



County of Berks  
COUNTY OF BERKS  
PENNSYLVANIA

DEPARTMENT OF VETERANS AFFAIRS

INTAKE SHEET

Please complete the information below. This form can be emailed by clicking "Submit by Email."

Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Township: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Military Service

- World War II (December 7, 1941-December 31, 1946)  
 Korean Conflict (June 27, 1950-January 31, 1955)  
 Vietnam Era (November 1, 1955-May 7, 1975/August 5, 1964-May 7, 1975)  
 Gulf War (August 2, 1990-a date yet to be determined)  
 Peacetime Service  
 Other: \_\_\_\_\_

Branch of Service

- Army  Air Force  Coast Guard  Marine Corps  Navy  National Guard  Non-Veteran

Years of Service: Active Duty \_\_\_\_\_ Reserve \_\_\_\_\_

Do you have a copy of your DD-214?  Yes  No

Have you filed your DD-214 at the Berks County Recorder of Deeds?  Yes  No

Have we served the Veteran in our office?  Yes  No

Topics of Interest (choose as many as needed)

- Health Care  Disability Compensation  Veterans Pension  Survivor Pension  
 Education  Life Insurance  Burial & Memorial  Advocacy  
 Charity Benefits  Dependency & Indemnity Compensation  Other \_\_\_\_\_



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Please describe your military and civilian knowledge, skills, abilities, and interests. This will aid in assigning you a volunteer role with our office.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Speaking / Presenting                | <input type="checkbox"/> Office / Clerical          | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Education / Training                 | <input type="checkbox"/> Transportation of Veterans | <input type="checkbox"/> Outreach         |
| <input type="checkbox"/> Set-up / Tear-down Display at Events |   |   |

Please list any other specific skills, knowledge or interests not listed above:

Volunteers are essential to daily office operations, community initiatives and goodwill projects.

Sample Tasks Include:

- Assisting office staff with incoming and outgoing calls.
- Creating Mailing benefit packets and other resource materials to claimants.
- Presenting on VA benefits at various events and locations within Berks County.
- Pick up, return, and retire worn American Flags.
- Transportation assistance in unique situations.
- Veterans Treatment Court Mentor.
- Participating in Armed Forces Day Parade, Veterans Day events, Memorial Day events, Veterans Job Fairs, and other events throughout the year.

Thank you for considering volunteering with the Berks County Veterans Affairs Office. We understand your time is valuable and appreciate any amount of time you could contribute.

For questions or to register to become a volunteer, please contact:

Steve Mannino, Benefits Educator and Outreach Coordinator

Office: 610-378-5601

E-mail: [SMannino@countyofberks.com](mailto:SMannino@countyofberks.com)