signed by the local Auxiliary President and the local Hospital Officer.
- #5 Set up a notebook to record all work done by your Auxiliary members. It is much easier to fill out a report if you have an accurate record.
- #6 All projects should have prior approval of the Auxiliary, be recorded in the minutes and be performed in the name of the AMVETS Ladies Auxiliary.
- #7 One copy of your Mid-year Report is mailed to the Department Hospital

Officer, postmarked no later than November 5<sup>th</sup> of the current year. File a report even if you have "*Nothing To Report At This Time*". One copy of your annual (final) report is mailed to the Department Hospital Officer, postmarked no later than May 5<sup>th</sup> of the current year. On your Final report, the first line on the project evaluation sheet, are your totals from mid-year report. Make sure you use any corrections that you received from the Department Hospital Officer.

If you are sending your report by e-mail, the same rule applies for the due dates: Mid-year Nov 05 and final report May 05.

#8 Read the Donor's Rules carefully and follow them to qualify for awards at the Department Convention. The Convention Digest with updated Donor Rules are mailed to your local President each March by the Department. Have them handy when filing your reports.

#9 Cash Donations: Be sure to claim Hospital Donations paid to the Department at \$3.00 per member. Try to send the \$3.00 Hospital donations early so they can be claimed on your mid-year report. This is important to VAVS Representatives because they depend on this donation for their allotments which are used for their hospital programs.

#10 Project sheets and Service Report Forms can be downloaded from the Department Auxiliary website and can be completed on your computer.

#11 Volunteer Opportunities:

Palliative Care Unit	Chaplain Services	Outings
Information Desk	One-on-One Visits	Escort
Coffee program	Special Activities	Greeter
Recreational Activities		

#12 Suggested Donations:

Toiletries	Phone Cards	Crossword Puzzles
T-Shirts	Socks	New Underwear
Postage Stamps	current Books/Magazines	Jigsaw Puzzles
Lap Robes	Dept. Hospital Fund (cash)	
National James Parke	Scholarship Fund (cash)	

VA Medical Centers:  
Canteen books and General Post Fund

State Veterans Homes:  
Individually wrapped Snacks, Cookies, Candy (no outdated) and Used Clothing

Check the specific VAMC or Michigan Home for the wish list which is available from their Auxiliary Hospital Representatives and/or is listed on the website.

#13 Suggested Projects:

Tray Favors	Holiday Parties	Picnics	Birthday parties
Adopt A Vet	Olympic Day	Carnivals	Ice Cream Social
Adopt A Ward	Bingo	Dinners	Play Board Games
Ball Game	Fishing Derby	Dances	Card Games
Outing	Arts/Crafts	Picnics	Because We Care Day
Ward Parties	National Salute to Hospitalized Veterans		

#14 Notify your VAVS and or Veterans Home Representative to schedule recreational activities and donations.

#15 Never purchase any equipment on your own. The Hospital knows best what is required and may be able to purchase items a lot cheaper.

#16 November is St Jude Children's month. The purpose of this special month is:

- (a) To give our members a better understanding of our National programs through scheduled special activities and events.
- (b) To obtain publicity in local newspapers, radio and television stations to make the community aware of the support we give to this program.
- (c) To make an extra effort to raise funds for this program.