



# DEPARTMENT OF PENNSYLVANIA MARINE CORPS LEAGUE

## Standard Operating Guideline (SOG) Veterans Voluntary Services (VVS) Program

### Purpose

To establish consistent reporting standards and clear eligibility criteria for activities submitted under the Department of Pennsylvania Marine Corps League's Veterans Voluntary Services (VVS) Program. This SOG ensures that all qualifying service hours directly support Veterans, Veteran families, or Veteran organizations and reflect the values of the League.

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### Scope

This guideline applies to all Marine Corps League Detachments within the Department of Pennsylvania. It is intended to support the implementation and consistent reporting of the Department of Pennsylvania Veterans Voluntary Services (VVS) Program at the Detachment level. These guidelines help ensure all reported activities meet eligibility standards and reflect the MCL's mission of service to Veterans across the Commonwealth.

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### Eligibility Criteria

To be considered eligible for VVS reporting, the activity must meet the following conditions:

1. The member must be acting in their capacity as a Marine Corps League member.
  2. The primary beneficiary of the service must be:
    - A Veteran
    - A Veteran's family member
    - A recognized Veteran Organization
  3. Preferably, the member should be identifiable as a League member (e.g., wearing an MCL cover or uniform item) during the service, especially for public-facing activities.
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### Qualifying Activities

Examples of approved VVS activities include but are not limited to:

- Providing transportation for Veterans or members to and from:
  - Medical appointments
  - VA facilities
  - Detachment or Department meetings

- Conducting home or nursing home visits to and from:
    - Isolated or ailing MCL members
    - Other Veterans in need of companionship or check-ins
  - Participating in:
    - Honor Guard or Color Guard ceremonies while in League uniform
    - Funeral services for Veterans
    - Public Veteran-related ceremonies or parades in official MCL capacity
  - Volunteer service with recognized Veteran-serving organizations:
    - VA Hospitals/Clinics (in coordination with VAVS or other programs)
    - USO, Fisher House, or other nonprofit Veteran support groups
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## **Non-Qualifying Activities**

Activities that do not meet the criteria for VVS service hours include:

- Attendance at regular League meetings (unless directly supporting a Veteran guest or issue)
  - Fundraising or raffle ticket sales (unless 100% of proceeds directly benefit Veterans and service is otherwise qualified)
  - Event planning or administration for MCL internal matters
  - Time spent organizing social gatherings unrelated to Veteran assistance
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## **Pennsylvania-Specific Eligible Activities**

To reflect the unique needs and opportunities within the Commonwealth of Pennsylvania, the following additional activities are considered eligible:

- Assisting with VA Mobile Clinics and Health Screenings
  - Supporting Veterans at Stand Down Events
  - Participating in Veteran food or grocery distribution (e.g., MilitaryShare)
  - Delivering winter gear or hygiene kits to homeless or at-risk Veterans
  - Volunteering at Fisher Houses or VA lodging sites
  - Conducting Veteran outreach at county/state fairs or expos
  - Mentoring Veterans through Veterans Treatment Courts
  - Attending suicide awareness walks or mental health awareness events
  - Performing basic home repairs or accessibility upgrades for Veterans
  - Supporting service dog or animal therapy programs (e.g., Military Pet Share)
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## **Reporting Instructions**

- All VVS service hours should be recorded using the approved VVS Activity Log or reporting form.
- Reports must include:
  - Member name and Detachment

- Date and duration of activity
- Description of the service provided
- Number of Veterans impacted (if known)

### **Submission Protocol:**

- Reports are to be submitted to the VVS Program Coordinator at the Detachment level.
  - Detachment Coordinators will compile and submit a quarterly report to the Department of Pennsylvania VVS Program Chair.
  - Quarterly submissions begin in July of current FY and are due the first week of October, January, April, and June going forward.
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### **Uniform & Identification Guidelines**

While not required in every case, wearing the Marine Corps League cover or other uniform items is strongly encouraged during public VVS activities to:

- Represent the League honorably
  - Ensure visibility of the MCL mission
  - Foster public trust and awareness
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### **Review and Updates**

This guideline shall be reviewed annually and updated as needed to ensure alignment with Marine Corps League policies and Department-level directives.

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### **Point of Contact**

For questions or clarification, contact:

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