



Associates of Vietnam Veterans of America, Inc.

VISTA REPORTING POLICY

[*From P&P Section 11.III]

III. COMMITTEE AND PROGRAM POLICY: *AVVA VISTA Committee*

A. GENERAL:

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.

B. DEFINITION OF VOLUNTEER HOURS

1. 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.
2. Examples of VISTA hours include, but are not limited to:
 - a. Assisting an individual who would otherwise have difficulty completing day- to-day tasks. (i.e. shopping, cleaning, and/or cooking, etc.).
 - b. Cooking for a chapter meeting, volunteering during fundraisers, and/or chapter functions.
 - c. Attending an AVVA or VVA chapter meeting.
 - d. Driving an individual to doctor's office visits.
 - e. Visiting nursing homes or hospitals;
 - f. Spending time with emotionally, mentally or physically challenged persons (*'Lending an ear'*).
 - g. Tasks required of you by your members at chapter, state, or national events, subject to being specifically sent to said event by your membership.
 - h. Creating items to be donated or building quality-of-life home improvements for the physically challenged.
 - i. A maximum of six (6) hours per day spent tending your veteran who would otherwise have difficulty or be unable to do the task at hand. i.e., driving to doctor appointments, bathing, dressing for the day
 - j. Only hours spent in seminars during Leadership & Education Conference
 - k. Only hours spent in the business session of the Convention
3. Examples of hours which **will not** be counted:
 - a. Hours spent volunteering in a VA clinic (these hours are counted by VVA).

- b. Hours spent volunteering in the specific capacity of an AVVA board member.
 - (a) Board members may count hours spent in a capacity of a chapter or state position if they hold one, but may not make an issue of their board position.
 - c. Hours spent traveling to convention or Leadership
 - d. Hours spent tending your veteran while being compensated by VA through the Caregiver's Act.
 - e. Hours spent when being compensated financially.
 - f. Hours spent when being compensated with an in-kind gift.
4. Collecting Hours:
- a. Each volunteer will record their donated time(s) and submit to the AVVA VISTA coordinator monthly.
 - 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 ensure 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 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.

C. RECOGNITION

- 1. The AVVA national board of directors will recognize those individuals and chapters performing the most volunteer hours during the applicable fiscal year for their efforts and accomplishments. These hours must be properly recorded and submitted.
 - a. While VISTA tracks all hours submitted for accounting purposes, this program was created to give recognition to AVVA Regular Members. Although dual member's volunteer hours will be counted, they are ineligible for awards.
- 2. This recognition will take place during the AVVA luncheon held at the annual meetings.
- 3. The Fiscal Year will begin March 1, and end on the last day of February of each year.

D. VISTA COORDINATOR

- 1. The coordinator is a member of the AVVA VISTA Committee and is appointed by the AVVA national president, with the approval of the board of directors.
- 2. The coordinator will select two (2) or more additional committee members for the term of the committee.
- 3. 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.

4. The coordinator will submit the annual budget to the Finance Committee.
5. The coordinator mentors and advises the membership regarding qualifying hours.

E. VISTA COMMITTEE MEMBERS

1. The members of the AVVA Vista Committee are responsible for:
 - a. Assisting the coordinator in counting and verifying hours submitted.
 - b. Determining and verifying the order of award recipients.
 - c. Aiding the coordinator in making decisions regarding VISTA committee concerns.