

NATIONAL DISABLED VETERANS GOLF CLINIC

FOR VETERANS WITH VARYING DISABILITIES • IOWA CITY, IOWA • VETERANS^{GOLFCLINIC}.ORG

2024 National Disabled Veterans Golf Clinic (NDVGC) Clinic Staff Application

Please fill out the form completely and return via email to Nicholas.Beelner@va.gov by **May 1, 2024** for consideration.

Thank you for your support and interest in volunteering for the National Disabled Veterans Golf Clinic!

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

Zip Code

Cell Phone:

Gender:

Male

Female

Primary Email:

Secondary Email:

T-Shirt Size:

SM

MED

LG

XL

2XL

3XL

4XL

Emergency Contact Name and Relation:

Emergency Contact Phone Number:

Your contact information will only be used to contact you about pertinent information to the NDVGC.

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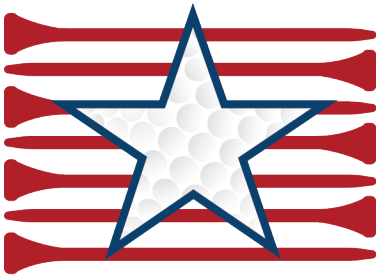
VA



U.S. Department
of Veterans Affairs



KEEPING OUR PROMISE TO
AMERICA'S VETERANS



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Clinic Staff Opportunities

Alternative Activities (Monday 9/9 - Thursday 9/14): Assists Veterans while navigating the alternative activities they are assigned to. These activities could include adaptive cycling, bowling, chair yoga, and kayaking to name a few.

Command Center (Saturday 9/7 - Friday 9/13 mandatory): Assists Veterans and Volunteers by providing resources and information. Provides support for all issues throughout the golf clinic.

Course Coordinator (Saturday 9/7 - Friday 9/13 mandatory): Responsible for the flow of command for Volunteers, Team Leaders, and Logistics Leads at respective golf courses. Oversees operations at assigned golf courses.

Golf Instructor (Monday 9/9 - Wednesday 9/11): Provides instruction to Veterans with a variety of disabilities. Interactions could vary from one-on-one instruction to providing instruction to foursomes or other sized groups on either the driving range or while on the golf course.

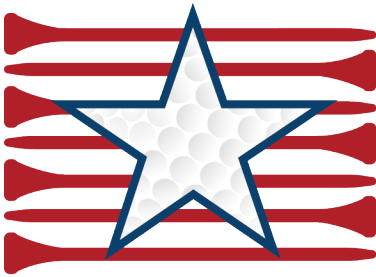
Have you been a Golf Instructor at the NDVGC previously? No Yes

If no, please explain your qualifications to serve as a golf instructor (PGA or LPGA professional, highly skilled golfer, collegiate golfer, etc.):

Logistics (Friday 9/6 - Friday 9/13): Responsible for flow of resources between the point of origin and the point of destination. Must be physically capable of lifting 50 pounds. Ability to operate golf carts, utility vehicles, pallet jacks, trucks, and trailers.

IT Team (Saturday 9/7 - Friday 9/13): **Must be a VHA employee.** Assists with various IT processes throughout the golf clinic. These range from troubleshooting issues that arise to ensure IT resources are available (network access, printers, laptops, etc.).

Media Team (Sunday 9/8 - Thursday 9/12): Assists with media objectives and completing tasks assigned to the team. This includes photography, videography, and writing to promote and highlight the golf clinic and the impact it has on the Veterans it serves.



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Clinic Staff Opportunities

Medical Team: Must be a VHA employee, have a current MD, PA, ARNP, RN, LPN, DO, PhD, PsyD, or LCSW license, and BLS/ACLS certification to be accepted as this type of volunteer. Administers first aid or basic life support to stabilize the patient until emergency personnel have arrived and provides medical/mental health care throughout the golf clinic at assigned venues.

Medical Room (days to be determined by Medical Director): Assigned to the Medical Room at Riverside.

Golf Course Medical (Sunday 9/8 - Thursday 9/12 mandatory): Assigned to specific team at various golf courses.

Mental Health (Sunday 9/8 - Friday 9/13): Provides on-call support for mental health issues that may arise.

***Do you currently have Citrix/CAG remote access to the VA network? No Yes

Rehab Team / Prosthetics (Sunday 9/8 - Thursday 9/12 mandatory): Must be a licensed PT, OT, PTA, COTA, Prosthetist, Chiropractor, or Massage Therapist within the VHA system. Assesses and treats rehab-related needs to include prosthetics and adaptive equipment/supplies.

***Do you currently have Citrix/CAG remote access to the VA network? No Yes

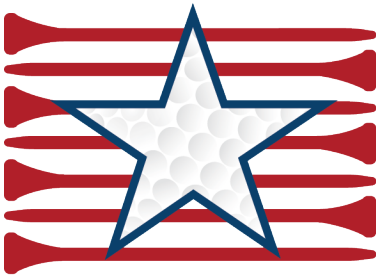
Team Leader (Saturday 9/7 - Thursday 9/12 mandatory): Offers support and serves as the lead for Veterans assigned to their team. Responsible for all Veterans assigned to their team during golf activities.

Transportation (Friday 9/6 - Friday 9/13): Must complete required training to be accepted as this type of volunteer. Operates shuttles (buses, government vehicles, golf carts) between venues or between sites at the same venue.

Government Vehicles: Must be a VA employee, possess a valid driving license required for the number of Veteran passengers, and complete all government vehicle training. Provides transportation via government vehicle from hotel to hotel, airport to hotel, hotel to alternative activity venues, or any other routes deemed necessary.

Golf Cart Shuttles: Provides transportation via golf cart between sites at the same venue (i.e., hotel entrance to golf course, to and from event center for dinner).

Other (please specify):



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What days are you able to commit to the golf clinic? To provide the best and most consistent experience for the Veterans, we are encouraging commitment for the full clinic, which varies depending on the volunteer role selected.

Friday, September 6th

Saturday, September 7th

Sunday, September 8th

Monday, September 9th

Tuesday, September 10th

Wednesday, September 11th

Thursday, September 12th

Friday, September 13th

Please select preferred golf course(s): *(subject to change)*

Blue Top Ridge (Riverside)
(Black and Blue Team)

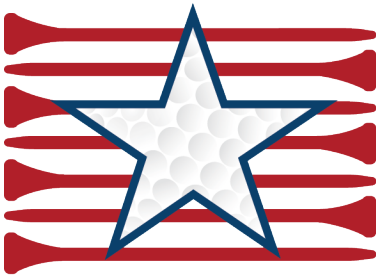
Pleasant Valley (Iowa City)
(Green and Purple Team)

Kalona
(Yellow Team)

Elks Lodge (Iowa City)
(Red Team)

Is there any information you would like us to know about you?

Would you like your volunteer hours registered with a specific organization? By default, hours will be reported to the host sponsor DAV (Disabled American Veterans).



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Lodging

If you live outside the direct commuting area (50 miles) of the NDVGC and need lodging, please indicate the nights you will need a room. Golf Buddies will be assigned a roommate. **VA EMPLOYEES:** Lodging is only available if the commute from your assigned duty station is more than 50 miles from Riverside, Iowa.

Do you need lodging?

No

Yes

Room preference:

Non-smoking

Smoking

What days will you need lodging:

Friday, September 6th

Tuesday, September 10th

Saturday, September 7th

Wednesday, September 11th

Sunday, September 8th

Thursday, September 12th

Monday, September 9th

If there is someone you would like to room with, please indicate their name below:

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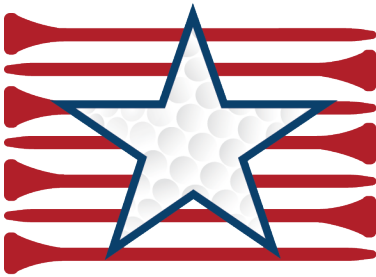
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DAV

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VA Employees Only

What is your parent facility or duty station (CBOC, etc.):

Are you attending with a Veteran or a group of Veterans? No Yes (please list below)

Do you possess any training or experience in the following specialties?

BROS	VIST	PT	PTA	OT	COTA	Prosthetist
Chiropractic	Massage Therapy	Rec Therapy	Social Work	Psychology		Psychiatry
LPN	RN	PA	ARNP	MD		

State license is valid in:

License Number:

Please list any certifications that may be of use at the golf clinic (i.e., battlefield acupuncture, acupressure, tai chi, yoga, etc.):

What type of leave will you be requesting for the NDVGC? (check one)

LA - Annual Leave

RG - Official Government Travel

LN - No Cost Government Travel

All VA employees MUST provide supervisor approval for the application to be processed.

Supervisor Name and Title:

Supervisor Signature:

Date:



VOLUNTEER INFORMATION SHEET

2024

NATIONAL DISABLED VETERANS GOLF CLINIC (NDVGC) RIVERSIDE RESORT, RIVERSIDE, IA

PLEASE RETAIN THIS SHEET FOR REFERENCING

1. Privacy Act Information: I understand all officially journalized volunteers are covered under the *PRIVACY ACT, PUBLIC LAW 93-579*, that unlawful disclosure of patient related information to unauthorized individuals is against the law and the volunteer(s) is subject to a \$5,000 fine. (The words “unauthorized individuals” means anyone).
2. I hereby waive all claims to monetary benefits for services rendered as a volunteer worker on a “without compensation basis.” I understand that this wavier applies only to compensation for specific services rendered in the Voluntary Service Program at the National Disabled Veterans Golf Clinic and has no relation to compensation for other services or benefits to which I may be entitled.
3. I understand that the National Disabled Veterans Golf Clinic has the right to terminate, at any time, my authorization to serve as a volunteer for unsatisfactory performance, unbecoming behavior/ conduct, and /or for violation of established policy and/or procedures (38 U.S.C. 513).
4. Volunteers are responsible for:
 - a. Completing the application forms in full.
 - b. Carrying out the duties of their assignment under the direction of assignment supervisor.
 - c. Completing all required training prior to the *National Disabled Veterans Golf Clinic*.
 - d. Reporting for duty in a timely manner and being prepared for the assignment.
 - e. Wearing appropriate clothing to perform their assignment.
 - f. Contacting your assignment supervisor in advance if sick or otherwise unable to report for duty.
 - g. Reporting immediately to the *National Disabled Veterans Golf Clinic* medical room if injured while on assignment.
5. Please Note:
 - a. Accepted volunteers will be provided meals.
 - b. Accepted volunteers are expected to support the program and their assignment supervisors throughout their assigned shift.
 - c. Any pertinent clinic information can be obtained at the Command Center.
 - d. Lost and found is located at the Command Center.

**NDVGC Code of Conduct
Volunteer Agreement**

The National Disabled Veterans Golf Clinic is a Department of Veterans Affairs/Disabled American Veterans co-sponsored event. The program is an outreach of the Iowa City VA Health Care System and Veterans Integrated Service Network (VISN) 23. Compliance with VA regulations and policies by staff and volunteers is expected during this program. Possessing weapons, non-prescribed drugs, drug paraphernalia, non-performance of assignment, exhibiting disruptive, abusive or unbecoming behavior, and harassment of others in any form will not be tolerated and will result in immediate expulsion from this program and will affect future involvement.

The Department of Veterans Affairs and the Disabled American Veterans work to promote a safe environment for everyone involved with the program. Observing these policies will aid in our efforts for a safe program.

Any violations will be taken to the National Disabled Veterans Golf Clinic Director who will make the final decision on what action will be taken.

Acknowledgment of Volunteer Information Sheet/Code of Conduct
(Please return this form)
by May 1, 2024

I hereby certify that I have read and understand the above information. I also acknowledge that I have specifically read and understood the information regarding #1 The Right to Privacy Act, #2 Waiving Claim to Monetary Benefits, and #3 NDVGC Code of Conduct.

SIGNATURE

DATE

PRINT NAME

Please return signature page only and keep the rest of the information for your records to reference.