



HOW TO ORDER PINS FOR SERVICE IN VA MEDICAL CENTERS

- Auxiliary Hospital Chairman will complete three copies of the application.
- **MUST** be signed by the Voluntary Service Program Manager at the VA Medical Center or the non-VA facility representative to verify hours served.
- Hospital Chairman will retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the **ORIGINAL** to the Ladies Auxiliary VFW National Headquarters.
- Pins will be mailed to the person submitting the application.

HOW TO ORDER PINS FOR SERVICE IN OTHER FACILITIES

- Auxiliary Hospital Chairman will complete three copies of the application.
- Chief Nurse or Supervisor-in-Charge **MUST** sign the form to verify the hours served.
- Auxiliary Hospital Chairman will retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the **ORIGINAL** to the Ladies Auxiliary VFW National Headquarters.
- Pins will be mailed to the person submitting the application.

SPONSORED HOSPITAL VOLUNTEER PINS

The sponsored hospital volunteer (including youth volunteer) who volunteers a minimum of 100 hours under Ladies Auxiliary VFW sponsorship in any VAMC or hospital is eligible to receive a pin from the Ladies Auxiliary VFW. **ONLY ONE PIN** will be awarded to each sponsored volunteer or youth volunteer.

- Auxiliary Hospital Chairman will complete three copies of the application.
- **MUST** be signed by the Voluntary Service Program Manager or Supervisor-in-Charge (for non-VAMC facility).
- Retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the **ORIGINAL** to the Ladies Auxiliary VFW National Headquarters.
- Pins will be mailed to the person submitting the application.

HOSPITAL VOLUNTEER RECRUITER CHAIRMAN

- Auxiliary Hospital Chairman will complete three copies of the application.
- Voluntary Service Program Manager or Supervisor-in-Charge **MUST** sign the form to verify the recruitment of volunteers.
- Auxiliary Hospital Chairman will retain one copy for her file, forward one copy to the Department Hospital Chairman, and send the **ORIGINAL** to the Ladies Auxiliary VFW National Headquarters.
- Charms will be mailed to the person submitting the application.

Mail Completed Forms To:

**Ladies Auxiliary VFW National Headquarters
Attn: Director of Programs & Communications
406 W. 34th St., 10th Floor
Kansas City, MO 64111**