MARINE CORPS LEAGUE AUXILIARY

DOCUMENT TWO

Volunteer Activity Reports, Department & Unit Reports, and Awards & Recognition

Section I. VAVS Annual Volunteer Activity Reports

1. The official VAVS volunteer activity reporting period is May 1 through April 30 of each year.
2. Each Unit and Department shall record and track volunteer hours, miles traveled to and from the VA, and all donations made by all members involved during the reporting period.
3. All Volunteer Activity Reports must be submitted using Enclosure #26, the official Marine Corps League Auxiliary VAVS Annual Volunteer Activity Report form.
4. Completed Volunteer Activity Reports must be received by the National VAVS Committee Chair (Representative) no later than July 1, preferably prior to that date.

Section II. Department & Unit Reports

5. Each Unit shall prepare a Volunteer Activity Report including total volunteer hours, miles traveled to and from the VA, and all donations made by members in support of veterans.
6. Units shall submit their Volunteer Activity Reports to their Department according to the Department's established schedule and format.
7. Units that do not belong to a Department shall submit their reports directly to the National VAVS Chairman (Representative).
8. Departments shall collect all Unit Volunteer Activity Reports submitted on Enclosure #26.
9. Departments shall review all Unit reports for accuracy.

10. Departments shall compile a Department Volunteer Activity Summary including total hours, miles, donations, and notable activities.
11. Departments shall submit the Department Volunteer Activity Summary to the National VAVS Committee Chair (Representative).
12. All Unit and Department reports must be received by the National VAVS Committee Chair (Representative) by July 1 or earlier.

Section III. Awards and Recognition

13. Departments and Units shall submit all VAVS-related award recommendations and supporting documentation for volunteers and Representatives who met the established criteria during the reporting year.
14. The designated National Officer or Committee Chair shall review all award submissions for accuracy and eligibility.
15. The designated National Officer or Committee Chair shall verify volunteer hours, activities, and documentation.
16. Approved awards shall be prepared for presentation at the National Convention.
17. All award submissions must be received by the National Officer or Committee Chair responsible for VAVS awards in time for preparation and presentation at the National Convention in August.