

HOSPITAL FORM INSTRUCTIONS

Please read the form and answer the questions when filing out Hospital Forms. Following are explanations for each section of the form and an example of a completed form is on the next page.

Auxiliary Name, Number and State go on the 1st line (1), (2), & (3) on the sample form.

Place of visit and date of visit goes on the 2nd line (4) & (5) on sample. If Patients are brought to the VFW Post, please list the Hospital or Nursing Home that Patients are from.

Number of Members, number of Patients visited by Auxiliary (not Patients times Members) and total number of miles for all Members (round trip per Member, not per car) go on 3rd line (6), (7), & (8) on sample form. (9) On sample form is mileage times \$.14 + tolls.

HOURS: (10) Total Project Hours + (11) Total Travel Hours + (12) Total Visit Hours @ \$22.55 = (13) Total \$ credit for Hours.

Kind of Entertainment: Bingo, sing-a-long, ball game, etc., goes in (14) and the allowable credit if applicable for amateur or paid entertainer goes in (15). Bingo prizes and money are listed under **gifts**

Refreshments: List refreshments with **amount** and **cost**. Example: 6 dz. Homemade cookies \$18, 1 cake purchased \$5.79 goes in (16) with the total of refreshments in (17).

Gifts: This is Bingo Prizes, canteen books, donations, lap robes, tray favors, new clothes, etc. **Itemize** with quantity and value of each on (18) and put total in (19).

Attach a list of all used clothing, books, magazines and put total in (20). Forms for these donations are in this Program Book and on the web page.

Total all credits (9), (13), (15), (15), (17), (19), and (20) put this amount in (21).

List each MOC Auxiliary Member in ALPHABETICAL order by LAST NAME under (23) "Name of Member." Put "Member #" in column (22), Name in column (23), Project Hours in column (24), Travel Hours in column (25), her Visit Hours in column (26), and the total of all hours in column (27). Use (28) for explanations of Project Hours such as "baked 2 cakes, 3 doz. Cupcakes, pieced 2 lap robes, etc." This can also be used to denote Clown, New Name, New Member (when this is 1st visit), transfers, individual visit dates with Hospital Name, etc. When giving New Name, list Old Name. If transfer, give Grand and Auxiliary Number. If Reinstated, the last year person was a Member would be helpful in locating the previous hours. Total each row and put totals in correct row (29).

Use (30) for any other special notes that you may feel are necessary such as MOC or Junior Clown.

Complete "Date Submitted" – you're Name, Title, Address, e-mail address, and phone number.