



Northern California Lions Sight Association

Vision Screening Unit Reservation Form

Sponsoring Lions Club: _____

Activity / Event: _____

Physical Street Address of Event: _____

Club Contact Person (CP) : _____ Phone _____

"Day of Event" CP (if different) _____ Phone _____

Arrival Date: _____ Arrival Time: _____

Depart Date: _____ Depart Time: _____

Can the Van be Delivered (Day or Hours) before Arrival Date & Time: [] Yes [] No

Can the Van be Picked Up after Depart Date & Time: [] Yes [] No

Special Instructions: _____

TO CONFIRM RESERVATION, SEND THIS FORM AND A CHECK FOR:
A) \$150 for first day if your club is a VIP member, \$50 for each additional day
B) \$250 for first day if your club is not a VIP member, \$100 for each additional day
PAYABLE TO "NCLSA" AND ANNOTATED "VSU USAGE FEES".

MAIL TO:
NCLSA Vision Screening Unit
6716 Caprezzo Way
Elk Grove, CA 95757-3065

FEES HELP TO COVER THE COST OF GAS, INSURANCE, UPKEEP AND UNFORESEEN CONTINGENCIES.

If the Reservation is cancelled within seven (7) days prior to the scheduled date the Van Usage Fees will be forfeited.

If the Vision Screening Van is returned dirty, a \$50.00 cleaning fee will be assessed against the club.

TO BE COMPLETED BY NCLSA

DATE PAYMENT RECEIVED _____ CHECK # _____

RECEIVED BY _____ DRIVER ASSIGNED _____

**DO NOT SEND THIS PAGE WITH RESERVATION
PLEASE READ BEFORE EVENT DATE**

Recommendations for a Successful Vision Screening

Determine a date, time and place for your screening. Give yourself enough time to plan properly. **Reserve the van as soon as possible.** Set aside approximately 6 to 8 hours for the event. Location is everything. Hold your event somewhere with a lot of traffic (shopping centers, health fairs, cultural festivals, etc.). If necessary, make sure that you have received the appropriate permission to park the van at your location. **The van is approximately 37 feet long and 9 feet wide including the side mirrors.**

Secure the services of at least two optometrists or ophthalmologists as soon as possible. The more advance notice you give them, the better your chance of securing their services. At present we have a CT-80 Computerized Tonometer, Kerotometer/Auto-Refractor, and a Titmus 2A Reader on board along with a hand held Tonometer. Doctor must provide their own handheld tools and solution.

Advertise, advertise, and advertise. Use newspapers, posters, fliers, TV, etc. If you are participating in a festival or health fair, get the word out early. If you are planning to have articles in the newspaper, make sure the press releases are submitted early. Also do not use the names of the doctors in the press release. In smaller communities, clubs can get their local government to endorse the event.

On the day of the event, make sure you have enough members to adequately staff the entire day. There **should be at least 3 to 4 Lions present at all times** to help with registration, assisting the doctors, etc. Be sure to wear your Lion's vest for identification and publicity purposes.

Set up a table and chairs outside of the van for registration. Forms will be with the van. At the end of the screening, count the forms and the number of referrals and have the driver enter both numbers on the Driver Trip Report Form. Keep the registration forms for your club's follow-up on any referrals.

Plan to setup signs, club banners, etc. around the van to publicize the event and Lions participation. They may attract potential new members!!

At the end of the event, please assist the driver in packing up. Clean the van (dusting and sweeping /vacuuming).

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Vision Screening Unit (VSU) **Policies and Procedures**

RESERVATIONS: All reservations for the use of the Vision Screening Unit (VSU) are made through the NCLSA Director currently in charge.

Vision is Possible (VIP) Clubs can reserve the van twelve (12) months in advance.

Non-VIP Clubs can reserve the van thirty (30) calendar days in advance.

All reservation are recommended to be received fourteen (14) calendar days in advance.

USAGE FEES: there is a fee, \$100.00 for a VIP Member Club or \$200.00 for a Non-VIP Member Club, plus \$50.00 for each consecutive day the van is reserved. A check for the usage fee(s) is required at the time of the reservation. No reservation will be confirmed without the proper fees. An additional cost of \$50.00 may be assessed if the club returns the van dirty

SECURITY: If the Vision Screening Unit (VSU) is kept overnight, the using club is responsible for providing a safe and secure location. Please remember that the screening van contains some very valuable and delicate medical equipment. Report all damages to NCLSA. Club may be assessed the cost of the damages.

CANCELLATIONS: Notify NCLSA as soon as possible in the event the club needs to cancel the use of the van. Early notification enables another club to reserve the use of the van for that day and time. . If the reservation is cancelled within seven (7) days prior to the scheduled date, the Van Usage Fee will be forfeited.