

# DEPARTMENT HOSPITAL OFFICER'S INSTRUCTIONS

Revised 2023

## Section I – General Information

1. The Department President, with approval of the SEC, shall appoint VAVS/MVH Representatives and Deputies (up to 3 Deputies if needed) to serve in the VA Medical Centers and Michigan Veterans Homes. The appointments shall be for an indefinite period of service.
  - a. If a Representative or Deputy is not following Department or National Policies and procedures, and after talking to them, they still do not comply, you may make a recommendation to the SEC to have them removed from Office.
2. You shall send to the National VAVS Representative, the name and address of any new Representatives and Deputies for certification. The record of certification and copies of the VAVS Representative's instructions are to be kept in your file and up to date. Blank certification forms are in your files.
3. At the post-Convention SEC meeting, you will ask for approval of any special Chairman's award you wish to present. If not available at this meeting, you may ask for the approval at the Fall SEC meeting.
4. You will serve as a member of the Honors and Awards Committee to judge the service program reports at the Department Convention.
5. Service report forms from Local Auxiliaries must be postmarked either by the Post Office or by e-mail by November 5<sup>th</sup> for the mid-year report and May 5<sup>th</sup> for the final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.
  - a. Each mailed report must have the envelope stapled to the back of the report. If reports are submitted electronically, you will download a copy of the e-mail which shows the date submitted and staple it to the report.
  - b. When the deadline falls on a Sunday or a holiday, the next business day will apply for the Post Office date only but NOT for email.
6. You must place your initials next to any changes when you make a correction on Mid-year and Final reports. Corrections are to be made in RED only. You must notify the Local Auxiliary Officer by letter explaining in detail any errors you found. Local Officers are to be notified of both Mid-year and Final report corrections.
  - a. Mid-year correction letters are to be mailed no later than twenty (20) days after the Department Officer receives them.

- b. Final corrections will be in letter form made out by the Department Officer and passed out to the Local Auxiliary Representative on the Convention floor, after the awards presentations.
  - c. If the Local Auxiliary is not represented at Convention, the letter is to be forwarded by mail to the respective Local Officer for her files.
7. Department Service Officers shall send one copy of their completed National "Department Service" mid-year report postmarked or emailed no later than November 20 and final report postmarked or emailed no later than May 20 to the Department NEC Woman. Form is available on the National and Department websites.

## **Section II – Department Hospital/VAVS/MVH Activities**

1. The VAVS Representatives are to send you, the National VAVS Representative and the Department President a copy of their joint review which is held annually, usually during the month of September.
2. You shall contact each facility by July 10 to obtain the number of residents being served which will help determine if the amount to be allotted for each Representative needs to be adjusted.

## **Section III– Financial and Audits**

1. The name of the VAVS/MVH Representatives, the bank name, account numbers and the hospital served must be in your file and in the file of the Executive Secretary and Department Treasurer.
2. All VAVS/MVH Representatives who are charged with the responsibility of handling funds shall be required to place funds in a checking account, bearing the name of AMVETS Ladies Auxiliary, \_\_\_\_\_ (Aleda Lutz, Jacobetti, etc.) Hospital fund. The Department Secretary **must be a signer** on all the Hospital accounts
3. VAVS/MVH Representatives are to submit an accounting of the balances in their checking/savings accounts for the Fall and Spring SEC meetings with no need to attend. They shall attend the pre-Convention SEC meeting with the balances in their checking/savings accounts. Mileage will be paid for the pre-Convention SEC meeting only.
4. Fifteen (15) days prior to the Department Convention, you shall notify by letter or email the VAVS/MVH Representatives a reminder to bring all financial records, including the

check book and savings account book to the Department Convention for the purpose of audit. The books are to be audited by the Department Hospital Officer (acting as Chairman) and VAVS/MVH Representatives and Deputies in attendance.

5. At the Hospital Committee meeting, you shall review the number of beds in each facility to determine the allotment amount each Representative will receive.
6. With approval of the VAVS/MVH Representatives, you may ask for a double allotment in November, if funds are available.
7. Hospital allotments are issued the 1<sup>st</sup> of August, November, February and May.

### **Section IV –Judging and Awards**

1. The Youth Volunteer certificates are to be the responsibility of the Local Auxiliary in the purchasing and presenting of said certificates. It is the responsibility of the Local Auxiliary Officer to report Youth volunteers to the Department Officer, who in turn will be responsible to give the information to the Executive Secretary for the Convention book. The list will also be included with the report sent to the NEC Woman. The only Youth
  - a. Volunteers to have their individual names listed in the Convention book are Junior AMVETS and those volunteers affiliated with the AMVETS family.
  - b. The Youth Volunteers from schools or clubs are to be listed in the Convention Book by school or club, number of volunteers participating, number of hours for all volunteers, and a list of projects they participated in.
2. Bring all mid-year reports to the Honor & Awards meeting, which is normally scheduled before the Spring SEC meeting. Be sure you have gone through them and made the needed corrections. At this meeting, the Service Officers can meet with the Honors and Awards Chairman and become familiar with the various programs they will be judging at the Department Convention.
3. To be eligible for any Department Service Award, a Local Auxiliary must follow the Donor Rules.
4. For award judging at Convention, bring all your final & mid-year reports to the Honor & Awards Committee meeting. If you are unable to attend this meeting, notify the Committee chairman and the Department President to discuss who will represent your service area for you.
5. Be prepared to only discuss your top five (5) final reports. If your awards indicate two categories of selection (10-40 members & 41 members and over), separate your reports into those categories and be prepared to discuss your top five (5) Final reports in each

category. At the end of this meeting, all service reports will be given to the Chairman for disposal.

6. You can receive information regarding local Auxiliary donations from the Department Treasurer at any time.
7. You and the Department President will sign the certificates for your respective winning reports.
8. The decision of the Honor & Awards Committee is final.

## **Section V – Bars, Pins and Certificates**

1. Local Auxiliary Hospital Officers shall send a letter to the Department Hospital Officer requesting earned pins and bars to you no later than March 1st. The letter must be signed by the Local President and the Hospital Officer and include the name of the hospital being served.
2. The Department shall give hospital pins to AMVETS, Ladies Auxiliary, Junior AMVETS, Sons of AMVETS and Honorary members with 100 hours of service.
  - a. Bars will be given, with the local Auxiliary required to pay one half the cost of the bars for 300, 500, 1,000, 1,500, 2,000, 2,500 and 5,000 hours.
  - b. Certificates are to be issued by the Department for every 1,000 hours over the 2,500-hour bar.
  - c. Certificates that are presented for Hospital bars are to be on hand in your file. The volunteer(s) will wear only the highest hour bar received on the Hospital Volunteer pin.
3. You shall compile a list of names eligible to receive hospital pins and bars and notify the Executive Secretary by March 15<sup>th</sup> of the number of pins and bars needed. Copies are to be sent to the Department President and Executive Secretary and retain one copy in your file. The Executive Secretary will order the pins from the National AMVETS.
4. In your **August** bulletin, stress to the Local Auxiliaries about getting their Life member hospital donations in and explain this is where the funds come from for the allotments for our VAVS/MVH Representatives to use in their hospital work for our Veterans.
5. In your **February** bulletin, remind the Local Auxiliary Hospital Officers that applications for pins and bars are due to you no later than March 1<sup>st</sup>.