



# Lions Screen Kids Sight

## Post Vision Screening Activities

After the vision screening event, there are several activities that should be done to properly complete this event. They are listed below:

1. Send out a thank you e-mail to school. This is a great way to preserve the good working relationship with the school and gives another opportunity to reiterate that the school needs to send out the referral letters and to follow-up in 6 – 8 weeks. It can also ask the school if it would be interested in having the Lions return next year. It further presents the opportunity to inquire about returning to the school this year to screen absentee students. See J2. Sample Thank You E-mail.
2. Return signed-out Spot Screening kit(s) promptly on Fridays or Saturday mornings. Contact the **Vision Screening Coordinator** (Lion Doug George: 203 - 910 - 3524) to make an appointment to drop off the kit(s). Confirm all items are accounted for in the kit(s) using the inventory sheet and re-charge Spot Screener(s) and reading lamp(s). (D7. Overview - Reserve Spot Vision Screening Kit)
3. Using the data from the filled out Tally Worksheet(s), fill out the Final Tally Sheet and e-mail to **Vision Screening Coordinator** (Lion Doug George: lampman102@gmail.com). See J3. Final Tally Sheet Blank and G14. Sample Filled Out Final Tally Sheet.
4. Fill out J5. Fill-In-The-Blanks Evaluation Form for all screening events and send out to team members, the school and the **Vision Screening Coordinator** (Lion Doug George). This form does not take very long to fill out and will be very useful for returning to that school the following year. Note: Fill out only those sections of this form that will be that will be useful to your team.
5. Call schools in 4 - 5 weeks to follow-up on referrals and to see if any Lions financial assistance is needed. Send the Application For Lions Eye Care Assistance if needed. Refer to G15. Financial Assistance Options and G16. Application For Lions Eye Care Assistance. Also ask about screening absentees.
6. Communicate the status of that school with Vision Screening Coordinator for following year.
7. The Vision Screening Coordinator will monitor vision screening events to assure evaluations and tallies are completed, as well as equipment returns.
8. Lions Vision Screening Teams need to maintain data files for the following items:
  - a. Copies of team member Fingerprint ID cards and Kid Sight Certifications
  - b. Copies of school MOU's
  - c. Copies of tally and final tally sheets
  - d. Copies of screening event evaluations as reference for future year screening events
9. The vision screening website is now up and running. Current content includes all outline documents. It may be possible in the future for teams to be able to upload reports to the website and perhaps have those reports shareable with other teams.