



# Lions Screen Kids Sight

## Overview - Vision Screening Event Planning

The Lions team running the vision screening event is the Lions Host Team. To help insure a seamless vision screening event, planning needs to start early. The steps for planning are:

1. The first step in planning a vision screening event this year needs to be contacting the school. This is preferably done in the spring, before the end of the previous school year. Use D1. Overview - Contact Schools to contact school about changes that may need to be made, including grade changes due to the release of ADHS vision screening rules for 2024 – 2025 and about the forms that need to be sent to the school including a new MOU, consent forms and referral letter. Set up a vision screening date and reserve vision screening kits 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. These last two documents should be sent yearly.
2. Based on the estimated number of students that will be screened and the number of kits that will be employed, calculate staffing needs for this event. (See D7. Overview – Reserve Spot Vision Screening Kit.) Call Lions host team members to confirm who will be able to attend. If additional screeners will be needed, request the assistance from the partial team and other full teams. **This should be done at least four weeks before the event.** Keep in mind, that the partial team won't be running any screening events of their own and are requesting that they be included in screening events where needed, whenever possible. Use C2. List of Lion Vision Screening Teams to contact host team members, partial team and other full teams. Ask all partial team members and other full team members to bring their ID cards to the vision screening event.
3. As the vision screening date approaches, it is important to confirm that the MOU has been signed by the school and returned to the team leader. The Team leader should 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, Lion Doug George.
4. Call the school 5 -7 days before the event for final details. Discuss any health safety protocols that may be used for this event, if needed. There is a list of final details to go over with the school, H2. Final Details. This includes time to arrive, which grades will be vision screened, how many tables and chairs will be required, how many Lions you anticipate will be there, confirm that the MOU has been signed, confirm that consent forms have been signed for the students that will be screened (only for private schools and pre-schools) and remind schools to prepare the 3 X 5 index cards.
5. Send out a final details e-mail with directions and maps-to-the-school, vision screening reminders and contact lists to team members, assisting teams and Coordinating Committee member. See H3. Sample Final Details E-mail and H4. Sample Maps of 2018 School Locations as examples.
6. Create a task list to assign team members to staff Spot Screening station(s), color testing books and tally station. See H5. Sample Task List.
7. The weekend before the screening event, sign out reserved Spot Screening Kit(s) and confirm the Spot Screener(s) and book lamp(s) are charged for each kit.