



National Headquarters  
3725 Alexandria Pike  
Cold Spring, KY 41076  
Phone (859) 441-7300  
Fax (859) 441-1416  
Toll Free (877) 426-2838  
www.dav.org

MEMO TO: Departments and Chapters  
Voluntary Service Program Managers  
Hospital Service Coordinators

FROM: John H. Kleindienst  
National Voluntary Services Director

DATE: April 23, 2018

SUBJECT: New Volunteer Reporting Forms

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In an effort to unify the process for reporting VA Voluntary Service (VAVS), Transportation Network and Local Veterans Assistance Program (LVAP) hours to the DAV Voluntary Services Department, updates have been made to the following forms:

HSC Monthly Report – Form 40  
VAVS Monthly Report – Form 50  
LVAP Monthly Report – Form 60

Beginning with the period ending April 30, 2018, please use the appropriate form to report all volunteer hours to DAV Voluntary Services. You can send the forms to us at [VAVS@dav.org](mailto:VAVS@dav.org); fax at (859) 442-2088; by mail at the address below.

DAV National Headquarters  
ATTN: Voluntary Services  
3725 Alexandria Pike  
Cold Spring, KY 41076

Please note that changes have been made to the categories on the LVAP form please carefully review and select the category which your hours most closely represent.

Any LVAP hours completed through the new Volunteer for Veterans website ([volunteerforveterans.org](http://volunteerforveterans.org)) will be uploaded to DAV Voluntary Services automatically. Please do not report these hours to National Headquarters, as this will result in an over reporting of hours.

If you, or someone in your Department/Chapter, is a Benefits Protection Team Leader involved in our Grassroots Legislative Efforts; please note that a category for these hours has been added. You should report your hours for this initiative under Grassroots Legislation.

We hope you find these updates improve efficiency. Please contact us if you have any questions.

A handwritten signature in black ink, appearing to read 'John H. Kleindienst', is centered on the page.

JOHN H. KLEINDIENST  
National Voluntary Services Director

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