

# THIS IS A WRITTEN PRINTOUT OF THE NEW ONLINE VAVS MONTHLY REPORT. IT IS PROVIDED ONLY AS A GUIDE.

**If you are unable to submit your monthly VAVS report online, please review these options.**

1. Find a friend or family member who can help you register at elks.org and submit your report each month.
2. Coordinate with your Deputy Representatives. All Dep Reps have access to submit reports for the facilities at which they serve. Simply complete this paper report, hand it to a Dep Rep, and ask them to submit it online for you.
3. Find someone at your Lodge to submit the report online for you. *If this is the option you choose, you must let us know who this person is so we can arrange for them to have access to the system.*
4. If you cannot find someone to assist with submitting your report online, communicate with your State Veterans Chair. They may be able to find someone at the State Level to submit it for you.

## **I. General Information**

Month & Year:

Hospital Name and Location:

Name of your Bank:

## **II. Income**

Existing balance from last month:

*Report the amounts received below.*

\*Received from ENVSC:

\*Received from State Association:

\*Received from Lodge:

\*Received from Other Sources:

TOTAL FUNDS AVAILABLE THIS MONTH:

*(i.e. existing balance plus amount received this month)*

## **III. Description of Program(s)**

### Number of Visits

\*How many visits to your assigned facility did you make this month?

### Program Information

\*Please describe the visits/programs that you hosted at your facility this month, and what you did at each of those visits/programs.

\*What were the results of these programs? (i.e. connect veterans with each other, help with recovery, provide a respite from the VA facility, etc.)

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\*Did VAVS Deputy Representatives help out this month? If so, how?

## Feedback & Comments

Please share any feedback from veterans or VA staff this month on your service.

Is there anything else you'd like to share about your time this month?

## **IV. Monthly Data**

### Travel Information

\*How many hours (one-way) does it take you travel to your facility?

### Veterans Served

\*Total (unduplicated) number of veterans directly served this month:

### Volunteer Information

\*VAVS Representative volunteer hours this month:

\*VAVS Deputy Representative volunteer hours this month:

\*Number of other Elks volunteers who came this month:

\*How many approximate hours did other Elks volunteer at the facility this month through programs you ran?

\*Number of non-Elk volunteers who came this month:

## **V. Expenditures**

\*Expenditure Entry

Item	Amount	# of Veterans Served

**Total Amount Spent:**

## **VI. Ending Balances**

Ending Balance:\*

\* The ending balance can be calculated by subtracting the total amount spent from the existing balance.