



**DEPARTMENT OF VETERANS AFFAIRS**  
**Jesse Brown VA Medical Center**  
**820 South Damen Avenue**  
**Chicago, IL 60612**

April 23, 2009

Dear Volunteer:

Once again, it is time for Stand Down! Jesse Brown VAMC is proud to be coordinating the volunteer efforts for this year's event. I am writing to inquire of your willingness and expected availability to make a contribution in assisting our homeless veterans.

Stand Down 2009 will be held at National Guard Armory, 1551 N. Kedzie, Chicago, Illinois on Friday & Saturday, June 12 & 13, 2008. Registration and services to the veterans will begin at 7:00 a.m. and end at 5:00 p.m., both days.

Please assist us with early planning by completing and returning the enclosed questionnaire, indicating your availability and preference for task assignment(s) and returning it by May 28. Early information gathering has proven to be of great benefit in the overall management of the event. Notification of changes in your availability dates and/or time is also appreciated so as to ensure adequate coverage of all volunteer assignments.

On the day of your volunteering, please report to the "Command Tent," located on the south side of the armory. Upon reporting, information will be given as to your assignment, identification as a volunteer and other pertinent information.

If you have any questions or desire further information, please contact my office at (312) 569-6109. I look forward to hearing from you. Your assistance and cooperation is very much appreciated.

Sincerely yours,

Trent M. Ward  
Acting Chief, Voluntary Service

Enclosures