

Instruction for Completion of Hospital Committee Report

1. Enter the date of the actual event in the "Date" column.
2. A brief entry identifying the activity should be made in the "Description" column
3. The "Number of Individuals Participating In Each Visit" column is the total VFW and Auxiliary members who actively served to support the activity.
4. "Total Hours" is the sum of the time devoted to the event (including travel to and from).
5. "Patients Benefited" is the total number of veterans (all veterans; not just members of your Post) served by the particular visit or activity.
6. The "Value of Services or Donations" column requires an entry of the estimated dollar value of goods or services contributed in support of the activity. Including value of mileage (14 cent per mile) in the column.
7. A report should be submitted if you visited any of the following: VA Medical Center, VA Nursing Home, VA Domiciliary, State Care Center, State Hospital, State Nursing Home, Community Hospital, Community Nursing Home, Private Home, or if you donated the use of medical equipment.
8. Questions about this form should be directed to the or the Department Adjutant.
9. When the form is completed, it should be mailed to:

403 Lee Jackson Highway, Staunton, VA 24401

EXAMPLE:

Four (4) Post members travel to a VA Medical Center to visit with Patients. They each drive two (2) miles to meet at the Post and will drive two (2) miles to return home. They all ride in one (1) car to the center. It is 25 miles each way to the facility. It takes one (1) hour to drive each way. In route they purchase ten (10) newspapers at a cost of 50 cents each. While at the facility they pass out the newspaper and spend three (3) hours visiting 20 patients.

- 4 members each drive 4 miles: $4 \times 4 \text{ miles} = 16 \text{ miles}$.
- 1 trip of 16 miles each way: $2 \times 16 \text{ miles} = 32 \text{ miles}$.
- $32 \text{ miles} \times 14 \text{ cents per mile} = \4.48 .
- 10 newspapers at 50 cents each: $10 \times 50 \text{ cents} = \5.00

If each member donates a total of five (5) hours [1 hr to get there, 3hrs visiting & 1 hr to return]

$4 \text{ members} \times 5 \text{ hours each} = 20 \text{ hrs}$.

A combined total of the value of the miles driven and items given $\$4.48 + \$5.00 = \$9.48$

Date	Description	No. of patients	No. of members	Patients	Value	Total miles
8/17	Visit to VA medical Center	20	4	20	\$9.48	32