**THE AMERICAN LEGION AUXILIARY**

**HOSPITAL GUIDE**

**DEPARTMENT OF MICHIGAN**

**2019-2020**

**HOSPITAL CHAIRMAN**

**JANETTE BROCKWAY**

**WHAT IS THIS PROGRAM ABOUT AND WHAT CAN YOU DO FOR IT?**

**This part of the Veterans Affairs & Rehabilitation program is about volunteering at all VAMC’S.**

**There are many ways you can make the veterans life more enjoyable, healthier, exciting and at**

**all costs more satisfying. Here are a few things that you can do to make this happen**

* **Make a positive impact by volunteering**
* **Recruit new volunteers**
* **Gain a sense of pride by volunteering**
* **Help maintain volunteers**
* **Volunteers are the back bone of this program**

**There are Representatives at all VAMC’s, these Representatives come from units like yours and**

**they are always looking for volunteers. Here are a few things your unit can do for our veterans-**

* **Work with the VAVS Representatives to provide meaningful assignments for veterans**

**within a VAMC or at an outpatient clinic**

* **Educate units and communities about volunteer opportunities**
* **By increasing your generous donations you allow the volunteers to provide many of**

**the additional activities that are given to a veteran**

* **Volunteer at the closest facility to be a patient feeder, reader, listener or any other**

**position that is needed**

* **Join as a unit to volunteer at a VAMC**
* **Don’t leave members out-get all members involved**
* **Enter in the many awards that are given at Department and National level**

**Another very important part of the Hospital/VAMC is the National Veterans**

**Creative Arts Festival. Here are a few things your unit can do for this program-**

* **Encourage units and individuals to support NCAF through donations**
* **Recruit members to volunteer at local Veterans Creative Arts Festivals conducted**

**by many VA health care systems across the country**

* **A unit may organize a project of its own or introduce a unit to veteran arts, crafts**

**and hobby projects already operational in the community**

* **Donate through Department to get credit for your donations.**

**National Volunteer Month is April so encourage your organization, at all levels to**

**recognize and celebrate the important work that volunteers do every day on behalf of**

**Veterans.**

**Veterans History Project was created by the United States Congress in 2000. The**

**Veterans History Project relies on volunteers to collect and preserve stories of wartime**

**service. Check at your VAMC and volunteer and get your high school students involved.**

**Remember our veterans are all getting older lets collect their history.**

**Welcome Home Celebration volunteers are needed to provide assistance at your**

**local VA Health care systems that are supporting returning service members and their**

**families in the community. Every VA Health care systems sponsors welcome home**

**celebrations in their facilities and community. Get involved with Hometown Heros.**

**National Salute to Veterans who are heros of the U.S. Armed Services who are cared for**

**every day in the VA Medical Centers during the week of February 14 get a salute from**

**all volunteers.**

**GUIDELINES FOR SUBMITTING ENTRIES FOR**

**DEPARTMENT OF MICHIGAN AWARDS**

**Please carefully read and follow the directions for all awards. Don’t hesitate to ask**

**questions if you’re in doubt about anything.**

**All entries are due to the Department Chairman no later than April 30, 2020 accompanied**

**by a GREEN ENTRY SHEET.**

**The green sheet must indicate the award you are seeking. Please fill out completely.**

**UNIT CHAIRMAN:All annual reports and entries for any of the awards MUST be sent**

**to your District Chairman by MARCH 30,2020. (Awards must first be judged on the**

**District level).**

**The District Chairman will forward the winning entry from your District to the Department**

**Chairman.**

**Late entries will not be considered.**

**DISTRICT CHAIRMAN;All Annual Reports and entries for awards must be sent to the**

**Department Chairman no later than April 30, 2020. The winning entry from the District**

**must have the “Green Sheet” attached and properly filled out.**

**Remember, only one entry per District for any award. You may send an entry for each**

**of the awards but, only one entry per award.**

**UNIT/DISTRICT CHAIRMAN: DO NOT SEND ANYTHING DIRECTLY TO**

**THE NATINAL CHAIRMAN OR NATIONAL COMMITTEE MEMBERS.**

**Everything MUST go through your Department Chairman.**

**It is her responsibility to forward it on to National for further judging.**

**VETERANS AFFAIRS & REHABILITATION**

**DEPARTMENT AWARDS**

**2019-2020**

**NAN SHEPARD PLAQUE; A citation will be given to the Unit for the most**

**referrals to The American Legion, personal contacts, and contributions to all**

**Rehabilitation funds and the most Outstanding Activities during the year.**

**Winner is chosen from the annual VA&R reports received from the Units and**

**judged on the District level. All Unit entries must be sent to the District Chairman**

**by March 30, 2020.**

**Your District Chairman must send the winning entry, with the GREEN SHEET**

**attached, to the Department Chairman by April 30, 2020. Any entry without a**

**GREEN SHEET attached will be disqualified.**

**DOROTHY PEARL REHABILITATION PLAQUE; A citation will be given to the**

**Unit reporting the greatest participation in the Department Rehabilitation program.**

**Entries must be narrative form, not to exceed 1,000 words.**

**All reports and entries must be sent to your District Chairman by March 30, 2020.**

**District Chairman must send the Annual Report and winning entry, with GREEN**

**SHEET attached, to the Department Chairman by April 30, 2020.**

**District entries that arrive without a GREEN SHEET will be disqualified.**

**This award is for all Unit activity during the year.**

**JACKIE SKINNER HOMELESS VETERANS CITATION; A Citation will**

**be presented to the Unit reporting the greatest participation in Homeless Veteran**

**initiatives. All reports and entries must be sent to the District Chairman for**

**judging by March 30, 2020 attached to the Department Chairman by April 30,**

**2020.**

**Any entry without an Annual Report and a GREEN SHEET properly filled out**

**will be disqualified.**

**Narratives should describe Homeless Veterans activities only.**

**SERVICE TO VETERANS VOLUNTEER HOURS AWARD; Volunteers will**

**be recognized when specific hour milestones are reached; 50, 100, 300, 500,**

**and 1,000. After the first 1,000-hour bar is awarded, the next bar will be**

**earned in 1,00 hour increments up to 20,000 hours. Hour bars and pins will be**

**provided by Department beginning 2019-2020.**

**NATIONAL VETERANS CREATIVE ARTS FESTIVAL;   
Departments/units/members that contribute to this program are eligible to be**

**recognized as a Bronze, Silver or Gold donor.**

**National VA&R recognition & Awards**

* **Power of One Award**

**A Citation Plaque will be presented to the Unit that implements and carries**

**out the Outstanding Event that brings honor and recognition to our**

**veterans and/or service members at any VAMC or VA Facility, Veterans**

**Home, Fisher House Vet Center, Homeless Veterans Shelter or any**

**Facility where more than 60% of the residents are veterans. Entry must**

**be typewritten in narrative form not to exceed 1,000 words. Pictures and**

**newspaper articles may be included but not to exceed six (6) pages. Entry**

**cannot be in bound book or hard cover. Cover sheet must include Unit**

**name and number, address, Unit Chairman’s name, address and phone**

**number, date and location where the event was held.**

**Submit to the District Chairman by March 30, 2020 and to the**

**Department Chairman by April 30, 2020.**

**National must have it by June 1, 2020.**

* **Department VA&R Program Awards**

**A Citation plaque will be presented to the Department Chairman in each**

**Division that reports the Most Outstanding Overall VA&R program as**

**per the goals stated in this Plan of Work. Entry must be typewritten in**

**narrative form not to exceed 1,000 words. All entries must be received by**

**the Department Chairman by April 30, 2020 to be forwarded to the**

**National Division Chairman.**

* **Service to Veterans Volunteer Hours Award**

**A citation plaque will be presented to Service to Veteran volunteer serving**

**the greatest number of hours from April 1, 2019-March 30, 2020 in each**

**Division for Junior and Senior members. Units should send their nominees**

**to the Department Chairman by April30, 2020. Unit is required to certify**

**hours of any nominee-the Department Chairman may ask for this info.**

**The Department Chairman will then send the top hour volunteer Junior**

**and Senior Volunteer, to the Division Chairman by June 1, 2020.**

* **National Veterans Creative Arts Festival Contribution Recognition**

**The NVCAF will recognize departments who contribute at the Bronze,**

**Silver and Gold level. This recognition will be made at the 2020 Festival.**

**ALA Headquarters will submit qualifying donations to the NVCAF staff**

**in July. Donaations considered are those received in the National**

**Office September 1, 2019-June 30, 2020.**

* **Unit VA&R Program Awards**

**A citation plaque will be presented to a Unit Chairman in each Division**

**reporting the Most Outstanding Overall VA&R program as per the goals**

**stated in this Plan of Work. Entry must be type written in narrative form**

**not to exceed 1,000 words. Units will submit entries to the Department**

**Chairman by April 30, 2020. All entries must be postmarked by June1,**

**2020 and sent by the Department Chairman to the National Chairman.**

* **VAVS Volunteer Of The Year Award/ALA NAC Nominee**

**The Department VA&R Chairman or ALA Department Director of**

**Hospital Volunteers will make nominations for consideration. A**

**Department Nomination must be prepared in a narrative format not to**

**exceed 500 words and may include up to two letters of recommendation.**

**This nomination is due to the National VAVS Deputy by June 1, 2020.**

**This award will be made to the nominee who has given extraordinary**

**service to our nations veterans through the ALA VA&R program and**

**the VAVS program. Specifically this nominee must serve in an**

**established VA assignment and be defined as a regularly scheduled**

**volunteer. In addition, we are looking for an individual who is**

**actively involved working with veterans in any one of the following areas:**

**Outpatient Clinics**

**Nursing Homes**

**Homeless Veteran Programs**

**Hosted veteran related functions outside the VA**

**Visiting veterans confined to their homes (as assigned by VAVS)**

**The National winner will receive $500.00 to be donated to the VAVS facility**

**of her choice and in recipient’s name and will be profiled in National**

**News Magazine. In addition, the ALA will forward her name as our**

**Candidate for the VAVS National Advisory Committee Volunteer of**

**the year.**

* **Volunteer Recruitment & Service Department Award**

**A citation plaque will be presented to the Department in each Division**

**with the largest increase of Regularly Scheduled Volunteers and Regularly**

**Scheduled volunteer hours at a VA Medical Center from April 1, 2019-**

**March 31, 2020. The award winner will be determined by the National**

**VAVS Rep through verification of Department hours and number of**

**Volunteers as recorded by VAVS.**

* **100% VAVS Meeting Attendance**

**An ‘attendance Card’ will be awarded to each Representative and Deputy**

**who has 100 % attendance to VAVS Committee meetings at her assigned**

**facility. The National VAVS Representative will verify the winners from**

**VA records.**

* **10,000-Hour Volunteer Service Award**

**A special Volunteer Citation will be awarded to eligible volunteers and a**

**$100.00 donation will be sent in eligible volunteers’ name to the National**

**Veterans Creative Arts Festival Fund. Volunteer must have accrued**

**10,000 hours of volunteer service in a VA Facility. Verification of**

**hours must be received at National Headquarters by June 1, 2020.**

* **20,000-Hour Volunteer Service Award**

**A special Volunteer Citation will be awarded to eligible volunteers and**

**a $200.00 donation will be sent in eligible volunteers’ name to the**

**National Veterans Creative Arts Festival Fund. Volunteer must have accrued**

**20,000 hours of volunteer service in a VA Facility. Verification of hours**

**must be received at National Headquarters by June 1, 2020.**

**Thank you all for all you do for all of our veterans.**