

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON**

**VETERANS AFFAIRS AND REHABILITATION POLICY**

Read the “All Chairman Policy”.

**VA&R Committee**

1. The Veterans Affairs and Rehabilitation Committee shall consist of the Veterans Affairs and Rehabilitation (VA&R) Chairman and three (3) committee members.
2. Hospital Representatives and Deputies. Gift shop representatives, Transplant unit representative and Rose Court Representative report to the VA&R Chairman.
3. Have general knowledge of the Department Constitution and Bylaws, Standing Rules, and the National Guide for Volunteers as they apply to this program.
4. Be familiar with the National website, especially as it pertains to this program.
5. The Veterans Affairs and Rehabilitation Chairman will prepare a Department Bulletin.
6. The Veterans Affairs and Rehabilitation Chairman shall send requests for the annual budget to the Department President and the Finance Chairman.
7. The Department Veterans Affairs and Rehabilitation Committee shall be informed of all rehabilitation activities of the Department.
8. The Veterans Affairs and Rehabilitation Committee shall meet, at the request of the Department President annually to review plans for the year's programs.
9. Any proposed change to the policy should be sent to the Department Constitution and Bylaws/Policy Chairman for review. After review, changes shall be acted upon at the following DEC. the Department Veterans Affairs and Rehabilitation Chairman must be advised of changes in directives and policy at the Veterans Affairs facilities.
10. The Committee shall be responsible for the judging of the Department Veterans Affairs & Rehabilitation Awards.
11. The Committee shall inform the Department of any facilities or gift shop needs which will then be posted on the Department website. Values/price lists will be available on the Department website. If values are not available use your judgement for items, Goodwill and Salvation Army have value lists on their website which can be used as a guide.
12. Prior approval is needed from the Finance Committee for any program expenses. Send a copy of your program needs request to the Department President and Veterans Affairs and Rehabilitation Chairman and Department Vice President.
13. All Unit contributions shall be sent directly to Department Headquarters.
14. The Veterans Affairs and Rehabilitation Chairman shall discuss the annual budget with the Department President, and the Finance Chairman by the date set by the Department President.
15. A Committee member shall attend District Meetings at the request of the Department President, Committee meetings, Department Workshops and Department Convention, as Department budget allows.
16. A Committee member shall attend Hospital functions and programs under the direction of the Hospital Representatives as their schedule permits, and the Department budget allows.
17. The Veterans Affairs and Rehabilitation Chairman shall make sure all Representative and Deputy Certification Letters are filled out correctly and presented to National, the current VAVS Chief at each facility, and one for Department records.
18. The Veterans Affairs and Rehabilitation Chairman shall compile a summary for the Book of Reports and send to Department by date requested.

19. The Veterans Affairs and Rehabilitation Chairman shall coordinate the activities between the Veterans Affairs, Department and Hospitals.
20. The Veterans Affairs and rehabilitation Chairman shall coordinate with the local Auxiliary Convention Chairman for the Volunteers Luncheon, if one is held.

#### **Hospital Representatives and Deputies**

1. Hospital Representative and Deputies shall be appointed by the Department President, ratified by the DEC and certified by the Department Secretary to the Veterans Administration Voluntary Services, they shall serve until the Department Convention.
2. The Representative shall see that a copy of the daily program and activities by the Veterans Affairs are posted in each facility work area.
3. Representatives and Deputies are expected to attend all VAVS Quarterly meetings, and requested to attend every other month VAVS Committee meetings and to participate in VAVS activities such as Popcorn days, handing out of pins and gifts, ice cream/craft sale days etc. The Representative has a vote, the Deputies have a voice, but no vote. If you are unable to attend, make sure to notify either the Representative or the VAVS office to be excused. Attendance records are kept and sent to National. Minutes of the VAVS Committee meetings are to be sent to the Department President, Vice President, VA&R Committee members, National President and National VAVS Chairman. Keep your VAVS office notified of current addresses, and they will send them to National, if not you are responsible for this notification.
4. In November of each year the Representative is required to complete an Administrative Joint Review (AJR's) with the Volunteer Service Chief of their respective facility. Which is then sent to National, a copy in the American Legion Auxiliary file in the Volunteer Service office at your facility and one copy should be kept by either the Representative or the VA&R/Hospital Chairman.
5. The Representative shall compile an Annual Year-end report and send to the Veterans Affairs & Rehabilitation Chairman no later than May 1.

#### **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 to Roseburg. Expenses are to be itemized and sent to the Department Treasurer on Expense forms.
2. No Representative shall assume a single program involving more than \$100 .00 per month without the permission of the Veterans Affairs and Rehabilitation Committee, Department Finance Committee, and the Department President.

#### **Christmas Gift Shops**

- PORTLAND - At Portland the Gift Shop is an American Legion Auxiliary sponsored function.
  - The Gift Shop is set up usually on a Friday with shopping being held on Saturday and then Monday through Thursday the following week. Ribbon cutting is usually on Saturday morning.
  - The Department President appoints a Gift Shop Chairman to carry out the Gift Shop Activities.
  - Department Officers of the American Legion, the American Legion Auxiliary, the Sons of the American Legion and other Committee members shall be invited to the opening of the Gift Shops.
  - The Gift Shop Chairman should appoint volunteers to man the various station, including refreshments.
  - A report covering the activities will be submitted to the Department President, and VA&R Chairman by January 15.
  - Portland's Gift Shop is open to both in-patients and VA Medical participants.

- ROSEBURG - The Roseburg Gift Shop is a multi-organizational function with other volunteer organizations participating.
  - Roseburg Gift Shop (Letters to Santa) is open only to in-patients and is only a one- or two-day event.
  - Roseburg Hospital Representative will work with the VAVS office, and other organizational personnel to help make this a success.
- VETERANS HOME GIFT SHOPS – The Department President appoints a Gift Shop Chairman for each of the homes to carry out the gift shop activities. Each home has its own individual program.
- ALL GIFT SHOPS - Only carefully selected NEW items shall be sent to the Gift Shop Chairman for the Gift Shops. The Gifts Shop Chairman may re-evaluate the gifts. The Gift Shop Chairman may be authorized to purchase additional gifts for the Gift Shops when needed with prior approval from the Finance Committee.
  - a. Left over articles will be evaluated as to whether they are held over to the following year Gift Shop or used for other patient's needs.
  - b. Articles not held over for the next years Gift Shop or patient's needs shall be itemization prior to making contributions to outside organizations or facilities.
  - c. Within two weeks of Gift Shop a report is due to the Department President, and to the Finance Committee, detailing the number of veterans served and total gifts, costs, and remaining gifts or dollars available. Receipts must accompany report.

#### **Christmas Cheer**

- Portland VA fills Christmas stockings are filled with small (Christmas mug, cocoa mix, hat, scarf, pen/pencil, memo pad, puzzle book, etc.). Department provides \$5.00 per patient to fill the stockings.

#### **Liver/kidney Transplant Lodging Support**

- Program Chairman comes under the VA&R Committee responsibility.
- ALA provides food and kitchen items for the kitchens of the patient and care giver residences, while they are in- treatment.

#### **Portland Rose Court Visit**

- Portland's Rose Court participants come to introduce themselves with a skit and to deliver roses to in-patients.
- ALA provides them with a flag pin, a small bag containing a poppy or a corsage, water, and snacks.
- Refreshments are served; American Legion Auxiliary members are invited to attend and meet the Rose Court.
- Scheduled through VAVS office, time, date and place are arranged for the Department.