

1. The Department Veterans Affairs and Rehabilitation (VA&R) Chairman oversees and is responsible for all aspects of the VA&R Program and serves as the Hospital and Service to Veterans Director as well as Chairman. (2015)
2. The budget for the Department Veterans Affairs and Rehabilitation Committee shall depend upon donations received by the Department Office and administered by the Department Chairman. All donations received during the current year shall be used for the following year's budget. Interest income from the Welfare investment account and 10% of net receipts received from Unit Poppy distribution shall be divided equally amongst welfare accounts except when a deficit exists in any of these accounts. When a deficit(s) exists, the interest income and 10% of net receipts from Poppy distribution shall be distributed to these accounts to offset the deficit(s). Donations shall be sent directly to the Department Office and made payable to the Department of California, ALA, and earmarked for "VA & R." (2014)
3. The Department Office shall provide the Department Chairman with cost incurred to date plus additional projected year-end expenses by April 15. The Department Office shall also provide the Finance Committee with anticipated expenses for the year by May 1. (1992)
4. The budget shall include amounts to fulfill the obligations of financial aid for rehabilitation cases, Chairman and program allowances, Medical Center Representatives allowances, assessment, administrative expenses, and such other conferences as may be authorized by the Department President. Reimbursement for authorized travel out of state shall be coach airfare and per diem as allowed at the rate established by the Department and approved by the Finance Committee. (2014)
5. The Department Chairman may request a special report of Unit Christmas activities and expenditures early in January. District Chairmen will compile and forward to the Department Chairman, information will be included in end-of-year report. (2005)
6. Department, District and Unit Chairmen, Medical Center Representatives, Community Based Outpatient Clinic (CBOC) Deputies, and Hospital Chairmen shall keep record and procedure books and pass on to their successors. (2002)
7. Disbursement of funds shall be receipted on forms approved by the Auditor and the Finance Committee. Applications for Rehabilitation aid (casework) shall be completed and signed by the Unit Chairman and Unit President. Checks shall be made payable to the Unit. Additional checks shall not be issued until receipts for previous expenditures, accompanied by Form #2, have been received by the Department Chairman. (2014).
8. The names and addresses of the Medical Center Representatives and Deputies shall be added to the Department list of committee appointments and sent to all Districts and Units by the Department Office. (1998)

9. The Department Secretary shall notify the Department Chairman on an annual basis the current cost of all pins available for the VA&R program. The cost shall include tax and handling expenses. The Department Chairman shall post on the Department Website the updated forms for Hospital Certification and Veterans Service Pin Certification. Copies will be mailed to Hospital Representatives who do not have access to the Website. Only Hospital Representatives are authorized to purchase Hospital pins. New volunteers shall receive an identification patch with their pin. Patches are supplied free of charge by the Department. (2018).
10. Annual report forms shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. (2013)
11. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
12. End-of-Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)

Medical Center Representatives

1. Representatives shall be called to a one-day meeting with the Department Chairman prior to the Interim Executive Committee Meeting and be allowed mileage at the prevailing rate. Deputies may attend at their own expense unless the Deputy is representing the Representative. (2008).
2. Representatives and CBOC Deputies once appointed and certified to the VA Voluntary Services shall serve until re-assigned or replaced. They shall be bonded as established by the Finance Committee. The Representatives shall receive compensation semi- annually and submit itemized statements at the call of the Finance Committee and the Department Chairman. (2010)
 - a. Representatives' and Deputies of Cal-Vet Homes once assigned by the Department President shall serve until re-assigned or replaced. The Representative shall receive compensation semi-annually and submit itemized statements at the call of the finance Committee and the Department Chairman.
 - b. Representatives assigned to Cal Vet Homes shall record their volunteer hours on a "Cal Vet Home Volunteer Hours Report" form. The completed form shall be signed by the Director of the Cal Vet Home and submitted to the Department VA&R Chairman no later than May 1 of each year. The Cal Vet Home Volunteer Hours Report**

Form will be available of the Department website. Additionally, the Department VA&R Chairman will distribute the form to Cal Vet Home Representatives annually. (2024)

3. Hospital Chairmen shall be appointed to non-VA Hospitals where the hospital authorities have accepted a Volunteer Workers program and when the District and/or Districts involved have requested such appointments.
4. Representatives and Poppy Production Managers shall receive a copy of all policies pertaining to the program, copies of the Department Chairman's bulletins, and a list of District Chairmen from the Department Secretary and a copy of the National Center for Development and Civic Engagement (CDCE) work plan. (2023)
5. Auxiliary members may serve in any Hospital/CBOC of their own choice provided they are assigned by the Representative/CBOC Deputy and the Medical Center. Auxiliary members serving in non-VA Hospitals must also be accepted by the Representative and the non-VA Hospital Officials. (2000)
6. The Department Chairman shall contact Representatives early in the Auxiliary Fiscal year for a needs list at their center. Information shall be issued in bulletin form regarding these needs and the Units through their District Chairmen are encouraged to provide items to specific centers by contacting the Representative for instructions, directions, and quantity desired. All needs that are sent to Representatives by April 15th should be included in their annual report to reach the Department Chairman by May 1st. (2022)
7. Representatives who receive donations directly from any source, other than Department allowance, shall have a line item in the Unit/District Account and keep all funds from all sources in that account. (2023)
 - a. Representatives shall keep a record of receipts (to include source) and disbursements by source (to include amount and items purchased). Representatives shall send copies of bank statements, record of receipts and disbursements to the Department Chairman semi-annually (December 1st and May 1st) who will review and forward to the Department Office. (2023)
8. Applications for rehabilitation aid (casework) from Hospital Representatives or Community Based Outpatient Clinics (CBOC) shall be completed and signed by the Hospital Representative/CBOC Deputy. Checks for Temporary Financial Assistance shall be made payable to the Unit. Additional checks shall not be issued until receipts for previous expenditures have been received by the Department Chairman. **(2024)**

Medical Centers Gift Shops / Patient Remembrance

1. Christmas Gift Shops and Patient Remembrance under the Department direction shall be provided for patients in VA Medical Centers and Veteran Homes. Assignment of where gifts are to be sent will be made by the

- Department Chairman, who will evaluate the reports of the Representatives and the needs of the Centers. (2022)
2. For those facilities that have Gift Shops, only carefully selected NEW gifts shall be sent to the Representatives by November 1. The Representatives may re-evaluate the gifts, sending the corrected evaluation to the Units. Representatives shall be permitted to purchase additional gifts for the patients only when suitable gifts are not on hand. Representatives shall provide instructions to Unit members prior to their serving in Gift Shops. (2014)
 3. All monetary donations for Gift Shops and Patient Remembrance shall be sent to the Department Office. These donations shall be credited to the Department Rehabilitation Fund.
 - a. The Department Chairman shall allocate the funds, as designated by the assigned Districts, for each Medical Facility and Veterans Home
 - i. The Department Chairman shall review Hospital Representatives Reports, District Assignments and needs of Medical Facilities and Veterans Homes Annually.
 - ii. The decision regarding District assignments and where donations will be sent shall be made by the Department Chairman. (2014)
 - iii. The Chairman shall reassign Districts as needed to meet the needs of the medical facilities or Veterans Homes. (2022)
 - iv. All donations not earmarked for specific locations will be distributed at the discretion of the Department Chairman.
 4. The Department Chairman shall be notified of the opening and closing dates of the Gift Shops and Patient Remembrance in VA Medical Centers and Veteran Homes by the Facility staff and the Representatives. This information shall be sent to Units by October 1st, if possible. (2022)
 5. Gift Shops in other than VA Medical Centers shall be held under the supervision of the District. Districts shall first adequately fulfill obligations to their designated Medical Center before financing other projects at non-VA Medical Centers. (2000)
 6. Units shall be allowed to use Welfare Funds for Gift Shops in hospitals other than VA Medical Centers, where there are 100 or more veteran patients. Funds spent shall be credited to the Rehabilitation program, if restricted to veterans and their families. (Ruling on use of Poppy Funds by the Legion Counsel General.)
 7. Christmas Gift Shop and Patient Remembrance contributions to Department by the Units shall be listed in a separate column in the Department Book of Reports (2008)

Medical Center Projects

1. A patient welfare fund for VA Medical Centers shall be budgeted annually. The Department Office shall make checks for this fund payable to the Medical Center. The checks shall be mailed to the Medical Center Representative for presentation to the Chief of Volunteers. The Representatives shall receive an acknowledgment of funds, which shall be forwarded to the Department Office. (1996)
2. Districts may have projects by either the Department Chairman or the Representative. All finances for such projects shall be cleared through the District Treasurer. District checks must be made payable to the VA Medical Center and earmarked for the intended usage. (2023)
3. Donations other than District projects to Centers shall be identified as the "American Legion Auxiliary" with the name and number of the Unit or District and shall include the name and mailing address of the donor. Unit and/or District donations shall be channeled through the Representative. The Representative will send a cover letter to the designated service with a copy to the District VA & R Chairman.

Service to Veterans Code

1. The Department VA&R Chairman serves as the Service to Veterans Director. (2015)
2. Unit VA&R Chairman shall submit requests for certificates, pins and hour bars on the proper forms to the Department Office. The Department VA&R Chairman will post these new forms to the Department Website and included in program bulletins mailed to those who pay for Department mailing. (2014)
3. Christmas Gift Shop and Patient Remembrance funds under the Department direction shall provide to the residents at California Veterans Homes a gift at Christmas. Assignment of where gifts are to be sent will be made by the Department Chairman, who will evaluate the reports of the representatives and the needs of the center. (2015)

Awards

V.I.S.T.O.-- Volunteers In Service To Others

A perpetual plaque to be awarded annually to an outstanding Volunteer Medical Center Worker nominated by the Director of Volunteers or Chief of Voluntary Services in each of the VA Medical Centers and the Veterans Homes. Entries shall be submitted to the Department Chairman by May 10. (1996)

RULES

1. Volunteer must be regularly scheduled.

2. Volunteer may be an American Legion or American Legion Auxiliary member, whose hours are credited to the American Legion Auxiliary.
3. Volunteer should have made some outstanding contribution to the Medical Center in addition to regular service; although number of volunteer hours and continuous service should be considered, the outstanding contribution in addition to regular service will take precedence when selecting a winner for this award. (1994)
4. Volunteer shall have taken the Veterans Affairs orientation course. (1995)
5. Outstanding qualities your candidate may have demonstrated should be stated in the entry. (2017)
6. Plaque will be displayed in the Medical Center of winning candidate until requested by the American Legion Auxiliary Representative or the Department VA & R Chairman. (2021)

N.A.V.A. -- NON-AFFILIATED VOLUNTEER AWARD

A certificate to be awarded annually to an outstanding Non-Affiliated Medical Center worker nominated by the Director of Volunteers or Chief of Voluntary Services in each of the VA Medical Centers and Veterans Homes. Entries shall be submitted to the Department Chairman by May 10th. (1998)

RULES

1. Volunteer must not be eligible for membership in The American Legion or the American Legion Auxiliary in order to serve as a Non-Affiliated Volunteer and be considered for this award.
2. Volunteer must be regularly scheduled.
3. Volunteer must have been recruited by an American Legion Auxiliary member.
4. Volunteer must credit his/her hours to the American Legion Auxiliary.
5. Continuous service should be considered.
6. Volunteer should have made some form of outstanding contribution to the Medical Center, in addition to regular service.
7. Number of hours contributed to volunteering should be considered.
8. Volunteer shall have taken the Veterans Affairs orientation course. (1995)
9. Outstanding qualities of the nominee should be stated in the entry.
10. The framed certificate will be displayed in the Medical Center of winning volunteer for one year and then returned to the winner. (1998)