



**NEEDS LIST**  
**VA ST. LOUIS HEALTH CARE SYSTEM**  
**John Cochran Division**  
**Jefferson Barracks Division**  
**Fisher House**

**January 2014**

**CASH DONATIONS:**

Cash donations may be made to the medical facility by individuals and /or by organizations. Cash donations must be hand carried to the Voluntary Service office, at which time a receipt noting the purpose and the amount of the donation, is issued to the donor.

Checks may be hand carried or mailed. Please ensure that checks are made out to the **VA St. Louis Health Care System** with the notation of its PURPOSE in the memo section, we have listed on this sheet the General Post Fund (GPF) that is associated with each need so that you may donate money instead of items if you wish to do so.

**MAILING ADDRESS:**            **VA St. Louis Health Care System**

**Voluntary Service (135/JC)**  
**915 N. Grand Boulevard**  
**Saint Louis MO 63106**  
**314-289-6393**

**OR**

**Voluntary Service (135/JB)**  
**#1 Jefferson Barracks Drive**  
**Saint Louis, MO 63125**  
**314-894-6530**

**E-donations:** You are now able to donate to the VA St. Louis Health Care System with just a click of your mouse. To donate online [www.stlouis.va.gov/giving](http://www.stlouis.va.gov/giving) Go to the link on the right hand side of our page marked Making a Difference E-Donate.

Please note that only donations submitted directly to VA Voluntary Service will be acknowledged with a letter from the Department of Veterans Affairs. We can not provide acknowledgement letters for donations that go through a second party.

*\*All donations will be acknowledged with a Thank You letter within 30 days after receipt of donation. If you require an immediate acknowledgement, a copy of the donation form will be provided to you at the time of receipt in the Voluntary Service Office. Per government regulation document 1620.1 ALL donations must be received in the Voluntary Service Office at Jefferson Barracks or John Cochran, unless Voluntary Service has made other arrangements with the donor.*

## **GENERAL DONATIONS**

1. **One-dollar (\$1.00) Canteen Coupon Books (GPF 8109):** Canteen Coupon Books are used by patients as monetary exchange at our medical center to purchase items needed from the Canteen. However, if you are purchasing canteen books for your activity, please go directly through the Canteen, 314-652-4100, JB 64554, JC-54522.

**Coupon books can also be used for patient haircuts to help improve self-esteem.**

***PLEASE DO NOT ORDER THROUGH VOLUNTARY SERVICE STAFF IF THEY ARE FOR YOUR ORGANIZATION'S USE FOR BINGO, PARTIES OR DISTRIBUTION. CHECKS SHOULD BE PAYABLE DIRECTLY TO THE "VA CANTEEN SERVICE".***

2. **Stamps:** Forever stamps will always cover the cost of mailing letters and cards for patients without funds.
3. **Lap Robes:** Nursing Service says they prefer Lap Robes made from a toweling material such as terry cloth or fleece material, anything very soft to the touch.
4. **Refreshments (GPF 8119 JB or GPF 8120 JC):** Candy, snacks and baked goods are to be individually pre-packaged and purchased from a licensed distributor. **We also need sugar free snacks for diabetics, coffee and supplies for the hospitality carts at both divisions, CBOCs, annex clinics, etc.** We often need new 100 cup coffee pots, when they are used daily they don't last too long and it is always good to have a spare around.
5. **Personal Care Items (GPF 8153):** Voluntary Service tries to provide each patient with the following items upon admission. If your organization wants to donate items for this service we would be most appreciative. However, if you wish, you could provide funds for this service. We have a source that sells these items at a reasonable cost. Check donations should read "Comfort or Hygiene Items" in the memo section of the check.

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|---------------------------------------|--------------------------|
| • Deodorant                           | Denture adhesive         |
| • Combs, picks and brushes            | Toothpaste               |
| • Toothbrushes (individually wrapped) | Shaving Cream            |
| • Shampoo                             | Feminine hygiene         |
| • Laundry detergent(JB only)          | Non-skid scuffs/slippers |
| • Denture Cleanser                    | Disposable razors        |
| • Reading glasses                     | Lotion                   |
| • Chap stick                          | Flip-flops/shower shoes  |

6. **Pre-Paid Phone Cards:** that provide time for Veterans to call loved ones long-distance.

7. **JB Gift Shop(GPF 8118) :** In December we offer a gift shop at our JB division for in-patients and residents only to select gifts for their loved ones for the holidays and provide wrapping for each gift. We will accept NEW gift items only including toys. We also need wrapping paper, bows, gift boxes, bags and tags. If you prefer us to purchase items needed you may donate to GPF 8118 but Gift Shop must be indicated on the check and/or donation letter.

8. **Clothing (GPF 8153):** Voluntary Service operates clothing rooms at both JB and JC. At JB, we fill clothing requests on a weekly basis at an average of 25 per week. The JC clothing room is open daily, staffed by volunteers, and serves an average of 30 veterans per week. Both locations are in constant need of clothing for veterans. Beginning January 1, 2013 we will only accept only new clothing. We are in need of the following new clothing items:

- Winter coats and jackets of all sizes (new or gently used)
- Gloves, stocking hats, scarves (new only)
- Men's underwear and boxers all sizes (new only)
- Men's undershirts including big men's sizes (new only)
- Men's socks athletic and black (new only)
- Men's swim trunks (new only)
- Ladies swimsuits (new only)
- Ladies underwear and sports bras (new only)
- Men's coats, scarves, hats and gloves (new only)
- Men's shoes athletic and dress (new only)
- Men's belts (new only)
- Men's jeans all sizes (new only)
- Suitcases, backpacks and duffle bags

**Please DO NOT make equipment purchases to include televisions and other electronics without first consulting our office about the need. Please ensure that Voluntary Staff is aware of the purchase by preparing a donation form and turning it into the Voluntary Service Office at either location. We report all purchased equipment for the medical center to the logistics department for identification numbers. This process will ensure we complete the request for donation tags (Donated by: ALA) in a timely manner.**

9. **Purchase items through Veterans Canteen Service:** They will then donate 10% of the total purchase to the VAVS Promotion Fund. Just notify canteen staff that your purchase should be included in the VAVS totals. Funds available through this account are based upon the monetary value of the VAVS purchases. Qualifying purchases include: electronics, toiletries, special order items such as hats and catering.

## WISH LIST

1. **Hospice Fund (GPF 8110)** for the special needs of patient's at the end of their life's journey.
2. **Bowling for Veterans Health (GPF 8112)** for the expenses associated with building out the shell of the new recreation building as part of the JB Major project into a 4 lane bowling alley.
3. **Recreation Therapy Service (GPF 8114)** is in need of donations to support their recreational outings, bingo's and therapeutic activities conducted in the Gym, Pool and Bowling areas. Donations can also be used for the purchase of craft kits for Veterans.
4. **Special Events Account JB (GPF 8118) JC (GPF 8121)** is an account set aside for Voluntary Service to use to support programs like National Salute, Veterans Day, POW/MIA, holiday parties for inpatients and other miscellaneous ward and clinic functions.
5. **Televisions and DVD players (GPF 8116)** are often needed in clinical areas these must be new. Please check with the Voluntary Service to see what our current needs are.
6. **Guest Lodging Fund (GPF 8181)** is an account established to accept funds for hotel lodging for veterans and their family traveling from long distances to receive care/evaluations at the VA St. Louis. Use of this fund is coordinated with social work and based upon need.
7. **Social Work Fund (GPF 8103)** for the special needs of patients being assisted by social work service and includes the purchase of *bus passes, gas cards, train / taxi fare, meals and temporary lodging* for indigent veterans

## NON-ACCEPTABLE ITEMS

- We will no longer accept used clothing. All donations must consist of new clothes.
- VHS tapes
- Used electronics of any kind such as TV's, radios, DVD/VCR players, etc...
- Cosmetics for women
- Magazines more that 3 months old and books
- Aftershave or mouthwash, or anything else, containing alcohol
- Medical equipment such as canes, walkers and wheelchairs, etc.
- Over-the-counter medicine or vitamins
- Glass containers of any kind
- Used greeting cards
- Cancelled stamps
- Homemade food items
- Used bedding sheets, pillows or mattress pads, etc.
- Used toys