



Lions Screen Kids Sight

Overview - Vision Screening Event

There are three steps in running a successful vision screening event. It starts by doing event planning before the event, running the event using a standard format so that all events provide a consistent result and following up an event to confirm that all tasks are completed

A. Vision Screening Event Planning

1. Event planning starts in the spring, before the end of the previous school year. The Lions host team should contact the school about potential changes and documents that need to be sent. Set up a vision screening date and reserve vision screening kit(s) for that date. Also **send to the school documents H6. Vision Screening Program Review and Checklist and E8. Format For 3 x 5 Index Card System** for its reference. Send these documents yearly.
2. Confirm **which host team member will attend** the event, weeks before the event.
3. Also request **assistance from other** partial and full **teams team members** for this event.
4. Get the MOU signed by the school and returned to you. The Team leader will sign the MOU. He will keep a double signed copy, send a copy back to the school and send a copy to the Vision Screening Coordinator. An MOU will be in effect for one year.
5. **Call school 5 -7 days before event for final details** including COVID-19 protocol.
6. **Send out final details e-mail** & map to team members and assisting teams.
7. **Create a task list** to assign team members to staff Spot Screening station(s), color testing books and tally station
8. The Saturday before the screening event, **sign out reserved Spot Screening Kit(s)**

B. Vision Screening Event

1. **Bring copies of ID cards and Kid Sight Certs**
2. **Bring all items for 1 to 3 kits** (See **C3. Single Spot Vision Screening Kit Inventory**)
3. **Confirm that event documents are in kit** documents folder including:
 - a. Tally worksheets, event key, color score sheets, task list and misc. forms
 - b. Tips For Color Testing, Vision Screening Reminders, Vision Screening Problem Solving and other misc. reference documents
4. Allow 30 - 40 minutes to **set up** before screening will commence
5. **Confirm** residual **room lighting** will not be a problem by doing a **test screening**
6. Use construction paper and blue tape to block bright windows
7. Assign team members to staff the Spot Screening station(s), color testing books and tally station from task list
8. Rotate teams member periodically to give each screening experience and to rest
9. Do **color testing** according to **format selected**
10. **Fill out tally worksheet(s)** and return sorted marked 3 x 5 cards for each class
11. **While packing up**, remind schools about referral letters and 5-6 week follow-up call

C. Post Vision Screening Activities

1. Send out **thank you e-mail** to school
2. Record **program evaluation** using the **fill-in-the-blanks report format** for all screening events and send out to team members, school and **Vision Screening Coordinator**
3. Fill out **Final Tally Sheet** and e-mail to **Vision Screening Coordinator**
4. **Return** signed-out Spot Screening **kits promptly**, usually the following Saturday
5. **Call schools in 4 - 5 weeks** to follow-up on referrals and to see if any Lions financial assistance is needed. Also ask about screening absentees
6. Communicate with **Vision Screening Coordinator** the future status of that school for the following year if there are any changes.