DEPARTMENT OF MICHIGAN
VETERANS OF FOREIGN WARS OF THE U.S.

POST NO._____ DISTRICT NO._____

HOSPITAL ACTIVITIES REPORT FORM

Hospital Report for what month? _____, _____

HOSPITAL REPORTING DATES ARE FROM MAY 1 - APRIL 30

_____ _____

CHAIRMAN CO-CHAIRMAN

SERVICE OR ACTIVITY	NUMBER WORKERS	NUMBER HOURS	DONATIONS OR CASH	LOANED HOSP EQUIP	PATIENTS CONTACTED	TOTAL MILES	PINTS BLOOD
TOTALS							

PLEASE! <u>Do not enter value of hour or mileage in donation or cash column.</u> Credit for these will be granted at the end of the reporting year. Hospital Values are based on $14.83/hour. Report Post Activities only. (i.e. mileage, hour and money or value of a donation.) **All blood donations require supporting documentation from the Red Cross.**

Send one (1) copy to the District Hospital Chairman and one (1) copy to Department Headquarters at: 924 N. Washington Lansing, MI 48906.

MUST BE IN DEPARTMENT HEADQUARTERS BY THE<u>10TH</u> OF THE MONTH FOLLOWING THE REPORT MONTH. (For example: February Reports must be in by March 10th.)

**** FOR PROPER CREDIT REPORTING ****
SEE REVERSE SIDE FOR ARTICLES TO BE CREDITED ON FORM

All Hospital Reports will be reported to the Department on this form or done electronically on the computer. **Do not send any reports to your State Hospital Director.** Your reports will reach him after being recorded on the computer at Department Headquarters.

You may take $150.00 credit in the cash column for entertaining patients or sponsoring a blood drive at your Post home or grounds. Make entry as use of Post home or grounds.

Do enter in cash column, the rental value of all outstanding hospital equipment as per evaluation sheet. Please, total all your columns in order to get credit for the full report.

Cancer donations must go through Department Headquarters for credit.

The only hours that are reported are visitation hours or time spent with patients on off-station activities, confined to a hospital, facility, rest home or bedfast or house bound in his or her home. Traveling hours are not reported. These are reported as miles traveled only. If traveling hours are entered, you are double dipping. The report will not be accepted. Maintenance of auto such as gas is not reported. $.14 cents a mile is granted by this committee at the end of the reporting year. (Credit)

When Post sponsors a Blood Drive, report the number of pints only. Please clip a letter from the Red Cross, Etc., showing the amount of blood collected.

Magazines and other reading material collected from the dead-letter file at the US Postal Service or from other sources where the front covers are torn off will be considered as used material. Check your evaluation sheet for values. All reading material and clothing must be clean and free of musty smells. All material must be accepted or you do not take any credit.

HOSPITAL EQUIPMENT (use of)		
Hospital Beds	$100.00	"
Hospital Beds/Elec.	200.00	"
Hospital Table	6.00	"
Hoyer	40.00	"
Walker	6.00	"
Wheelchair	40.00	"
Wheelchair/Elec.	100.00	"
Quad Cane	10.00	"
Cane	6.00	"
Crutches/alumn.	15.00	"
Crutches/wood	6.00	"
Carry Chair	30.00	"
Commodes	20.00	"
Trapeze	30.00	"
Amego	200.00	"

CLOTHES used (Certain Hospitals)	
Suits	40.00
Slacks	25.00
Sport Coat	25.00
Shirt-Blouse	5.00
Heavy Coats	40.00
Jackets (heavy)	25.00
Jackets (light)	20.00
Sweaters	15.00
Shorts	5.00
Ties	2.00
Skirts	10.00
Dresses	15.00
Shoes	8.00
Purses	5.00

(Clothes cont.)	
Hats-Belts	3.00
Gloves	3.00
Slips	3.00
Pajamas	3.00
Robes	5.00
Socks	1.00

BOOKS AND MAGAZINES

Books and Magazines (new) Purchase Price	
Books – Pocket Novel	.50
Books - Regular Bound	1.50
Puzzles	.25
Used Magazines- (if accepted)	.50
Playing cards – used	.50

ALL NEW ARTICLES – PURCHASE PRICE

ENTERTAINMENT: Amateur – Use hours and mileage
Professional – Going rate of hour and mileage, but not both.
****NOTE: Funerals are not considered as a hospital activity.****
ALL OF THE ABOVE RULES MUST BY FOLLOWED OR YOUR REPORT WILL BE REJECTED!

Department of Michigan
924 North Washington
Lansing, MI 48906
Lemuel Hunt, Director
989-834-1892 **Email lhunt76@voyager.net**