# VAVS Representative Certification/Recertification Form

**From**  
___________________________  
Detachment Name, Number and Department Name  
Date: ______________________  

**To:**  
MCL National VAVS Representative; email VAVSRep@MCLeague.org  
Michael Miller  
400 Lake Antoine Rd  
Iron Mountain, MI 49801  

**Subject:** Certification/Recertification Request of MCL Members  

**Reference:** Dept of Veterans Affairs Regulations for Veterans Organization Volunteers  

1. We request certification/recertification for the following members as indicated to:  

<table>
<thead>
<tr>
<th>VA Hospital, CBOC, or Outpatient Clinic Name and Mailing Address</th>
<th>Certification/Recertification is required every two years. Each Detachment is limited to one (1) VAVS Representative and up to three (3) Deputies. Please read page (2) of this form for more information.</th>
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</thead>
<tbody>
<tr>
<td>Name of Representative</td>
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</table>
- Address | Phone Number |
- City, State, Zip Code | Email Address |
| Name of Deputy | 
- Address | Phone Number |
- City, State, Zip Code | Email Address |
| Name of Deputy | 
- Address | Phone Number |
- City, State, Zip Code | Email Address |
| Name of Deputy | 
- Address | Phone Number |
- City, State, Zip Code | Email Address |

**Signed**  
___________________________  
Signature  
Printed Name of Det Cmdt or Adjutant Paymaster  

Phone Number and email address of certifying officer. ________________________________________

Form MCL VAVS RC Rev 6
Information Regarding Certification or Recertification

Certification or Recertification as a VAVS Representative or Deputy is separate from registering as a VA Volunteer and have these responsibilities.

1. VAVS Representatives and their Deputies are members of the VA Medical Facility VAVS Advisory Board.
2. Attend the VA Facility’s quarterly VAVS Meeting.
3. Conduct and Annual Joint Review between their Detachment(s) and the VAVS Staff in February of each year.
4. Represent the MCL as liaison with the VA Facility.
5. Keep all Detachments within a reasonable distance from the VA Facility and MCL Volunteers informed of volunteer related information and opportunities.
6. Recruit volunteers as needed for VA organized Events.

There is only one MCL Representative assigned to each VA Facility. In the case where more than one Detachment volunteers at the same VA Facility, Detachment should jointly select the VAVS Representative and Deputies. The MCL VAVS Representatives or their Deputies may not be an employee of the VA or be the Representative for another Veteran Service Organization.

The VA Central Office monitors attendance of all organizations at the quarterly meetings. VAVS Representative and Deputies may be dropped from the advisory board if they miss three (3) consecutive scheduled meetings.

Certification (Term of appointment) is valid for two (2) years. Recertification is not automatic. The VA Facility’s VAVS Office usually has the membership expiration dates. Submission of Certification/Recertification Request of MCL Members is required each time recertification or changes are made to a Detachments VAVS Representative and Deputies.

The VAVS Representative Certification/Recertification Form (MCL VAVS RC Rev 6) shall be used to inform MCL National of Detachment VAVS Representatives. The Dept of VA rules apply to all Veteran Organizations. The address, phone number and email address is for MCL purposes and will not be shared with the VA Facility.

One of the required duties for the VAVS Representative is the Annual Joint Review (AJR) held in February of each year. The AJR Form VA 10-1240 Summary Review Form is a recap of a MCL level of participation. It also lists the program needs of the facility for the next year and the MCL commitments on the form of supplies, volunteer participation, and funds. The Detachment’s VAVS Rep receives a copy of the AJR after the meeting to share with the Are’s Detachments.

The MCL National VAVS Rep receives a copy of the AJR directly from the VA Facility. He endorses the AJR and forwards an endorsed copy to the local Detachment. If you representative does not receive this endorsed copy by June of each year, please check to make sure the VA Facility sent a copy to the address listed on the VAVS Rep Cert/Recert Form.

The MCL VAVS RC Form is available on the National Website: www.mcleague.org, in the programs tab, under veteran services.

Please notify the MCL National VAVS Rep if any of your VAVS Rep or Detachment contact information changes.

Note: MCL Auxiliary uses their own forms.