



Lions Screen Kids Sight

Sample Final Details E-mail

Hello Vision Screening Team,

Below is a list of final details and notes for our vision screening event for XYZ School:

1. Please bring your fingerprint ID card.
2. Please wear your Lions vest if you have one, otherwise wear your Lions shirt.
3. We will be screening at XYZ School, 1234 XXXXXX St., City, AZ on Day of Week, X/XX/19
4. Directions (Example): The school is off of Copper Basin Rd. From the square, go south on S. Montezuma St. to White Spar Rd. Turn right onto Copper Basin Rd. and go approximately 1.3 miles to Moyer Rd. Turn right on Moyer which goes downhill. (Note: It is next right after Hassayampa Village Lane.) Go to the end of Moyer road which terminates at the school parking lot. There are no parking restrictions. (2 maps are attached.) We will be in the 4th grade classroom behind the multipurpose room on the right side of the campus.
5. Please arrive at 7:30 AM for set-up in the XXX room. We want to commence screening between approximately 8:15 and 8:30 A.M. It may take us a few minutes to determine the best location and lighting in the XXX room before we start.
6. We estimate it will take X.X hours to complete this event. This is an estimate based on past events.
7. Our plan is to use 1, 2 or 3 Spot Vision Screeners for XXX students. (Note: The actual number of students that we screen will be less than the XXX students enrolled (preK – 2, 4.) We will be taking turns during the day screening.
8. We plan to vision screen preK if present first.
9. Next, we plan to test pre-K and kindergarten for color first as a group and then vision screen. We plan to color test in XXXXX room and use XX color books. We estimate there will be approximately XX kindergarten studentss for color testing. We may pause vision screening while we do color testing.
10. Then we will screen 1st grade and so forth.
11. Because it has been a while since we held our training session, attached is a list of vision screening reminders. You may want to print this and bring it with you.
12. The Lions attending this event are: AAAAAAAAA,BBBBBBBBBB,CCCCCCCC & DDDDDDDD.
13. If you want to carpool, please make your own arrangements. The contact list(s) for all Screeners for this event is attached.

Each Screener will have an opportunity to Vision Screen students. Some, if not all will have an opportunity to work on color testing or tally sheets. When you are not doing one of these tasks, it will give you an opportunity to view the proceedings.

Good luck and let's have some fun.

Team Leader
928-XXX-XXXX

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