



MARINE CORPS LEAGUE

National Headquarters

From: National VAVS Representative
To: All VAVS Rep's

Date: April, 2015

Subject: Detachment Instructions for National Detachment VAVS Award (**Pg. 1-2**)
Past National Commandant VAVS Award (**Pg. 2-3**)

VAVS Representatives, Please distribute this letter to your Facilities Detachments.

Instructions for the National Detachment VAVS Award:

To be considered for the National Detachment VAVS Award the **MCL VAVS Q1 Rev 16** form must be filled out. This form is used by the National Committee for judging all Detachments for the National VAVS Awards. The Awards will be presented at the National Convention. This is why the form must be in the hands of the National VAVS Rep. by 16 June of each year.

Form MCL VAVS Q1 Rev 16, can be found at the MCL National site www.mcleague.org under the Main Menu/MCL programs/VAVS programs. Or you can e-mail me and I will send it to you via e-mail attachment.

(Any of Department or Detachment VAVS Award programs are separate from this program and require separate submissions).

Marines we appreciate all you do in the VAVS arena, however we have to pick the recipients of these awards. So every question on this form is important and can be a factor on whether or not a Detachment places or not. You need to answer as many as possible.

Legibility counts! and is very important, write so the committee can read your answers.

Illegible Questionnaires will be disqualified.

(Question 1) Membership of your detachment. June 30th of the previous year's Strength Report determines the answer to this question and the category you are judged in.

(Question 2) VA Facility where your Volunteers donate their time. We need the Name and complete address including State, if there is more than one Facility use a separate sheet of paper. State Hospitals and Nursing homes would be answered on Question #9

(Question 3-13) You're VAVS Rep at the Facility or his VAVS contact person for your Det. will be your source of information for the majority of these questions. The VA year is from October 1st of one year to September 30th of the next. The representative should be receiving a computer listing of all the reported MCL volunteer hours every month. The list contains the name of your representative and deputies and all your regularly scheduled (RS) volunteers. Only the hours will be listed for Occasional Volunteers. So time spent volunteering is properly recorded, it is important that your volunteers sign in and out every time they volunteer. The VAVS Rep also receives reports on monetary and material



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donations/values of gifts etc. If the Rep doesn't have this information the Facilities Voluntary Service Office will make it available.

If the AJR for the Facility was not completed and received by the National Rep or there is more than one Detachment donating Volunteer hrs. Money or Gifts etc. to a Facility, a copy of the year end final reports on hours donations etc. etc. from the facility, must be included with the Questionnaire.

(Questions 13 through 17) Activities should be on a separate sheet of paper. Please include the questions number, when you provide your answer on the separate sheet.

If your Center puts out an Awards Booklet or program, and you would like to include a copy, please identify any of your members who were mentioned or received an award by highlighting their name and letting us know what page we can find what you would like us to see. As much as we would like to, there is not enough time for us to read through every book/program.

Instructions for the Past National Commandants VAVS Award:

Rosen/ Past National Commandant's "VAVS SERVICE AWARD"

The Marine Corps League and MCL Auxiliary's Award for Excellence in Service or Support of the Department of Veterans Affairs Voluntary Service (VAVS) Program.

Background:

The Veterans Affairs Voluntary Service Award for Leadership was first presented in 1963 by Hy and Sue Rosen, Past National Commandant and Auxiliary President, as a trophy to be awarded each year at the National Assembly to the League or Auxiliary member chosen by the VAVS Committee as most deserving of this award for leadership in the VA Hospital program.

Currently a certificate is presented to the recipient annually at the discretion of the VAVS Award Committee. MCL Recipients of this certificate are entitled to wear the Marine Corps League's Community/ VAVS Service Ribbon

Criteria/Eligibility:

To be chosen as the outstanding volunteer of the year in the VAVS Program, the nominee:

- 1) Must be a member in good standing of the League or the Auxiliary.
- 2) Must have served on a regular basis in a VA Hospital, outpatient Clinic, or other properly certified area for a period of at least three (3) years.

Qualifications should include one or more of the following: outstanding hours, special program, leadership, manner in which patients are cared for, or other service provided which significantly adds to the better care of Veteran Patients under the VAVS Program. A currently Certified Representative or Deputy must be completing Yearly AJR's and meeting



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attendance requirements for VAVS quarterly meetings to be considered.

Nomination Process:

Consists of two letters of Recommendations for each nominee sent to the National VAVS Representative no later than July 10:

- 1) Letter from the Unit President or Detachment Commandant indicating membership status and describing the individual's VAVS participation from the Detachment/units perspective.

- 2) Letter of recommendation submitted to the National VAVS Representative by a VAMC Director, Chief of Voluntary Service, or other qualified staff person, describing works, programs and special activities, which they feel make that person an excellent nominee. *(See qualifications above)*
If the nominee is a VAVS Representative or Deputy, include the attendance sheet from Quarterly VAVS Committee Meetings.

This award is given at the discretion of the VAVS Award Committee consisting of the National VAVS Representatives and Deputies of the League and Auxiliary and any previous recipients meeting at the National Convention. They review all nominations received. If no current nominee meets the criteria, the Committee may review nominees for the two previous years. The committee reserves the right to choose, by 100% vote, one who has not been properly sponsored but meets other criteria.

The recipient will be announced at the Annual Convention VAVS Training Meeting. The name of the recipient will also be announced at the Conventions meeting and shall be included in the printed proceedings of both the League and Auxiliary Convention.

See MCL Admin Procedures, Section 4 or MCL Aux Bylaws for more info.



Semper Fidelis

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