

Chapter Number: Chapter or Unit number within the Department of Maine. If you are not a DAV or DAVA member, leave it blank.

Contact Info: Name and mailing address of volunteer are required the first-time reporting volunteer hours. Phone number and email address are optional.

Membership Number: If you know your DAV or DAVA membership number please provide it here.

Activity Categories: ***REMEMBER TO REPORT TRAVEL TIME – NOT MILEAGE***

CSO/DSO: Non-paid hours by currently certified Chapter Service Officer or Department Service Officer personnel. Includes CSO/DSO certification and training time.

Outreach: Hours dedicated to the furtherance of DAV/DAVA's mission and/or programs. Information booths (Home Show/Boat Show, County Fair, etc.) seminars, workshops, training, administrative work in direct support of DAV/DAVA such as attending chapter meetings, chapter or department committee meetings, preparing meeting agendas and minutes, financial reports, etc.

Fundraising: Hours performed for DAV/DAVA fundraising events, including event planning, set up, clean up, etc.

Grassroots/Legislative: Hours completed by a Benefits Protection Team member or Leader for the furtherance of DAV legislative efforts.

Homeless Stand Down: Hours completed for the planning and day of activities for a local Homeless Veterans Stand Down or any other event to assist homeless veterans.

LVAP/General: Any hours completed for Department/Chapter initiatives that do not fit into a specific category.

Special Events: Hours dedicated to a DAV/DAVA event such as POW/MIA events, Memorial Day events, Veterans Day events, DAV/DAVA related anniversary celebrations, etc. Planning meetings, set up, clean up should be reported.

Direct Veteran Assistance: Hours dedicated to the direct assistance of veterans, their spouses, and families. Yard work, home repairs, grocery shopping, caregiver respite, wellness checks, rides to medical appointments using private vehicle, etc. This should not include routine chores within your own household for spouses, roommates, etc.

If you are in doubt as to which category your activity falls under, write a BRIEF description of the activity.