

# Center for Development and Civic Engagement

## VAVS



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**Programs & Communications Specialist, VAVS**

*Center for Development and Civic Engagement*  
*VAVS (Veterans Affairs Volunteer Service)*

National Representative – Karlene Beams

National Deputy Representative

& National Hospital Ambassador – Della Steege

National Deputy Representative & Certifying Official – Maria Peck-Royer

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# Overview of VAVS

- In 1946, the VFW Auxiliary became one of 13 charter members of VAVS.
- The mission of VAVS is to provide a structured volunteer program under the management of the Center for Development and Civic Engagement employees in cooperation with community resources to serve veterans and their families with dignity and compassion.
- VAVS Representatives, Deputy Representatives, Associate Representatives and Deputy Associate Representations (Reps and Deps) are considered Regularly Scheduled Volunteers.
- In addition to volunteering at facilities, VAVS organizes monetary and in-kind donations to assist in providing support services, activities and comfort essentials that may not be fiscal priorities of the VA.

# Role of the Department Senior Vice-President

- Educate yourself about VAVS.
- Interact with Department President regarding how Reps and Deps are performing, needs in your state facilities and any tips they have to share.
- In March, you will be emailed a packet of information and forms from HQ which you will use to provide necessary report/forms to the Certifying Official by May 1, 2023.
- Carefully consider who you choose to appoint to all positions. Representative at each facility should be responsible, reliable and motivated.
- Forward all documentation to HQ by May 1. We must provide documentation to VA facilities by July 1 and volunteers may not be able to begin/continue their service without certification.


# Responsibilities and Deadlines

## - Department President

- VAVS Packet sent to Department Presidents and Department Secretaries during the first week of March.
  - VAVS Volunteer Form
    - To be completed by all VAVS volunteers
  - New Blank Form
    - List of all facilities in your Department
  - VAVS Guide
  - VAVS Instructions
  - VAVS Memo

# Details

- Form must be completed and signed by VAVS volunteer
- Form must be signed by Department President
- VA Medical Centers (Hospitals)
  - Representative (1), Deputy Representatives (3)
  - Associate Representatives & Associate Deputy Representatives (Often members from contiguous Department)
- VA Outpatient Clinics & Community Living Centers
  - Deputy Representative (1)
  - Associate Representatives & Associate Deputy Representatives (3)
- State Veterans Homes (with MOU)
  - Associate Representatives (1)
  - Associate Deputy Representatives (3)

 **VAVS VOLUNTEER FORM**  
FOR  
VAVS REPRESENTATIVES, DEPUTY REPRESENTATIVES,  
ASSOCIATE REPRESENTATIVES AND ASSOCIATE DEPUTY REPRESENTATIVES  
2023-2024

\_\_\_\_\_ I agree to be the VAVS Representative  
\_\_\_\_\_ I agree to be the VAVS Deputy Representative  
\_\_\_\_\_ I agree to be the VAVS Associate Representative  
\_\_\_\_\_ I agree to be the VAVS Associate Deputy Representative  
\_\_\_\_\_ I agree to be the VAVS Honorary Representative

at the \_\_\_\_\_  
Name of the VAMC or other facility

\_\_\_\_\_ I decline the appointment

\*Member ID# \_\_\_\_\_ \*Auxiliary No. \_\_\_\_\_

\*Name \_\_\_\_\_

\*Address \_\_\_\_\_

\*City, State, ZIP Code \_\_\_\_\_

\*Phone No. \_\_\_\_\_

\*\*Email Address \_\_\_\_\_

\*Signature \_\_\_\_\_  
Representative, Deputy Representative, Associate and Deputy Associate Representative  
(not to be completed by anyone except the volunteer)

\*required information      \*\*if you do not have an email address, please indicate by putting the word none

\_\_\_\_\_  
Signature 2022-2023 Department President (not typed)

This form is to be completed by every VFW Auxiliary member appointed to the position of VAVS Representative, Deputy Representative, Associate Representative or Deputy Associate Representative, each year he/she is appointed.

This form must accompany the completed blank VAVS form sent to the Department Senior Vice President in February, when it is returned to National Headquarters with the VAVS appointments for the year and when any changes are made during the year.

Print as many copies as needed for each member appointed

# Additional Information

- To earn Circle of Excellence points for VAVS, forms **MUST** be received at HQ no later than October 1, 2023.
- Changes or additions to VAVS may be made at any time throughout the year. Please send appropriate forms to HQ.
- If a current VAVS volunteer is not asked to return to their position or if must be removed during the Program Year, a letter must be sent to the volunteer and a copy must be sent to HQ.
- Please stress the importance of attendance at the quarterly facility meetings and at the Annual Joint Review (AJR) in November.