

VAVS Representative Certification/Recertification Form

From _____ Date: _____
Detachment Name, Number and Department Name

To; MCL National VAVS Representative; email: **VAVSRep@MCLeague.org**
Michael Miller
400 Lake Antoine Rd
Iron Mountain, MI 49801

Subj: Certification/Recertification Request of MCL Members

Ref: Dept of Veterans Affairs Regulations for Veterans Organization Volunteers

1. We request certification/recertification for the following members as indicated to:

VA Hospital, CBOC, or Outpatient Clinic Name and Mailing Address

Certification/Recertification is required every **two years**. Each Detachment is limited to one (1) VAVS Representative and up to three (3) Deputies. Please read page (2) of this form for more information.

Name of Representative

Address

Phone Number

City, State, Zip Code

Email Address

Name of Deputy

Address

Phone Number

City, State, Zip Code

Email Address

Name of Deputy

Address

Phone Number

City, State, Zip Code

Email Address

Name of Deputy

Address

Phone Number

City, State, Zip Code

Email Address

Signed

Signature

Printed Name of Det Cmdt or Adjutant Paymaster

Phone Number and email address of certifying officer. _____

Information Regarding Certification or Recertification. Certification or Recertification as a VAVS Representative or Deputy is separate from registering as a VA Volunteer

MCL VAVS Reps Have These Responsibilities.

1. Members of the VA Medical Facility VAVS Advisory Board,
2. Attend the VA Facility's Quarterly Advisory Board VAVS Meeting.
3. Conduct an Annual Joint Review between their Detachment(s) and the VAVS Staff each year.
4. Represent the MCL as liaison with the VA Facility.
5. Keep all Detachments within a reasonable distance from the VA Facility and MCL Volunteers informed of volunteer related information and opportunities.
6. Recruit volunteers as needed for VA organized Events.

There is only one MCL Representative assigned to each VA Facility. In the case where more than one Detachment volunteers at the same VA Facility, Detachments should jointly select the VAVS Representative and Deputies. The MCL VAVS Representative or their Deputies may not be an employee of the VA or be the Representative for another Veteran Organization.

The VA Central Office monitors attendance of all organizations at the quarterly meetings. VAVS Representative and Deputies may be dropped from the advisory board if they **miss three (3) consecutive scheduled meetings**.

Certification (Term of appointment.) is valid for two (2) years. Recertification is not automatic. The VA Facility's VAVS Office usually has the membership expiration dates. Submission of Certification/Recertification Request of MCL Members is required each time recertification or changes are made to a Detachment's VAVS Representative and/or Deputies.

The VAVS Representative Certification/Recertification Form (MCL VAVS RC Rev 6) shall be used to inform MCL National of Detachment VAVS Representatives. The address, phone number and email address is for MCL purposes and will not be shared with the VA Facility.

One of the required duties for the VAVS Representative is the Annual Joint Review (AJR) held in the spring of each year. The AJR Form VA 10-1240 Summary Review Form is a recap of a MCL level of participation. It also lists program needs of the facility for the next year and the MCL commitments in the form of supplies, volunteer participation, and funds. The Detachment's VAVS Rep receives a copy of the AJR after the meeting to share with the area's Detachments.

The MCL National VAVS Rep receives a copy of the AJR directly from the VA Facility. He endorses the AJR and forwards an endorsed copy to the local Detachment. If your Rep does not receive this endorsed copy by June of each year, please check to make sure the VA Facility sent a copy to the address listed on the VAVS Rep Cert/Recert Form.

The MCL VAVS Recert/Cert Form is available on the National Website: www.mcleague.org, in the programs tab, under veteran services.

Please notify the MCL National VAVS Rep if any of your VAVS Rep or Detachment contact information changes.

Note: MCL Auxiliary uses their own forms.