



# *Catholic War Veterans Auxiliary*

of the United States of America, Inc.

## **National Department**

P. O. Box 5356  
Astoria, NY 11105

National Commander Francis Kowalski

National President Anna McMaster



September 2019

TO: VAVS REPRESENTATIVES, VAVS DEPUTY REPRESENTATIVES ALL ECHELONS  
and PRESIDENTS ALL ECHELONS

FROM: Elaine A. Diaczun - National Auxiliary VAVS Representative  
182 North Beech Street, North Massapequa, NY 11758-2605 (516/799-0157)  
**E-mail to Zuned@aol.com**

SUBJECT: **2019/2020 NATIONAL AUXILIARY VAVS HOSPITAL PROGRAM**

We are proud of all that is done by CWV Auxiliary volunteers for our Veterans in the VA Hospitals, Extended Care Centers, Community Living Centers, Out-Patient Clinics, etc. and look forward to your continued support on their behalf. It is hoped that your report of your activities will inspire other members to add themselves to this very important duty we have to the people who have served and continue to serve our country.

**REGULAR SCHEDULED VOLUNTEERS:** are needed at all VA facilities in every State. Age is not a barrier as some of our best volunteers are Senior Citizens. No special talent is required, just your time, patience and interest in hospitalized Veterans.

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For reporting at the 2020 Auxiliary Convention, and for National award purposes, the **CWVA reporting year began back on April 1, 2019 and extends through March 31, 2020.**

The required reports are:

**Annual "COMPILED REPORT for ACTIVITIES and DONATIONS FORM"**

**To be sent to VAVS Deputy Representative Elaine A. Diaczun (E-mail is welcomed)**

**"VOLUNTEERS BY ORGANIZATION (Detail)" and**

**"VA Form 10-1240 VAVS SUMMARY OF ANNUAL JOINT REVIEW"**

**To be sent to VAVS Representative Elaine A. Diaczun (E-mail is welcomed)**

**"COMPILED REPORT for ACTIVITIES and DONATIONS FORM":** This compilation should reflect ALL the Unit's Hospital Activity from April 1, 2019 through March 31, 2020. These forms are prepared by the Unit VAVS Rep or Dep and are to be forwarded through echelon to the Department VAVS chairperson. These report forms should be completed and sent to me ANNUALLY, before the deadline date of June 30, 2020. The activity reflected is work and or donations done at or for the VA Hospital for which you are a Rep or Dep (Bingos, Holiday parties, assisting Care Coordinators, assisting Voluntary Service Officers

(VSOs), donations of books, newspapers, comfort items, "Welcome Kits", etc.)

It should NOT reflect work done for Veterans outside the facility - such work should be listed on the Welfare Officer's form or Americanism form, et al.

***This final COMPILED report is the basis for the VAVS DEPUTY REPRESENTATIVE awards at the 2020 National Auxiliary Convention. If you think further explanation of the final report is necessary, you may include a summary narrative.***

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***"Volunteers By Organization (Detail)" form:*** This report, which your VA Voluntary Service Officer prepares generally upon your request, or gives to the Rep or Dep who attends the Hospital's quarterly meetings, indicates the number of Regularly Scheduled, and Occasional times and hours spent at the facility served by each volunteer who has designated that the time is to be credited to the CWV Auxiliary. Please have it sent in October 2019 and then in April 2020, to Elaine A. Diaczun at the address listed or by E-mail. **If you have difficulty getting this report, please let me know.**

The report produced right after October 15, 2019 will show all your hours from April 1, 2019 through September 30, 2019. The report produced right after April 15, 2020 will show all your hours from October 1, 2019 through March 31, 2020.

These 2 reports give a complete picture of your volunteer hours for the CWV Auxiliary year.

**VA Form 10-1240 VAVS SUMMARY OF ANNUAL JOINT REVIEW (AJR):** This report describes the statistics, evaluates the VA Staff and cites the goals and objectives from the Chief of Voluntary Services and the CWVA Representative. Normally, the Catholic War Veterans Auxiliary is scheduled to appear for the AJR in October.

***The "Volunteers By Organization (Detail)" form and the Annual Joint Review reports are the basis for the VAVS REPRESENTATIVE awards at the National Auxiliary Convention.***

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**CERTIFYING or RE-CERTIFYING OF REPRESENTATIVES and/or DEPUTIES:** In most cases, certification is for an "indefinite period". Letters of Certification or Re-certification should originate from the Unit and go up through the echelons, signed by each echelon's President, leaving space for the signatures of the Department President and Department VAVS Chairlady. The Department notifies the National VAVS Representative who in turn notifies the Hospital Voluntary Services Coordinator. If assistance is needed on these letters, contact Elaine Diaczun at 516/799-0157.

I look forward to receiving your April 1, 2019 through March 2020 reports.

Trusting you to continue your interest in the needs of the hospitalized veterans, I remain

Yours in CWVA

*Elaine A. Diaczun*, National VAVS Representative

NOTE: Since the Hospital Activities form(s) have been **eliminated**, the legend on the bottom of the "COMPILED REPORT for ACTIVITIES and DONATION FORM" should read as follows:

**You may attach copies of receipts, Recreation Therapy Activity Reports (sign-in sheets), letters of acknowledgement showing donations and reiterating individual activities if you wish. You may also give explanations of the activities on a separate sheet if you feel it necessary.**

***NATIONAL VAVS DEPUTY REPRESENTATIVE AWARDS***

***based on the fiscal year of April 1<sup>st</sup>, 2019 through March 31<sup>st</sup>, 2020***

DEPARTMENT: First Place - \$25 check and National Citation  
Runner-up - National Citation

CHAPTER: First Place - \$25 check and National Citation  
Runner-up - National Citation

BEST OVERALL PROGRAM: First Place - \$25 check and National Citation  
Runner-up - National Citation

BEST SPECIAL PROJECT: First Place - \$25 check and National Citation  
Runner-up - National Citation

***NATIONAL AUXILIARY VAVS REPRESENTATIVE CONVENTION AWARDS***

***based on the fiscal year of April 1<sup>st</sup>, 2019 through March 31<sup>st</sup>, 2020***

A Citation to the Representative who leads by initiating programs, based on the VAVS Annual Joint Review (Form 10-1240) with a **\$25 check** to the Volunteer's Auxiliary.

A Citation to the Volunteer serving the greatest number of hours in the April 1<sup>st</sup> 2019 through March 31<sup>st</sup> 2020 fiscal year, with a **\$25 check** to the Volunteer's Auxiliary.

Citations to Volunteers serving a minimum of 250 hours during the fiscal year.

A Citation to the non-member Volunteer serving the greatest number of hours in the fiscal year, whose time served is designated to the CWVA (CWVX 014).