

## CHAPTER PROGRAMS

### **POLICY**

It shall be the policy of PVACF to establish and maintain such programs as are mandated by the National PVA and any other programs which are considered to be beneficial to any PVACF members and to the disabled community. The Board of Directors shall approve new programs, which are to be funded and conducted by PVACF. The Chapter Executive Director shall be the overall director and coordinator of the chapter's programs. In that capacity, he/ she shall monitor all programs on a continuous basis, and shall meet personally with program directors individually and collectively when necessary. All program directors shall be accountable to the Executive Director. All reports on Chapter Programs must be sent to the Board Secretary with copies sent to the President and Executive Director. Any person who accepts a position on the Board of Directors or with the Chapter as a volunteer or staff **must** attend any mandatory training required by the Board of Directors.

### **ADMINISTRATION**

PVACF will maintain its own overall management system of operations. See section on Administration Policies and Procedures

### **ADVOCACY PROGRAM**

PVACF shall maintain a program of advocacy in which local, state and federal law will be monitored and litigated in order to ensure compliance with mandates relative to accessibility and barrier-free design issues. The director of the program shall, through testimony, public speaking, and representation of people with disabilities, advocate on PVACF's behalf using all available resources.

#### **Areas of Concern and Interest**

Specific areas to be monitored by the Advocacy Program shall include, but not be limited to the following:

- Public and private compliance with the Americans with Disabilities Act
- Barrier-free design
- Accessibility of transportation
- Building codes
- Civil rights, Section 504
- Housing for the disabled
- Government Relations/Legislation Program

#### **Government Relations Program**

PVACF shall maintain a Government Relations program in which employees and volunteers will report on and testify on legislation affecting veterans, people with disabilities, and other areas of concern or impact on the organization and its members.

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The program will ensure that the State of Florida has an adequate barrier-free design law and will lobby for changes when necessary. The Program Director shall monitor state agencies that have a direct effect on the communities of veterans and people with disabilities.

### **Areas of Concern and Interest**

Specific areas to be monitored by the Government Relations Program shall include, but not be limited to the following:

- Housing
- Job discrimination
- Building codes
- Civil rights, Section 504
- Monitor and deal with state agencies such as
  - Office of the Secretary of State
  - Department of Veterans' Affairs
  - Department of Vocational Rehabilitation
  - State advocates for the disabled
  - Commission for the Handicapped
  - Division of Human Rights
  - Department of Labor
  - Division of Community Affairs

## **SERVICE**

### **Chapter Liaison Program**

PVACF shall maintain a program in which liaison is maintained with all local VA Medical facilities, as well as private nursing homes, hospitals and respite centers.

The purpose of the liaison will be to ensure that PVA members who are patients and/or residents in such facilities are being cared for in accordance with Veterans Administration policy, with generally accepted health care policy and procedure, and with common sense treatment.

### **Areas of Concern and Interest**

Are accessibility of facilities and programs, care of newly-injured SCI patients, long term care of PVA members, home health care programs, prosthetics and equipment needs, emergency room care at VAMCs, SCI contact team, recreation for patients and residents and VAVS.

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### **MEMBERSHIP PROGRAM**

The mission of the Membership Program shall be to recruit new members for the PVACF. Additionally, the Program Director shall ensure that appropriate membership records are maintained and that reports are submitted to the national organization as required.

#### **Areas of Concern and Interest**

Specific areas of concern within the Membership Program are as follows:

- Membership eligibility and recruiting
- Membership certification
- Membership growth
- Membership relationships
- Communications with members
- Maintenance of membership records
- Preparation of membership reports

### **Fundraising**

All fundraising must be coordinated through the Executive Director.

### **Communications**

#### **NEWSLETTER**

The Chapter shall publish a newsletter for distribution to all members and other subscribers.

The newsletter shall be published and distributed on a schedule to be determined by the Board of Directors, not less than on a quarterly basis. The Chapter Newsletter shall contain items of interest to members and others who have an interest in veterans' issues and matters of concern to disabled persons. The newsletter may be produced in-house, or may be contracted at the discretion of the Board of Directors.

#### **Article Submission**

All articles must be in the Chapter office by the date determined by the editor for inclusion in the following month's newsletter

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### **Web Page, FaceBook, Twitter**

All social media content must be approved by the Executive Director and/or President before being posted on any social media site.

### **Media Requests**

All requests for media contact must be referred to the President or Executive Director. If an individual elects to talk to the media, he/she must stress that opinions expressed are his/hers alone.

## **SPORTS AND RECREATION PROGRAM**

To facilitate the participation of veterans and other persons with disabilities in sports activities, and to encourage the development and organization of sports options.

### **Goals**

To provide enhanced self-image through athletic competition with peers and non-disabled individuals.

Restore belief in yourself and the desire to compete and succeed in life (school, work, social life).

To stimulate the variety of athletic opportunity that is open to the disabled and to maximize both in reality and perception, the equality of those with and without disability.

To present a positive image as a person with a disability, especially veterans, PVACF wants to provide role models for other people with disabilities.

### **Chain of Command**

For the purpose of organization, the chain of command starts with the President of PVACF. Note that the President receives his charge through the Board of Directors of the PVACF.

PRESIDENT  
EXECUTIVE DIRECTOR  
SPORTS DIRECTOR  
TEAM LIAISON

All information and instructions relative to a PVACF sponsored program and/or team shall be directed to the Sports Director. In matters concerning team sports, the Sports Director and/or the Executive Director shall represent the chapter.

The Sports Director and/or Program Coordinator will recruit and encourage members of PVACF, as well as encourage the involvement of current team members in all aspects

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of sports and recreation for people with disabilities.

It is the position and policy of the PVACF that a designated spokesperson will deliver the Chapter's view on any given issue. Any participating team member will refrain from representing the chapter without prior approval of the Sports Director and/or the Executive Director. That does not mean that a team participant cannot express his/her opinion as long as it is made clear that he/she is speaking for themselves and not the chapter.

When a team member is asked to state the chapter's opinion, in print or electronic mail, the Sports Director and/or Executive Director must be notified prior to complying with such a request. The Sports Director shall immediately inform the Executive Director of any media contact. The Executive Director shall inform the President as to what media contacts were made and a briefing on what transpired.

It is PVACF's desire to stimulate participation by its members in sporting activities.

### **FUNDING**

See the section on PVACF Sports Funding Policy

### **OUTREACH**

It is PVACF's policy that all members reach out to the community and give a substantial benefit to not only future sports participants, but to put forth a positive image and attitude about people with disabilities in our community. All chapter sports functions are open to all veterans as well as all people with disabilities (fees may apply).

### **ACCIDENT PLAN**

No personal insurance is provided. It is the responsibility of each individual to provide his/her own medical insurance.

### **POLICY – SUBSTANCE ABUSE**

PVACF supports and adheres to all federal, state, and local laws, concerning drugs and/or alcohol. The illegal use of either drugs or alcohol during any sporting event or practice will cause the violator to be immediately removed from the team and be prohibited from further participation in any program. Members may be subject to losing their membership privileges.

### **PROCEDURE**

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The Sports Director shall be responsible for ensuring the above policy is enforced. Any abuse of this policy shall be reported, in writing, to the Executive Director. The Executive Director shall forward this report to the President and Board of Directors.

## **Fund Raising & Development Program**

### **Development**

The PVACF shall make every effort to promote the good deeds of both National PVA and the Chapter. The time and funds spent on developing our services to our members and the community will in turn make it easier and more efficient in developing alternative resources for the Chapter's needs.

### **Fundraising**

The chapter shall make every effort to maintain a successful program for fund raising (development). Such a program may include any number of viable and legal profitable endeavors. No fund raising effort shall be initiated prior to approval by the Chapter Board of Directors and approval from National PVA when necessary.

### **Unrestricted Contributions**

Unrestricted contributions are those not designated for a particular use by the donor. Such contributions may include money, property, medical equipment, or any other item of value. When the donor does not restrict the use of their contribution, the proceeds may be utilized within the Chapter in a way designated by the Board of Directors. Unrestricted donations are encouraged but require approval by the Board of Directors and/or Executive Director and/or chapter president.

### **Restricted Contributions**

Restricted contributions are those in which the donor has designated the way in which they wish the contribution to be used. In such instances, the Board of Directors is required to insure that restricted contributions are used only in the way that is designated by the donor. Restricted donations are encouraged but require approval by the Board of Directors and/or Executive Director and/or chapter president.

### **In-Kind Contributions**

In-kind contributions are the donation of goods and/or services for use by the Chapter. A monetary value can be placed on in-kind contributions for accounting purposes only. The donor shall be given a receipt for their donation without listing a value. When program directors receive in-kind contributions, they must keep the Chapter Treasurer informed.

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### **Grant Procedures**

When the Chapter employs an Executive Director, the daily process of running the Chapter shall include the submission of all information regarding any Chapter related fund raising event.

Submission of grant requests (or proposals) shall be professional and logical. If approved by the grantor, any funds or materials received through the grant process shall be used only as designated by the grantor.

Grant proposals shall be prepared or reviewed by the Executive Director (if employed by the chapter), and/or the President. A grant writer may be hired by the Chapter at a rate approved by the Board of Directors.

### **Product Sales**

When approved by the Board of Directors, the Chapter may engage in the business of product sales.

### **Individual Program Fund Raising**

From time to time it will be feasible to conduct a fund raising or in-kind contribution effort for a particular program or event. All such fund raising efforts shall have the approval of the Board of Directors.

## **STAFF SUPPORT**

To the extent possible, Program Directors shall attempt to recruit volunteers to assist with the operational and administrative requirements of their programs. The Chapter Executive Director, however, shall be prepared to provide administrative and secretarial support to Program Directors as may be required and as resources permit.