



LOCAL VETERANS ASSISTANCE PROGRAM

USER MANUAL

Disabled American Veterans
Local Veterans Assistance Program

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OBJECTIVES OF THIS USER MANUAL

After reading and using this manual, you will be able to:

- Break down the LVAP categories
- Complete LVAP Report form (Form 60)
- Send forms to DAV National Headquarters



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ABOUT THE LOCAL VETERANS ASSISTANCE PROGRAM

- LVAP was established in 2007 to facilitate and recognize initiatives in which volunteers can contribute their skills, talents, professional abilities and time in ways that benefit veterans residing within their local communities
- The program empowers individuals to find and develop new and unique ways to support veterans and their families by providing resources, assistance or help with everyday needs
- LVAP initiatives are carried out through Departments, Chapters, Auxiliary Units, associated organizations, corporations and individuals
- Since inception of the DAV's Local Veterans Assistance Program (LVAP), 10,383 volunteers have donated over 4,150,328 hours to veterans residing in their local communities
- DAV is required to report volunteer hours to Congress, watchdog groups, Members and Donors
- LVAP Volunteers can Dedicate their time in the Following ways
 - Chapter and Department Service Officer work
 - DAV Specific outreach efforts
 - Fundraising efforts
 - Direct assistance to veterans, surviving spouses, or families
- Volunteers that donate their time to DAV become eligible for the Volunteer Recognition Program



Below are the different categories for LVAP:

DSO/CSO Work	Fundraising Efforts	Outreach Events	Veterans Assistance
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Below are the descriptions/examples for each category:

DSO work: Claims/Benefits Assistance

CSO Work: Claims/Benefits Assistance

Non-paid hours ONLY

Volunteer must be certified through the Service office in Washington DC in order to report hours.

Fundraising efforts:

The main focus of the activity or event is to collect funds to support DAV.

- Forget-me-knot drives
- Golden Corral fundraiser
- Other approved fundraisers

Outreach Events:

The main focus of the event is to promote DAV and its services to the public

- 5K walks/races
- National Guard mobilizations and demobilizations
- Parades
- Honor Guard

Veterans Assistance:

If the volunteer activity does not directly fall into another category, this would be the place to report as long as you are helping veterans/veterans family

Volunteers provide a wide array of services to help meet the unique or special needs of veterans and their families

- yard work or gardening
- home repairs and painting
- grocery shopping or running errands
- Homeless Veterans Stand Downs
- Cooking and serving dinner at Fisher Houses, etc.
- Helping a veterans family/ family member



SAMPLE LVAP 60

DAV Department: Kentucky Chapter Name and Number: Memorial Chapter #1 Chapter Address: 3725 Alexandria Pike Cold Spring KY 41076 Point of Contact: Voluntary Services Point of Contact Phone: 859-441-7300 EXT 1313					For Period Ending: January 31, 2018									
Activity Categories: A: Chapter Service Officer Work (Must Be Certified) B: Department Service Officer Work (Must Be Certified) C: DAV Outreach (DAV Specific Outreach, National Guard Mobilization/Demobilization, Homeless Stand Downs) to Include Event Planning D: Fundraising (Forget Me Nots, Sweepstakes, Golden Corral, Etc.) E: DAV Sk F: Direct assistance to veterans, spouses and families (Yard Work, Home Repairs, Grocery Shopping, Caregiver Respite, Etc.) G: Use of privately owned vehicle for DAV business H: Seminars, workshops, training and activities designed to operate Chapter/Department smoothly, and thrift store hours (not compensated)														
Activity Hours														
New Volunteer	Last Name	First Name	Address	Email	Date of Birth	A	B	C	D	E	F	G	H	Total
No	Volunteer	Veteran	3725 Alexandria Pike	Volunteerforveterans.org	1/1/1945	10		12		10		5		37
Yes	Volunteer	Veteran	3725 Alexandria Pike	VAVS@DAV.org	1/2/1965		5	11	4		3		1	24

✓ All information that should be filled out is in **RED**



WHERE TO SEND VOLUNTEER HOURS

- **Some DAV Departments may require the LVAP Reports sent to them, Chapters please check with your DAV Department's**

- **Volunteer hours should be reported to DAV National Headquarters**

Fax – (859) 442-2088

Email- vavs@dav.org

Mail- Voluntary Services

3725 Alexandria Pike

Cold Spring, KY 41076

Phone- (859) 441-7300 ext. 1313

(877) 426-2838 ext. 1313