

Program Planning Tool

Program: Veterans Affairs Voluntary Service (VAVS)

Objective: To support the VAVS program in meeting the needs of our veterans through volunteering regularly scheduled hours, participating in AMVETS Because We Care Day and Holiday Phone Card Program, and facilitating other programs as necessary.

Task	Lead Person	Support Person	Start Date	End Date	Goal
Identify closest VA Medical facility and identify the Chief of Voluntary Service					
Identify AMVETS VAVS Representative at facility if possible If there is no Rep, Department Commander can appoint any AMVETS Member to the post					
Recruit Post members, Auxiliary members, Junior members, Sons members, etc. who would like to volunteer at VA Facility					
Coordinate with AMVETS Rep to sign up and train new volunteers (done with Chief of Voluntary Service)					
Confirm volunteers are signing in as they go to volunteer					

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Questions? Call the National Programs Department at 301-683-4031.