

# LIONS INTERNATIONAL DISTRICT 2-S3 CHARITIES

## KIDSIGHT PROGRAM

### Board of Directors –

The Board of Directors of District 2-S3 Charities KidSight Program, hereafter called the KidSight Program, shall consist of the District Governor, the Immediate Past District Governor, and the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors. All policies and procedures for the District 2-S3 Charities KidSight Program shall be determined by the Board of Directors.

KidSight Committee-The Chair of this committee is appointed by the District Governor and is responsible to report both to the District Cabinet and the District Charities Board. The Chairperson will also be the chief administrator for the Spot Units owned by the Lions District 2-S3 Charities, Inc. The additional members of this committee will include representatives of the Custodial Coordinators and the Trainers.

### General Powers -

The purpose of the Lions International District 2-S3 Charities KidSight Program is to solicit, collect, and otherwise raise money for the purpose of providing SPOT Vision Screening equipment and supplies. The spot units owned by the District Charities will primarily be used in the district to screen the vision of children aged 6 months through 6 years. There are sufficient numbers of units available for clubs who cannot afford to purchase a spot unit on their own to borrow one of the Charities units.

SPOT Unit Procurement - District 2-S3 Charities, Inc. has created the KidSight Cost Sharing Purchase Plan in order to provide SPOT Vision Screeners to the Clubs in District 2-S3. Under the current plan, Clubs contributing \$3,525 to the KidSight Program would become the Custodial Club for a SPOT Vision Screener. Details of the Purchase Plan are as follows:

- a - a Club contributes \$3,525.00 to District 2-S3 Charities.
- b - District 2-S3 Charities matches that amount to purchase a SPOT Vision Screener.
- c - 3 – The SPOT Unit is owned, insured and maintained by District 2-S3 Charities. The contributing Club will be awarded custody of the Unit to be used for SPOT Screenings in the District.
- d - When a Custodial Club receives the SPOT Unit, District 2-S3 Charities will reimburse the Custodial Club for \$222.00, which is half the cost of the equipment necessary for SPOT screenings (printer, transport case, etc). It is the responsibility of the Custodial Club to purchase and maintain this equipment, and replacement of broken, lost or worn equipment is the sole responsibility of the Custodial Club. The cost of equipment broken by a borrowing Club should be reimbursed to the Custodial Club.

**SPOT Unit Maintenance** - The KidSight Program Administrator will notify the Custodial Club of any updates that must be done to the programming of the SPOT Unit. The Administrator will provide a UPS return label to be used to return the unit to Welch Allyn for maintenance.

When the maintenance is completed, the unit will be, unless otherwise directed, returned to the Custodian at the address on file.

**SPOT UNIT Repairs** – The SPOT Units are owned and the warranties and insurance coverage are paid for and maintained by District 2-S3 Charities, Inc. If a Custodian is experiencing problems with the unit, they can call Welch Allyn to try to have the problem corrected with instructions given over the telephone. **IF WELCH ALLYN DETERMINES THAT THE UNIT MUST BE RETURNED FOR SERVICE, DO NOT ATTEMPT TO SEND IT BACK YOURSELF.** Sending the Unit to Welch Allyn without the proper warranty information to accompany it will result in repair charges that will be the sole responsibility of the Custodial club. Call the KidSight Program Administrator for instructions on how the Unit is to be returned for repair. The Custodian will receive an email with a UPS Return label and a completed repair request form which should be included in the shipping box with the Unit to be returned. Any sturdy box with adequate padding to shield the Unit can be used to return the Unit to Welch Allyn. The Administrator will advise the Custodian of approximately how long the Unit will take to be repaired, and when repaired notify him/her that the Unit has been shipped and when to expect delivery. Unless another address is requested, the Unit will be returned to the Custodian's address on file. The Administrator can also make arrangements with Welch Allyn to have a "loaner Unit" delivered if the Custodial Club has an upcoming screening planned that needs a Unit immediately.

**SPOT Unit Technical Questions** - Questions concerning screening issues not related to SPOT Unit repairs can be addressed directly to Welch Allyn at their Help Line.

**Borrowing/Lending Units** - Units not already committed to a screening event can be borrowed from a Custodial Club. The borrowing Club must submit the Borrowing Agreement Form to the Custodial Club making sure to provide all of the information requested on the document. Borrowing Clubs should be advised NOT to clear the screening information from the SPOT Unit before it is returned to the Custodial Club.

**SPOT Unit Use** -

1 - Screenings should focus on children ages 6 months to 6 years. Older children and adults may however be screened if they request it, but should be advised before the screening that the units do not detect adult eye conditions such as glaucoma, macular degeneration or diabetic retinopathy.

2 - The Units must be stored in a Commercial setting per our agreement with the Insurance Carrier. Units must be stored in a climate controlled setting.

3 - Units can only be operated by Welch Allyn Certified Vision Screeners. Anyone who has not attended and passed the KidSight Vision Screening Training Program offered by a trainer recognized by District 2-S2 Charities, Inc. , and whose name has not been recorded as certified with District 2-S3 Charities, Inc. is not authorized to screen, handle or demonstrate the Unit during a vision screening. All damages done to the Unit by an unauthorized user will be the sole responsibility of the screening Club.

**4 – If a Unit fails to work properly because of product failure, there will be no cost to the screening Club. The cost of repair for a Unit damaged by a Club will be the amount not covered by the warrantee or insurance coverage.**

**5 – Custodial Clubs should submit a request for reimbursement for paper and toner used on a quarterly basis.**

**6 – The proper permission forms should be provided during events if needed.**

**7 – Information obtained during a KidSight screening should be transferred to the flash drive which was provided to the Custodians and kept for six months.**

**8 – SPOT Unit batteries should be kept charged at all times. The units contain Lithium batteries which will not recharge if they are left uncharged for long periods. Our warrantee does not cover replacement under these circumstances, and Clubs will be responsible for the cost of the battery if Welch Allyn determines that the problem was caused by neglect.**