

## HOSPITAL REPORTING TIPS

An individual volunteer should only be counted ONCE for the reporting year, regardless of how often they volunteer or complete a Hospital Activity. Because National wants a count of **unique** hospital volunteers, a person should only be counted once per year. Doing otherwise, falsely inflates the count.

Auxiliaries are asked to donate GIFT CARDS from stores and restaurants that are statewide for the STAR Raffle held at each conference/convention, \$5 to \$25 dollar value. Proceeds support the Hospital Program and are divided between the five VA hospitals and two Veterans Homes in Michigan. Report miles driven for buying the cards.

When you report sending greeting cards sent to Veterans and their family members, only report under Hospital if recipient is hospitalized, in a nursing home or rehab facility. If the recipient is NOT hospitalized, report greeting cards sent under Veterans and Family Support.

Never report a money value for mileage; only the number of miles driven. (NOTE: if 3 members drive together, miles should only be reported for the driver.

Report money as it is spent or donated, NOT when it is raised or collected.

Mileage to and from the auxiliary meeting can be reported by the Hospital Chairman and included when reporting the activity "Read and discuss the Bulletin".

Report miles driven for shopping or collecting items to be donated to the hospital or nursing home along with miles to and from a facility when the items are actually delivered.

Auxiliaries should report the amount when they pay all or a portion of their department Hospital Quota but only **one** member should be counted for this project, not the total number of members.

Auxiliaries should report a project for **every** auxiliary meeting when a Hospital report is given but only **one** member should be counted for each project.

If seventeen members are present when motions for Hospital donations are approved, only **one** member should be reported, not 17.

When reporting online, only click on the submit button once; multiple times will create duplicate reports.

When reporting online, slide the bar at the bottom of your screen back and forth in order to filled in all the boxes.

Include your chairman's name on at least one of the reports so that certificates earned will reflect the properly spelled name.

Please include an email address in case the department chairman has a question.