



FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED



March 27, 2014

RE: NEW LVAP REQUIREMENTS AND FORMS

Dear Commander and Members:

As discussed at the March DEC meeting, I have been the primary contact for the LVAP for National Headquarters. Just like all new programs, it needed to be tweaked and changes made so that National can get the best information possible in order to see how effective it is. This gives recognition to the service done by our members as well as supporting headquarters when they need statistics to support our non-profit organization.

There have been some changes that only effects the one who inputs the hours in the system. However, there are changes where I need your help. They have put in more required fields. This means new volunteers cannot be entered and, therefore, will not be recognized for their time. (I currently have a number of new volunteers, who could not be placed in the system.)

The new requirements are:

- Type of volunteer (Youth, Auxiliary Member, DAV member, Professional, Veteran, Family Member, Other)
- Email address

When I update a name that is already in the system, I can't complete the update if one of the required fields is not in as well. However, I can record their hours.

Also, the #1 Activity is for Service Officers ONLY. This is for the DSO/CSOs and they MUST be certified.

As a clarification, I want to let your members know that I have been putting in 0000 for the last four of the social security numbers for those who do not wish to provide them. However, the email addresses are another problem. If the member does not want to give their email or does not have one, then I will be placing in the Chapter's email address. If the Chapter does not have one, then the Department's email address will be used. This is the only way that I am able to enter the new member or make corrections/updates to those already in the system.

In order to properly input the information, I have made a new LVAP form with the required fields marked. Please discontinue using the outdated form and start using the new one immediately. If you submitted any new members since November 2013, please get their email addresses and the type of volunteer to me ASAP so that I can include them in the program.

Thank you for your support and assistance.

Anita M. Reed

Anita M. Reed, PDC

LOCAL VETERANS ASSISTANCE PROGRAM (LVAP)

| |
|---|
| Last Name |
| First Name |
| Volunteer Status-codes listed below (Circle One) DAV Aux M Family M VET Y P O |
| Last 4 Social Security |
| Date of Birth |
| Address |
| |
| Phone |
| Email |

| Volunteer Activity | # Volunteer Hours | Date | Note |
|--------------------|-------------------|------|------|
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The following are **Activity categories:** (Please fit your volunteer hours into one of these categories)

- Chapter/Department Service Officer—must be certified
- Forget-Me-Not fundraising/all fundraising efforts
- DAV outreach
- Veterans Assistance

LVAP volunteers may report volunteer time for a variety of activities which include, but are not limited to:

1. Chapter and Department Service Officer work (must be certified)
2. Fundraising efforts (Forget-Me-Not and other approved Chapter/Unit fundraisers)
3. DAV specific outreach efforts-going as DAV representative (DAV Air Show, Outreach Program, Harley's Heroes, Honor Guard, funerals, National Guard mobilizations/demobilizations, etc.)
4. Direct assistance to veterans, widows or families (yard work, home repairs, shopping, appointments, errands, etc.)

PLEASE TRY TO SUBMIT MONTHLY. **REQUIRED OR NEW AND/UPDATES CANNOT BE PLACED INTO THE SYSTEM**

Volunteer status: DAV (member) AM (Aux. member) FM (family member)
 V (veteran) Y (youth) P (professional) O (other)

You may mail, email or fax your monthly LVAP report to:

DAV Department of Massachusetts
 Room 546, Suite 546, State House
 Boston, MA 02133-1042

Fax: (617) 742-9843

dstack@davma.org or tmate@davma.org