

AVVA P7P MANUAL SECTION 8.II.H :

H. AVVA VISTA (Volunteers in Service to America)

1. AVVA Recognizes that VA Clinic hours are already being counted, and that procedure remains intact. These guidelines are designed to encompass those countless hours *not* recognized or counted by the VVA's Veterans Administration Volunteer Services (VAVS).
2. The Associates of Vietnam Veterans of America give innumerable hours of service to our veterans and our communities. In an effort to capture the totals and recognize those who have committed their time to AVVA's service, we have created the *VOLUNTEERS IN SERVICE TO AMERICA (AVVA VISTA)* Program.
3. Definition of Volunteer Hours:
 - a. Volunteer hours are hours donated without prejudice or coercion to the betterment or care of our veterans, individually or collectively, or involvement in community activities or local charities in your capacity as an AVVA member.
 - b. Examples of VISTA hours include, but are not limited to:
 - (1) Assisting an individual who would otherwise have difficulty completing day-to-day tasks. (i.e. shopping, cleaning, and/or cooking without assistance);
 - (2) Cooking for a chapter meeting, volunteering during fundraisers, and/or chapter functions;
 - (3) Driving an individual to doctor's office visits;
 - (4) Visiting Nursing Homes or Hospitals;
 - (5) Spending time with emotionally, mentally or physically challenged persons (*'Lending an ear'*);
 - (6) Creating items to be donated or building quality-of-life home improvements for the physically challenged;
4. Collecting Hours:
 - a. Each volunteer will record their donated time(s) and submit to the AVVA VISTA coordinator on a monthly basis.
 - b. The volunteer will use **Form F-Pro08.03** to record hours. This form will be available on the AVVA website, or may be requested to be sent by U.S. mail to the volunteer from the AVVA VISTA Coordinator, State President, State Representative, or Regional Director.

- c. The volunteer must completely fill out the identifying portion of the timesheet to insure credit is given to the proper individual and/or AVVA chapter. Hours donated must be recorded for each event with a brief explanation of how time was spent.
- d. The volunteer may submit the timesheet electronically to: vista@avva.org, or mail it to the AVVA VISTA Coordinator at the address provided on the form.
- e. The AVVA VISTA Committee reserves the right to verify hours, should a question be raised as to the validity of records.

5. Recognition:

- a. AVVA National will recognize those individuals and chapters recording and submitting the most volunteer hours during the applicable fiscal year for their efforts and accomplishments.
- b. This recognition will take place during the AVVA luncheon at the National Convention, or the AVVA luncheon at the National Leadership & Educational Conference.
- c. The fiscal year will begin March 1, and end on the last day of February of each year.

6. VISTA Coordinator:

- a. The Coordinator is a member of the AVVA VISTA Committee and is appointed by the committee members.
- b. The Coordinator is responsible for recording, tallying, and reporting volunteer hours to the State President, State Representative, and the Board of Directors on a quarterly basis.
- c. The Coordinator mentors and advises the membership regarding qualifying hours.