

HOW TO ORDER PINS FOR SERVICE IN VA MEDICAL CENTERS

- VAVS Representative will complete three copies of the application.
- **MUST** be signed by the Voluntary Service Program Manager at the VA Medical Center to verify hours served.
- VAVS Representative will retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the ORIGINAL to the Ladies Auxiliary VFW National Headquarters.
- Pins will be mailed to the person submitting the application.

HOW TO ORDER PINS FOR SERVICE IN OTHER FACILITIES

- Auxiliary Hospital Chairman will complete three copies of the application.
- Chief Nurse or Supervisor-in-Charge **MUST** sign the form to verify the hours served.
- Auxiliary Hospital Chairman will retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the ORIGINAL to the Ladies Auxiliary VFW National Headquarters. Pins will be mailed to the person submitting the application.

SPONSORED HOSPITAL VOLUNTEER PINS

The sponsored hospital volunteer (including youth volunteer) who volunteers a minimum of 100 hours under Ladies Auxiliary VFW sponsorship in any VAMC or hospital is eligible to receive a pin from the Ladies Auxiliary VFW. **ONLY ONE PIN** will be awarded to each sponsored volunteer or youth volunteer.

- VAVS Representative or Auxiliary Hospital Chairman will complete three copies of the application. **MUST** be signed by the VAVS Program Manager or Supervisor-in-Charge (for non-VAMC facility). Retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the ORIGINAL to the Ladies Auxiliary VFW National Headquarters.
- Pins will be mailed to the person submitting the application.

HOSPITAL VOLUNTEER RECRUITER CHARM

- VAVS Representative or Auxiliary Hospital Chairman will complete three copies of the application. Voluntary Service Program Manager or Supervisor-in-Charge must sign the form to verify the recruitment of volunteers.
- VAVS Representative or Auxiliary Hospital Chairman will retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the original to the Ladies Auxiliary VFW National Headquarters. Charms will be mailed to the person submitting the application.

Mail Completed Forms To: **Ladies Auxiliary VFW National Headquarters**
Attn: Administrator of Programs
406 W. 34th St., 10th Floor
Kansas City, MO 64111