

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON

DEPARTMENT POLICY - VETERANS AFFAIRS AND REHABILITATION

1. The Veterans Affairs and Rehabilitation Commission shall consist of two members, one member shall serve as VA&R/Hospital Chairman and one as Field Service Director as designated by the Department President.
2. The Department Veterans Affairs and Rehabilitation Commission shall have direct charge and supervision over all Rehabilitation activities of the Department and shall be charged with carrying out the Veterans Affairs and Rehabilitation mandates of the Department Convention, National organization and the Veterans Affairs.
3. The Veterans Affairs and Rehabilitation Chairman shall send requests, for the annual budget to the Department President and the Finance Chairman.
4. As per National Policy each Hospitalized Veteran in a Veterans Administration Medical Center shall receive a Christmas Gift from the American Legion Auxilairy. The value of the gift will be \$5.00. (Convention, 2009)
5. All Unit contributions may be sent directly to Department Headquarters for a specific VAMC. (Convention, 2009)
6. The Veterans Affairs and Rehabilitation Commission shall meet with the Department President and Secretary annually to plan the year's program. Any proposed change to the Policy should be sent to the Department Constitution and ByLaws Chairman for action. All directives or policy for the Veterans Affairs facilities must be through the Department Veterans Affairs and Rehabilitation Chairman.
7. Hospital Representative and Deputies shall be appointed by the Department President, ratified by the D.E.C. and certified by the Department Secretary to the Veterans Administration Voluntary Services, they shall serve until the Department Convention.
8. Records and procedure books shall be kept by all members of this Commission and shall be given to the Department Secretary during the Department Convention prior to receiving any Budgeted Convention expense money.

DUTIES OF THE VETERANS AFFAIRS & REHABILITATION COMMISSION MEMBERS:

DEPARTMENT VA&R/HOSPITAL CHAIRMAN

1. She shall coordinate the duties of this Commission.
2. She shall prepare the Department Bulletin as soon as the National Bulletin is received.
3. She shall attend District Conferences at the request of the Department President, Commission meetings, Leadership Workshop and Department Convention.
4. She shall attend Hospital functions and programs under the direction of the Hospital Representative and the Orientation courses, substituting for either the Hospital Director or Field Service Director when necessary.
5. She shall be responsible for compiling reports and preside over judging of the Department Veterans Affairs & Rehabilitation Awards.
6. She shall be responsible for scheduling Rehabilitation Conference and Workshop in a central location along the 1-5 corridor. Include the VA&R Commission members, Hospital Representatives, Deputies, and the Finance Commission Chairman, with meeting FYI Memo to the President, 1st Vice President, 2nd Vice President, and Secretary/Treasurer. (June 2008 Pre-DEC)
7. She shall compile a summary for the Book of Reports. (Convention 2009)

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8. She shall coordinate the activities between the Veterans Affairs, Department and Hospital.
9. She shall make an official visit to all three facilities and submit a report to the Department President and other members of the Commission, including in the report any suggestion by the Veterans Affairs Director of Volunteers that would make our program more effective.
10. She shall, at the Department President's request, schedule the President's official visit with the Chief of Staff at each facility.
11. She shall attend the Gift Shop and other Hospital functions and programs as her schedule permits and the Budget provides.
12. She shall substitute for the Field Service Director when necessary.
13. She shall compile the Gift Shop and "Hospital Needs" list and send to the Department Headquarters in time for distribution at the annual Convention.
14. She shall send a list to the Oregon Legionnaire Auxiliary Editor regularly.
15. She shall coordinate with the local Auxiliary Convention Chairman, the Hospital, Field and Home Service Volunteers Luncheon. The Department President shall send invitations to the National guest, the Chief of Staff and Chief of Volunteer Services from Portland, Roseburg, White City and the Chief of Staff or Chief of Volunteer Services from Walla Walla, the Legion Service Officer and the Assistant Service Officer, the volunteer from the Auxiliary, Legion and Junior having the most certified hours as reported on the annual questionnaire.
16. She shall serve as Vice-Chairman of the Commission.
17. She shall prepare a Department Bulletin as soon as national Bulletin is received.
18. She shall compile a summary for the Book of Reports and also send a copy of her report and all necessary information to the Department by May 10th.

FIELD SERVICE DIRECTOR

1. She must have completed the American Legion Auxiliary Field Service Orientation course, and given the orientation at least annually to the District Presidents and Vice Presidents.
2. She shall hold Field Service Courses as requested throughout the Department.
3. She shall serve as Commission Secretary. Copies of all minutes of Commission meetings shall be sent to the Department President, Vice-Presidents, Secretary, and all members of the Commission within 2 weeks following the meeting.
4. She shall compile a summary for the Book of Reports and send a copy of all her reports to the Department Veterans Affairs and Rehabilitation Chairman no later than May 10th.
5. Using the Convention memorial list, she shall pull the cards of deceased members from the file.

HOSPITAL REPRESENTATIVES AND DEPUTIES

1. HOURS: The Hospital Representatives in Roseburg, Portland, and White City (SORCC) will work the equivalent of one seven-hour day per week to file reports, schedule volunteers and plan programs for their respective stations.
2. Roseburg VAMC is to be staffed at least two days per week by the Representative or Deputy a Volunteer appointed by the Representative.
3. Portland VAMC is to be staffed at least two days per week by the Representative, deputy, or a volunteer appointed by the Representative.
4. With the extreme load of responsibility of the Portland VA Representative in overseeing Patient needs, Continuing Projects, Volunteers (coffee servers), donations of handmade items (i.e. slippers, ditty bags, etc.), VAVS meetings, ect., Vancouver Liver/Kidney Transplant Unit with food

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supplies, Christmas Gift Shop, and the Rose Court Luncheon, the Portland VA Representative shall have a Secretary/Treasurer (one of her Deputies) to do all the necessary bookwork. Ledger entry to proper fund for all activity of the Hospital check book (i.e. Gift Shop, patient needs, etc.), the banking, check disbursement, bank reconciliation, etc. A voucher system will be set in place to control all monies and only by issue of a receipt. An advance to the Representative or a Deputy could be made by voucher. However, if no receipts are provided for that advance, then no more advances will be issued. This is due to the need to cover all spending and be accountable.

5. Mail current monthly reports to the Department President, Vice Presidents, Secretary, Veterans Affairs and Rehabilitation Chairman, Hospital Director and Finance Commission Chairman by the 10th of each month. These reports shall include income and expenditure breakdown, monetary and material contributions by Unit.
6. Volunteer hours listing individual regular hours and total occasional hours per month, shall be sent quarterly to the same people, except for the Finance Commission Chairman.

GIFT SHOP

Christmas Gift Shops shall be under the Department direction and shall be held at the Roseburg and Portland Veterans Administration Hospitals, and The Oregon Veterans Home.(10/2002). The Hospital Representative may appoint a Gift Shop Chairman to carry out the Gift Shop Activities. (4/19/98). The Department Officers of the American Legion and the American Legion Auxiliary and other Commission members shall be sent invitations for the opening of Gift Shop. The Representative or Master of Ceremonies should introduce the Department Commander and President first. This can be done before or at the time of ribbon cutting. REMEMBER THIS IS AN AMERICAN LEGION AUXILIARY ACTIVITY, AFTER THE DEPARTMENT COMMANDER, PRESIDENT AND V.A. & R. COMMISSION HAVE BEEN INTRODUCED, INTRODUCE THE HOSPITAL STAFF AND OTHER LEGION AND AUXILIARY GUESTS. Only carefully selected NEW items shall be sent to the Representatives for the Gift Shop. Representatives may re-evaluate the gifts. Hospital Representatives may be authorized to purchase additional gifts for the Gift Shop when needed. Left over articles may be used for Bingo or other prizes in various Hospital programs. An itemization shall be made of all items contributed to outside organizations or facilities. The Representative or Gift Shop Chairman should appoint volunteers to man the various stations, including refreshments. A report covering the activities will be submitted to the Department President and V.A. & R. Chairman by January 15th.

CONTRIBUTIONS RECEIVED FROM UNITS AND VALUE

1. Give credit for cash sent for canteen books. Use American Legion Auxiliary credit sheets for valuation when possible if packages are not accompanied by a slip from Units. Use your judgment for items. If the name of the person to whom the 2-fold card is to be sent is not enclosed, send to the Secretary of the Unit. Each Hospital Representative is furnished a confidential list from the Department Secretary. 2-fold cards should be enclosed with the contributions sent to the Hospitals to ensure proper credit for the Unit.
2. The Hospital Deputy should be scheduled on the days the Representative is not there and she could send the 2-fold cards also.
3. If the contribution is not needed at your station, notify the Hospital Director or the Veterans Affairs & Rehabilitation Chairman who will determine where it is needed and transport item(s). DO GIVE CREDIT according to the credit evaluations listed on the "Hospital Needs" list, send credit slip to the Unit and tell them where the article is needed in the future. Keep a list of Hospitalized Veterans who are the recipients of a gift.

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NUMBER OF HOSPITAL HOURS AND ACTIVITIES

1. Report annually by May 1st the volunteers and volunteers who have earned pins and bars. Pins and bars can be ordered from this list. The list will be kept as a permanent record.
2. List of 50 hour pins and bars with Volunteer's name as they are ordered and record on card for file at stations.
3. Maintain a complete list of credits received and value given the Units to be included in the year end report.
4. Minutes of the VAVS meetings are to be sent to the Department President, Vice-Presidents, 3 Commission members, National President, and National VAVS. Representative to provide the Veterans Affairs at each station with a current listing of those mentioned so they can receive copies.
5. The Representative or Deputy shall see that a copy of the daily program and activities by the Veterans Affairs are posted in each station.
6. The Department expects the Representative and Deputies to attend all VAVS meetings. The Deputies have a voice, but no vote.

DRESS

American Legion Auxiliary emblems should be worn by all Volunteers at all stations. They may choose to wear VA smocks if provided by the VA facility.

EXPENSES

1. Mileage shall be paid as approved for the Hospital representatives to make two trips per week. Hospital deputies shall have mileage for one trip per week at Portland, and SORCC. Two trips per week at Roseburg. Expenses are to be itemized and sent to the Department Treasurer.
2. No Representative shall assume a single program involving more than \$100.00 per month without the permission of the Veterans Affairs and Rehabilitation Commission and the Department President.

ANNUAL REPORT

Annual reports shall be compiled by the Hospital Representative and sent to the Hospital Director and Veterans Affairs & Rehabilitation Chairman no later than May 1st.

AUDIT

The books of the VA&R Hospital Representatives shall be audited annually at-for each Medical Center by 2 members of the American Legion Auxiliary Finance Commission. This audit shall be conducted at the close of books for the year, (July 31st) with completion and audit report due by the Mid-winter DEC. (June 2008 Pre-DEC) The Medical centers will be responsible for getting the books to a member of the Finance Commission or t the Department office by September 1st. The Finance Chairman will appoint one member of the Finance Commission to serve on each Audit Committee. A copy of the audit shall be presented to the Outgoing Department President, Current Department President, 1st Vice President, 2nd Vice President, VA&R Chairman, Department Secretary/Treasurer and members of the Finance Commission at the Mid-Winter DEC Finance Meeting. A public auditor shall not be hired. Cancelled checks and receipts may be held at the Rep's office in the respective facility for 5 years, then destroyed by shredding, or they may be sent to Department for storage.