

**2025-2026**  
**American Legion Auxiliary**  
**Department of New York**  
**VAVS RULES**

On a yearly basis the Department President will appoint one VAVS (Veteran Administration Voluntary Services) Representative and up to three Deputies. This appointment may continue from year to year if the VAVS Rep/Dep and the Veterans facility agree to continue the program. The Department Secretary will prepare and submit Certification forms for a new appointment, or as required by the National American Legion Auxiliary.

1. Regardless of any changes to a District's particular program, there will be no deviation to the rules as contained without consent of the Department Executive Committee.
2. The VAVS Representative will work closely with the CDCE (Center for Development and Community Engagement) director, to discuss the current needs for veterans served by their respective VA Facility.
3. The VAVS will inform the American Legion Auxiliary members in their respective district as to the needs of the VA facility. This may include soliciting volunteers, donations of supplies, food or the funds needed to meet the need of assigned facility. It is recommended to give a summarized report on all activities held at the respective District Fall or Spring conference.
4. While the VAMC will keep electronic attendance records for VAVS representatives, deputies, regular scheduled and occasional Auxiliary members who serve veterans at a VAMC facility or in the community shall keep track of their hours and report them to the Department VA&R committee chairperson.
5. The VAVS Representative as well as the Deputies, should attend quarterly meetings schedule by their respective CDCE.
6. The VAVS Representative is responsible for scheduling an annual appointment with the CDCE director for the purpose of receiving an Annual Joint Review (AJR). This must be completed and submitted to the Department Secretary by December 30<sup>th</sup> of each year. The VAVS Representative shall reconcile the hours shown on the ALR, with your records for all volunteers for accuracy.
7. All funds are accountable through the VAVS Representative's Unit bank account to comply with bonding requirements. Accounts must have two or more authorized signatures, one of those signatures being the unit treasurer. A debit card associated with said account may be authorized by the unit, to be used by the VAVS Representative.

**Adopted: April 6, 2025, by Department Executive Committee**