WORKING WITH FACILITIES

Many hospitals, medical buildings, nursing homes, hospice programs and veterans' homes have volunteer programs in place. Members should do their best to adhere to the guidelines given to them.

Before hosting an event at or with a facility, the VFW Auxiliary Hospital Chairman, should acquire permission from the facility. Be sure to ask what is and what is not allowed. There are some facilities that do not allow home-baked goods due to dietary restrictions. The best thing to do is to ask the facility's staff what is needed.

All projects done by a VFW Auxiliary should be voted on at a regular meeting and recorded in the minutes. Documentation should be kept on funds expended, the number of volunteers and the hours volunteered.

NOTE: No separate bank account should be kept for hospital funds in a volunteer's name. See the National Bylaws, Article VIII, Section 813C.

HOSPITAL VOLUNTEER ATTIRE

A facility may have a mandated "official uniform". It is the responsibility of the volunteer to be clean and neat; wearing comfortable shoes is suggested.

RECRUITING VOLUNTEERS

All members should help to recruit new volunteers. Successful recruiting is key to a successful program.

Recruiting tips:

- Know the hospital program and be able to answer questions about the VFW Auxiliary.
- Know the policies and needs of your facility.
- Be prepared to describe various assignments and what is expected. Explain that volunteers are trained and supervised by facility personnel.
- Attend VFW Auxiliary meetings at all levels and engage in activities beyond our organization to seek out new volunteers.
- Work with your facility to create incentives for a wide variety of volunteers.
- Submitting stories and press releases to local media highlighting an outstanding volunteer or an interesting hospital/facility project can gain public attention and promote recruitment.
- Share the benefits of volunteering: gaining work experience, learning new skills, meeting new people and most importantly, giving something back.