

**Department of Veterans Affairs
Canandaigua/Rochester VA Medical Center
400 Fort Hill Ave
Canandaigua, New York 14424**

Guidelines for Donations

All donations must go through Voluntary Service. If wards or clinics approach a service organization or volunteer for a specific donation, check with Voluntary Service at 585-393-7761 to ensure it is appropriate and necessary. In accordance with 38 U.S.C. 8301, VA is authorized to accept donations or gifts for the benefit of patients. The Internal Revenue Service has announced that under the Tax Code, donations to the Department of Veterans Affairs General Post Fund for exclusively public purposes are deductible from federal income taxes in the manner and to the extent allowable. The announcement reflects the tax law provision with donations deductible as “donations to the United States.”

Donations to support any of the Department’s programs are deductible whether the donor directs that the donated funds be used for specific purpose or allow the Department to decide how the donated funds will be used.

Monetary Donations

- 1) The following accounts in the General Post Funds were established to meet the needs of veteran patients.
- 2) All correspondence with a monetary donation should include the donor’s name and address, to indicate where the letter of acknowledgement is to be sent to and what the donation should be used for. Letters of acknowledgement/receipts will be sent automatically.
- 3) Address checks to VAVS with the desired account (see below) and mail to: VA Medical Center, c/o Voluntary Service (135), Canandaigua, New York 14424.

Specific Accounts and Assigned Fund Control Numbers

- ❖ ***Canteen Coupon Book Account (#1606)***: This account is used to purchase canteen coupon books for indigent hospitalized veterans.
- ❖ ***Patient Representative/Social Service Emergency Account (#1608)***: This account assists in transportation home for discharged patient as well as a variety of emergent veteran needs.
- ❖ ***Winter Haven/Stand Down Account (#1609)***: This account is used to purchase needed items to benefit homeless veterans programs.
- ❖ ***Birthday Program Account (#1611)***: This account is used to purchase practical birthday gifts for all hospitalized veterans.
- ❖ ***National Events, Including Golden Age Games (#1612)***: Used to assist in providing patients transportation to the national events and related recreational program costs.
- ❖ ***Recreation Supplies and Services Account (#1613)***: Funds are used to provide recreational outings/supplies for out hospitalized veterans and veterans in structured outpatient programs. Funds donated for a specific building should be earmarked accordingly on the check for proper record keeping.
- ❖ ***VAVS Holiday/Christmas Account (#1614)***: This fund is used to purchase individual Christmas gifts for our hospitalized veterans and outpatients in structured VA Programs.
- ❖ ***TV Account (#1615)***: This account is used to purchase televisions for patient rooms as well as to provide for recurring cable costs.

- ❖ **Transportation Account (#1619):** This account is used to provide an additional wheelchair accessible van for patient transportation to off-station recreational activities and related transportation needs.
- ❖ **WWII Commemorative Garden Account (#1620):** Used to provide plantings in the memorial garden outside of Bldg 8 as well as engraving on the wall. The garden is for the use of all patients and designed to allow veterans a place to enjoy a safe and secure outdoor environment and therapeutic value. (see attachment)
- ❖ **General Purpose Account/Canandaigua (#1627) or General Purpose Account/ROPC (#1628):** This is the most versatile and beneficial account and generally where donations are most needed. Purchase could include equipment needs, recreation program needs, program supplies, patient refreshments, etc. Please be sure to specify either Canandaigua or ROPC on your check.
- ❖ **VAVS Committee (#1629):** This account is used to help support volunteer programs such as the Annual Volunteer Picnic, National Volunteer Week and the Volunteer Awards Banquet. Contributions should be made payable to “VAVS Committee”.
- ❖ **Day Treatment Center Account Canandaigua (#1631) and Day Treatment Center Account Rochester (#1630):** Used to provide for program supplies and recreational outings for outpatient participants. Please specify either Canandaigua or ROPC on your check.
- ❖ **Mental Health Initiative Program (#1632):** Used to provide for program supplies/recreational outings for outpatient participants.
- ❖ **Vet Center; Rochester (#1633):** Used for program supplies and recreational outings for outpatient participants in this program.
- ❖ **3 Bldg. Garden Account (#1634):** Used for garden related expenses
- ❖ **Veterans Heritage Museum (#1637):** Used to purchase items necessary for the museum
- ❖ **Hospice/Palliative Care (#1640):** Used to purchase items requested for this program.
- ❖ **OIF/OEF Operation Iraqi Freedom/Operation Enduring Freedom (#1644):** Funds will be used for the needs of OIF/OEF veterans returning from active duty service, their families and outreach events.
- ❖ **Chaplain Account:** This account is used to purchase items needed for this program. Please specify Protestant, Catholic or Jewish faiths.
- ❖ **Volunteer Transportation Program:** Funds donated for the purchase of a new or replacement van for the DAV VTN Program are to be made payable and sent directly to the Disabled American Veterans Chapters at:

DAV Chapter 15
PO Box 60783
Rochester, New York 14606

DAV Chapter 4
PO Box 998
Canandaigua, NY 14424

Donations may also be sent to the DAV Department of New York who has an established account for each of the Medical Centers. Therefore, please be sure to indicate on the memo line of the donation check which VAMC your donation is for and that your contribution to the DAV is for the purchase of a van. A copy of that donation should also be sent to the Chapter for which the donation was intended. The address for DAV Department of New York is:

DAV Department of New York Treasurer
200 Atlantic Avenue
Lynbrook, NY 11563-3599

Any questions may be directed to Voluntary Service at 585-393-7761.

Material Donation Procedure

A donation sheet must accompany all gifts or material donations. Donation sheets are available in the Voluntary Service Lounge, at Canandaigua or in the Volunteer Sign-In Area at ROPC. Acknowledgement letters are generated by donation sheets that are received. It is extremely important that all donation sheets be legible and should include pertinent information such as the complete name and address of the donor.

Material donations should be either new or in good condition. Regulations may vary on certain items. If you are doubtful about the acceptance of an item, contact Voluntary Service at 585-393-7761. A variety of ongoing items are needed such as:

We value the selection for your monetary donation and appreciate your generosity. Voluntary Service staff is committed to making certain that your donation is used for the sole purpose of your intent. Please feel free to contact us at any time at 585-393-7761.

Continuous Needs

Denture Grip
Backpacks
Dry Skin Cream
Slipper Socks
Toothbrushes
Toothpaste
Comb/brushes
Puzzle books
Recreation equipment
Greeting Cards
Paperback books
Gift Cards; Walmart, Wegmans Tops, etc
Tickets for Sporting & Entertainment
Paper products; plates, cups, napkins
Winter coats, shoes, and boots

Ball Caps
Baby shampoo
Nail Clippers
Deodorant
Crew Socks (white)
Hand and body lotion
Tote bags
Current Magazines
Videotapes and DVD's
Coffee makers

Coffee
Denture Cleaner
Shaving Cream
Underwear
Talcum Powder
Disposable Razors
Writing Paper and envelopes
Postage stamps
Crossword Puzzles
Sugar, Creamer, Stirrers
Non Perishable food items
Baking mixes
Non-Alcoholic Beer (cans)
Prepaid phone cards

**Donation to VA Medical Center /
Rochester Outpatient Clinic**

Date: _____

Donor: Please print and fill out accurately

Name and Title		
Organization (if any)		
Street		
City	State	Zip Code

Description or List of Donation(s):

<u>Item</u>	<u>How many?</u>	<u>Approx. Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Cost (by Voluntary Service): _____

Special Instructions (if any): _____

