



Catholic War Veterans Auxiliary

NATIONAL HEADQUARTERS

441 NORTH LEE STREET

ALEXANDRIA, VA 22314-2344

16 August 2016

**TO: VAVS REPRESENTATIVES, VAVS DEPUTY REPRESENTATIVES ALL ECHELONS
and PRESIDENTS ALL ECHELONS**

**FROM: Elaine A. Diaczun - National Auxiliary VAVS Representative
182 North Beech Street, North Massapequa, NY 11758-2605 (516/799-0157)
E-mail to Zuned@aol.com**

SUBJECT: 2016/2017 NATIONAL AUXILIARY VAVS HOSPITAL PROGRAM

We are proud of all that is done by CWV Auxiliary volunteers for our Veterans in the VA Hospitals, Extended Care Centers, Community Living Centers, Out-Patient Clinics, etc. and look forward to continued support on their behalf. It is hoped that your report of your activities will inspire other members to add themselves to this very important duty we have to the people who have served and continue to serve our country. **VOLUNTEERS ARE ALWAYS NEEDED.**

For reporting at the 2017 Auxiliary Convention, and for National award purposes, the Department fiscal year began back on April 1, 2016 and extends through March 31, 2017.

The required reports are:

COMPILED REPORT for ACTIVITIES and DONATIONS FORM

To be sent to VAVS Deputy Representative Elaine A. Diaczun (E-mail is welcomed)

VOLUNTEERS BY ORGANIZATION – VS26

VA Form 10-1240 VAVS SUMMARY OF ANNUAL JOINT REVIEW

To be sent to VAVS Representative Elaine A. Diaczun (E-mail is welcomed)

COMPILED REPORT for ACTIVITIES and DONATIONS FORM: This compilation should reflect ALL the Unit's Hospital Activity from April 1, 2016 through March 31, 2017. These forms are prepared by the Unit VAVS Rep or Dep and are to be forwarded to the Chapter, if any, or to the Department VAVS chairperson. These report forms should be completed and sent to me, QUARTERLY. The activity reflected is work and or donations done at or for the VA Hospital for which you are a Rep or Dep (Bingos, Holiday parties, assisting Care Coordinators, assisting Voluntary Service Officers (VSOs), donations of books, newspapers, comfort items, "Welcome Kits", etc.) It should not reflect work done for Veterans outside the facility as such work should be listed on the Welfare Officer's form or Americanism form, et al.

One final Compiled report reflecting the totals for ALL the Quarterly reports should also be forwarded before the deadline date of June 30, 2017

This final COMPILED report is the basis for the VAVS DEPUTY REPRESENTATIVE awards at the 2017 National Auxiliary Convention in Saint Louis. If you think further explanation of the final report is necessary, you may include a summary narrative.

"VOLUNTEERS BY ORGANIZATION – VS26" form: This report, which your VA Voluntary Service Officer prepares generally upon your request, or gives to the Rep or Dep who attends the Hospital's quarterly meetings, indicates the number of Regularly Scheduled, and Occasional times and hours spent at the facility served by each volunteer who has designated that the time is to be credited to the CWV Auxiliary. Please have it sent QUARTERLY, to Elaine A. Diaczun at the address listed above or by E-mail. **If you have difficulty getting this report, please let me know.**

Reporting Quarters:

- 1) April 1, 2016 through June 30, 2016 should be on a VS26 form dated between July 7 and July 20.
- 2) *****July 1, 2016 through September 30, 2016**: these times are found on a VS26 dated after October 7 and before October 15th. This is due October 15. **This is a most important report** and will show all your activity for the VA Federal Fiscal Year 2016 which is October 1, 2015 through September 30, 2016***.
- 3) October 1, 2016 through December 31, 2016: a VS26 dated after January 7th is due January 15.
- 4) *****January 1, 2017 through March 31, 2017** on a VS26 dated after April 7th is due April 15, 2017. This also is a **most important report** for it will show all your activity since the start of the VA Federal Fiscal Year 2017***.

*****The 2017 VA Federal Fiscal year starts on October 1, 2016**, so the VS-26 report produced between October 7 and October 20, 2016 will show all your hours from April 1, 2016 through September 30, 2016. The VS-26 report produced between April 7 and April 15, 2017 will show all

your hours from October 1, 2016 through March 31, 2017***. These 2 reports give a complete picture of your volunteer hours for the CWV Auxiliary year.

If you are unable to get the two highlighted reports, please let me know immediately after the production date as I will have to try to contact your VSO and BEG for them. Federal VAVS rules require your VSO to forward these reports, at least, to the National Rep.

VA Form 10-1240 VAVS SUMMARY OF ANNUAL JOINT REVIEW: This report describes the statistics, evaluates the VA Staff and cites the goals and objectives from the Chief of Voluntary Services and the CWVA Representative.

The VS26 and the VA 10-1240 reports are the basis for the VAVS REPRESENTATIVE awards at the National Auxiliary Convention.

CERTIFYING or RE-CERTIFYING OF REPRESENTATIVES and/or DEPUTIES: In most cases, certification is for an "indefinite period". Letters of Certification or Re-certification should originate from the Unit and go up through the echelons, signed by each echelon's President, leaving space for the signatures of the Department President and Department VAVS Chairlady. The Chapter (or Unit) President forwards it to the Department for processing. The Department notifies the National VAVS Representative who in turn notifies the Hospital Voluntary Services Coordinator. If assistance is needed on these letters, contact Elaine Diaczun at 516/799-0157.

REGULAR SCHEDULED VOLUNTEERS: Many volunteers are needed at all VA facilities in every State. Age is not a barrier as some of our best volunteers are Senior Citizens. No special talent is required, just your time, patience and interest in hospitalized Veterans.

I look forward to receiving your April 1, 2016 through March 2017 reports.

Trusting you to continue your interest in the needs of the hospitalized veterans, I remain

Yours in CWVA

Elaine A. Diaczun,

National VAVS Representative

NOTE: Since the Hospital Activities form(s) have been **eliminated**, the legend on the bottom of the COMPILED REPORT for ACTIVITIES and DONATION FORM should read as follows:

You may attach copies of receipts, Recreation Therapy Activity Reports (sign-in sheets), letters of acknowledgement showing donations and reiterating individual activities if you wish. You may also give explanations of the activities on a separate sheet if you feel it necessary.

