

# HOSPITAL

## AUXILIARY

1. The Hospital Report can be found on the MOC web site [www.lotcs.org](http://www.lotcs.org). The report must be e-mailed to the Grand Chairman to be received by the FIRST of the month. If you cannot e-mail, then copies must be mailed at your own expense to be received by the Grand Chairman by the First of the month. All Auxiliaries not in a Grand should e-mail or mail to their Supreme District Commissioner.
2. Keep an accurate record of Hospital Hours for each Member of the Auxiliary.
3. Names should be in alphabetical order by LAST name. DO NOT USE NICKNAMES. PLEASE NOTE ON THE HOSPITAL REPORT EACH MONTH IN THE INFORMATION COLUMN DECEASED, TRANSFERRED, NEW MEMBERS OR ANY MEMBERS THAT HAVE CHANGED THEIR NAMES.
4. Reports must reach the Supreme Hospital Commissioner within 90 days of the date of the Hospital visit to be accepted. Hours are counted only on Hospital Reports sent to Supreme through proper channels.
5. Credit CANNOT be taken for both the VFW and MOC Auxiliaries for the same visit unless it is a split visit with split time.
6. All time must be volunteered. Time is not counted for Members working as paid employees of any Hospital or Nursing Home.
7. Members are responsible for seeing that their hours are reported and recorded properly by the Auxiliary Chairman. Hours should be reported as the visit is completed. Be sure to report date of visit, hours visited, where visited, how many patients visited, round trip mileage and any gifts and/or refreshments you took.
8. Hospital Reports should be for ONE hospital only. Reports with more than one visit can be done but should LIST EACH VISIT BY DATE. Forms should be legible and not crowded. Use a separate sheet if needed.
9. When combining Reports for one person, list each by separate date. This will show the number of visits under # of Members. It would be 1 Member x 16 visits = 16 members.
10. Take credit for ALL work done and use the Credit Allowance Forms on the following pages. Reports MUST be filled in completely to ensure each Member is given proper credit.
11. Hospital Pins are for 100, 300, 500, 700, 1000, 1500, 2000, 2500, 3000, 4000, 5000, 6000, 7500, 10000, 15000, 20000, 25000, and 30000. Special Award for 40000 +. Hours from previous years are added to the current year. Hours run continuously.
12. Year End for Hour Pins is January 31. Year pins run from February 1<sup>st</sup> through January 31<sup>st</sup>.
13. Members will receive Pins at their Grand Convention (from Auxiliary Chairman if not within a Grand). It is not necessary to return previous pins received but return if possible.
14. The yearly quota is \$250 per Member, based on April 30, 2023, Membership. (# of Members in Auxiliary x \$250.00 = quota)
15. **The year runs from May 1, 2023, through April 30, 2024.**
16. **Blood** is reported on **hospital report form under gifts** with project hours, mileage and donation date reported on hospital report form by member's name.

## GRAND

1. Make sure the Auxiliary Chairmen have copies of the whole Program including blank Hospital Forms (for making copies if needed).
2. All Grand Hospital Chairmen must retain a record of the hours sent in on the Hospital Reports.
3. The MONTHLY HOSPITAL REPORT should be compiled ONCE A MONTH from the Auxiliary Reports. E-mail or mail this report along with the auxiliary hospital reports to your District Commissioner to be received by the 10<sup>th</sup> of each month. If you cannot e-mail, then copies of each report must be mailed at your own expense. Remember to keep a copy of all reports.
4. REPORTS MORE THAN 90 DAYS OLD WILL BE RETURNED AND NOT COUNTED.
5. Correct any errors on the Hospital Reports and e-mail **or mail** corrected report to Auxiliary.
6. Make sure to include all forms needed.
7. You are responsible to the District Hospital Commissioner. You promote Hospital work and Blood donations within the Grand. Keep the Grand President informed of what is going on in her Grand and report Auxiliaries not reporting.
8. It is your responsibility to see that the signed Pin Form, any Pins not claimed, and returned pins are sent to the Supreme Commissioner by June 30<sup>th</sup>.
9. April 30<sup>th</sup> is the Year End. Awards are made at the Supreme Convention on reports ending April 30<sup>th</sup> and received by Supreme Commissioner by May 20<sup>th</sup>.

## DISTRICT COMMISSIONER

1. Once a month compile the MONTHLY HOSPITAL REPORT from all Grand Reports and Auxiliaries not in a Grand from your District. E-mail or mail to the Supreme Hospital Commissioner to be received by the 20<sup>th</sup> of the month, correcting any errors that were missed.
2. E-mail or mail to the Grand Chairmen and Auxiliary Chairman not in a Grand any corrections that you or the Supreme Commissioner makes.
3. Be a liaison between Grand and Supreme.

## AWARDS

1. **Citations** to Auxiliaries for 300% or over quota.
2. **Plaques** to Auxiliaries for 1500% of quota
3. **Plaques** to Grand Auxiliaries for 800% of quota
4. **Citations** for blood donations, and pins if available
5. Other citations as determined by the Supreme Commissioner

## ALLOWABLE HOSPITAL CREDITS

Credits will be allowed for visits and work done in and for ANY Hospital (VA Medical Center, Children's Hospital, State Hospital, or Nursing Home). VISIT Hours are for any work done IN any Hospital or Nursing Home (parties, visits, VAVS meetings, regular volunteering). PROJECT Hours are the time spent getting ready for the Hospital Visit, such

as baking, preparing food, making lap robes, and other items for the Hospitalized Patient. Report all hours to nearest 0.25 hour.

### **TRAVEL HOURS**

1. Travel hours are reported round trip.
2. Report to the nearest 0.25 hour. Example: to hospital-7 minutes and from hospital 7 minutes = .25 hours.

### **VISIT HOURS**

1. Visiting throughout any Hospital, making bedside visits to patients, working on Bingo games in Hospitals, writing letters, etc.
2. Hours spent attending VAVS Meetings and orientation courses (NOT recognition dinners).
3. Phone Calls to patients in hospitals or nursing homes (Please list name of hospital or nursing home).
4. A Member working as a regular volunteer in a Medical Center, VA Clinic or VA Fisher House may receive up to nine (9) hours per day maximum credit.

### **PROJECT HOURS**

1. Hours spent making refreshments or making articles such as lap robes, bibs, tray favors, etc.
2. Hours spent washing, mending, ironing, or sewing articles to be donated to the Hospital.

### **GIFTS**

1. Hospital Reports should include the Supreme President's Special Hospital Project donations soon after it is given.
2. Cash for Bingo, blood, puzzles, lap robes, tray favors, flowers, toll road cost. List quantities and value of each item.

### **Where Credit is NOT Allowed**

1. Hours are not allowed for assisting or visiting senior citizens (unless they are Patients in a Hospital or Nursing Home).
2. Assisting Veterans dependents or Veterans outside the Hospital, such as providing food, transportation to medical appointments, church, shopping, and entertainment.
3. Working on community service projects, such as assisting Red Cross bloodmobiles, Meals on Wheels, putting out or picking up donations, cards, or cans, answering telephones (for heart, cancer, kidney, MD, etc.) or donations to same.
4. Attending **Memorial Services, Funerals**, or furnishing food or flowers for bereaved families. This belongs on the Chaplain's Report.
5. Assistance or visit to any Member of your family or your husband's family (this includes nieces, nephews, in-laws, etc.) Time spent visiting other patients can be taken, but **NO MILEAGE**.
6. Time it takes to make out reports.
7. Time spent shopping for personal gifts to patients or collecting items from other Members to be donated.
8. Time spent dressing as a Clown or putting on make-up.
9. Donations to National Home, Scholarship, Salvation Army, Goodwill, and other Organizations ARE NOT HOSPITAL donations.

- 10. Time spent shopping for regular Hospital Programs and visits IS NOT ALLOWED. Reasonable shopping hours may be allowed for large parties or large numbers of gifts for special occasions.
- 11. Time spent fund raising.

**SUPREME HOSPITAL COMMISSIONER:**

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