Guidelines for Donations

All donations must go through Voluntary Service. If you would like to make a specific donation, either monetarily or materially, please check with Voluntary Service at 585-393-7761 to ensure its appropriateness and necessity. In accordance with 38 U.S.C. 8301, VA is authorized to accept donations or gifts for the benefit of patients. The Internal Revenue Service has announced that under the Tax Code, donations to the Department of Veterans Affairs General Post Fund for exclusively public purposes is deductible from federal income taxes in the manner and to the extent allowable. The announcement reflects the tax law provision with donations deductible as “donations to the United States.”

### Donations to support any of the VA Medical Center programs are deductible whether the donor directs that the donated funds be used for a specific purpose or allow the VA Medical Center to decide how the donated funds will be used. We value the selection for your monetary donation and appreciate your generosity.

### Voluntary Service staff is committed to making certain that your donation is used for the sole purpose of your intent. Please feel free to contact us at any time at 585-393-7761.

###### Monetary Donations

* The following accounts in the General Post Funds were established to meet the needs of Veteran patients.
* All correspondence with a monetary donation should include the donor’s name and address, to indicate where the letter of acknowledgement is to be sent to and what the donation should be used for. Letters of acknowledgement/receipts will be sent automatically.
* Address checks to VAVS with the desired account (see below) and mail to: VA Medical Center, c/o Voluntary Service (135), Canandaigua, New York 14424.
* We are very careful to fulfill the wishes of the donors. Please note, however, that all funds may be used at the discretion of the Voluntary Service Manager for Veteran related needs.
* Credit or debit card donations can be processed at [www.Canandaigua.va.gov/giving/](http://www.Canandaigua.va.gov/giving/) and clicking  \*A minimum of $5.00 is required for online donations.

Please indicate if you support the use of your generous donation for food/refreshments for Veterans. This can be done with a simple note attached or added to the memo section of your check. Most accounts include the purchase of refreshments/food for Veterans. If you object to this use of your donation, please make that known to us.

*Specific Accounts and Assigned Fund Control Numbers*

* *Patient Representative/Social Service Emergency Account (#1608):* This account assists in transportation home for discharged patient as well as a variety of emergent Veteran needs.
* *Winter Haven/Stand Down/Homeless Account (#1609):* This account is used to purchase needed items to benefit homeless Veterans programs, to include food/refreshments.
* *Birthday Program Account (#1611*): This account is used to purchase practical birthday gifts for all hospitalized Veterans, to include food/refreshments.
* *National Events, Including Golden Age Games (#1612*): Used to assist in providing Veterans, and caregivers, if needed, transportation to the national events and related recreational program costs, to include food/refreshments.
* *Recreation Supplies and Services Account (#1613):* Funds are used to provide recreational outings/supplies for hospitalized Veterans and Veterans in structured outpatient programs, to include food/refreshments. Funds donated for a specific building should be earmarked accordingly on the check for proper record keeping.
* *VAVS Holiday/Christmas Account (#1614):* This fund is used to purchase individual Christmas gifts for our hospitalized Veterans and outpatients in structured VA Programs, to include food/refreshments as well as wrapping supplies.
* *WWII Commemorative Garden Account (#1620*): Used to provide plantings in the memorial garden outside of Bldg. 8 as well as engraving on the wall. The garden is for the use of all Veterans and designed to allow Veterans a place to enjoy a safe and secure outdoor environment and therapeutic value. (see attachment)
* *Chaplain Account (1621 Catholic, 1622 Protestant)* This account is used to provide pastoral and spiritual care for Veterans, to include food/refreshments. Please specify Protestant, Catholic or Jewish faiths
* *General Purpose Account/Canandaigua (#1627) or General Purpose Account/ROPC (#1628*): This is the most versatile and beneficial account and generally where donations are most needed. Purchase could include equipment needs, recreation program needs, program supplies, Veteran food/refreshments, etc. Please be sure to specify either Canandaigua or ROPC on your check.
* *VAVS Committee (#1629):* This account is used to help support volunteer programs such as the Annual Volunteer Picnic, National Volunteer Week and the Volunteer Awards Banquet, to include food/refreshments. Contributions should be made payable to “VAVS Committee”.
* *Veterans Recovery Center (Canandaigua) (#1631) and Veterans Transition Center Account (Rochester) (#1630):* Used to provide for program supplies and recreational outings for outpatient participants, to include food/refreshments. Please specify either Canandaigua or ROPC on your check.
* *Vet Center; Rochester (#1633*): Used for program supplies and recreational outings for outpatient participants in this program, to include food/refreshments
* *Palliative Care/Hospice (#1640)*: Used to support this program with materials and supplies including food/refreshments for Veterans and their families.
* *Women Veterans (#1641):* Used for the needs of women Veterans and their families to include purchases of food & refreshments as well as items needed for outreach events & attendance for various female healthcare educational programs.
* *Transition & Care Management (#1644):* Funds will be used for the needs of Veterans returning from active duty service, their families and outreach events, to include food/refreshments.

Material Donation Procedure

A donation sheet must accompany all gifts or material donations. Donation sheets are available in the Voluntary Service Office in Canandaigua or in the Volunteer Sign-In Area at ROPC. Acknowledgement letters are generated by donation sheets that are received. It is important that all donation sheets be legible and should include complete name and address of the donor.

**Material donations should be new** with any exceptions noted. Regulations may vary on certain items. If you are doubtful about the acceptance of an item, contact Voluntary Service at 585-393-7761. A variety of ongoing items are needed such as:

**Continuous Needs**

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| Denture Grip & Cleaner | Prepaid Gas & Phone Cards |
| Disposable Razors (male & female) | Gift Cards to Home Depot or Lowes (for Woodshop) |
| Nail Clippers | Gift Cards (Wal-Mart, Wegmans, Tops, Tim Hortons, Dunkin Donuts) |
| Combs and Brushes | Gift Cards for Amazon and ITunes for CLC Music & Memories Program (may be used to purchase iPods) |
| Deodorant (male & female) | Tickets for Sporting Events and/or Entertainment, Zoo,  Canandaigua Theater Movie Tickets, Planetarium |
| Body Wash | Individually-Wrapped Snack Items |
| Shampoo | Coffee |
| Hand and Body Lotion | Sugar, Creamer |
| Women’s Panty Liners | Baking Mixes & Nonperishable Foods |
| Toilet Paper/Paper Towels | Paper Products: Plates, Cups, Napkins, Utensils |
| Hand Soap | Backpacks & Tote bags |
| Mops/Buckets & Brooms | Puzzle Books |
| Cleaning Supplies | Craft Kits/Paint by Numbers |
| Air Mattresses | Postage Stamps |
| Alarm Clocks | Bed Pillows |
| Laundry & Dish Soap | Pots & Pans, Utensils |
| Towels, Sheets, Pillow Cases, Washcloths | Shower Curtains & Hooks |

***All Clothing Donations must be new with exceptions noted.***

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| Men’s White Socks, Underwear & White Undershirts (L-4XL) | Men’s Winter Gloves |
| Sweatpants & Sweatshirts (XL-4XL) | Women’s Underwear & Socks (Size 6 & Larger) |
| T-Shirts – Any Color | Bras (All Sizes) |
| Gym Shorts (L-4XL) | Ball Caps |
| New Ball Caps | Winter Coats (All Sizes, may be gently used) |
| Blue Jeans (All Sizes, may be gently used) | Sneakers/Boots (Size 9 or larger, may be gently used) |

**WWII Memorial Granite Wall**

Our WWII Memorial granite wall has been erected in Courtyard 1, near 8 Bldg. Engraved expressions of sympathy, good wishes, love to a family member/close friend or acknowledgements to those men and women who have served our country, can be imprinted.

A minimum donation of $150.00 for an individual and $300.00 for a service organization/corporation will ensure that you and/or your organization. Donation levels are listed below. If you would like to reserve your space on the wall, please choose either the 20 or 30 letter block and complete the spaces (including blanks between words) with what you would like engraved. Make your check payable to “WWII Commemorative Garden” and mail to Voluntary Service (135), VA Medical Center, 400 Fort Hill Ave, Canandaigua, NY 14424. If you have further questions or concerns, please contact Voluntary Service at 585-393-7761. Voluntary Service will send a letter announcing the completion of your inscription for your viewing.

# 20 Spaces

### Individual Donation = $150.00 Service Organization/Corporation Donation = $300.00

Please designate by a star following the name, if the individual is a Veteran

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## 30 Spaces

Individual Donation = $200.00 Service Organization/Corporation Donation = $400.00

Please designate by a star following the name, if the individual is a Veteran

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*Revised June 2017*