



# CHAPTER SERVICE OFFICER ALL OTHER ADMINISTRATIVE SERVICES MONTHLY REPORT

CHAPTER # \_\_\_\_\_

MONTH AND YEAR \_\_\_\_\_

CSO PRINTED NAME \_\_\_\_\_

**TOTALS**

TOTAL VISITORS SEEKING ASSISTANCE \_\_\_\_\_

TOTAL NON-VA FORMS COMPLETED \_\_\_\_\_

TOTAL INCOMING PHONE CALLS \_\_\_\_\_

TOTAL OUTGOING PHONE CALLS \_\_\_\_\_

TOTAL EMAILS SENT \_\_\_\_\_

TOTAL EMAILS RECEIVED \_\_\_\_\_

TOTAL DOCUMENTS COPIED \_\_\_\_\_

TOTAL DOCUMENTS FAXED \_\_\_\_\_

TOTAL DOCUMENTS MAILED \_\_\_\_\_

TOTAL HOSPITAL VISITS (FOR VA BENEFITS/SERVICES) \_\_\_\_\_

TOTAL NEW DAV MEMBERS SIGNED-UP \_\_\_\_\_

THE ABOVE ADMINISTRATIVE SERVICES WERE PROVIDED TO VETERANS/FAMILY MEMBERS SEEKING VA BENEFITS.

\_\_\_\_\_  
CSO SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

FORM DUE 5<sup>TH</sup> OF EACH MONTH TO:  
JOE DONALDSON, DAV-AL, DIRECTOR OF  
SERVICES. YOU CAN MAIL, FAX OR EMAIL

ADDRESS: 1105 GOLDSBORO CT, MOBILE,  
AL 36608. FAX: 251.287.7237 -OR-  
EMAIL: josephadonaldson@yahoo.com