

**PROGRAM FUNCTION – VAVS – For Posts within a reasonable drive time of a VA Medical Center - (Ideal time line, Year Round)**

**THE JOB:**

The function of supporting the VAVS Program is to identify volunteers that will work through the VAVS Rep. assigned to your closest VA facility. (It is the responsibility of the Dept. Commander to make all appointments for Reps/Depts and Associates.) Your Post may make recommendations to the Dept. Commander.

**Objectives for This Year**

VA Medical Center	Post	
	Last Year's Total Volunteers	This Year's Total Volunteers
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Tasks to be carried out in executing this program.**

- Post selects a Chairperson for the program.
- Chairperson contacts the Nat. Programs Dept. to obtain name of the Certified Rep. for your closest VA facility.
- Request literature to gain a better understanding of the opportunities and requirements.
- Debrief any previous committee chairs/members who were involved in prior years.
- Recruit your team of AMVETS, Auxiliary, Sons, Juniors and your neighbors who want to become VAVS regular volunteers.
- Coordinate and schedule the sign-up and orientation through the VAVS Rep. assigned to the facility. (They will do this working with the Chief of Voluntary Services for this facility.)
- Involve your Post PRO in providing information about your program to local media.
- Work to recruit additional volunteers from the community who will become a part of the AMVETS efforts to serve our veterans. (Their hours will be counted as AMVETS hours.)
- Make certain your VAVS volunteers are taking the time to sign-in, each visit.

**Set dates in post calendar for tasks and meetings**

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec