

LIONS INTERNATIONAL DISTRICT 2-S3 CHARITIES
KIDSIGHT PROGRAM

Board of Directors

The Board of Directors of District 2-S3 Charities, Inc., has oversight of the District 2-S3 KidSight Program; hereinafter called the KidSight Program. The Board of Directors of the District 2-S3 Charities, Inc., shall consist of the District Governor, the Immediate Past District Governor, the 1st and 2nd Vice District Governors, the KidSight Program Administrator, and the District Alert Chair. The Board of Directors shall determine all policies and procedures for the KidSight Program.

KidSight Program Administrator and KidSight Committee

The KidSight Program Administrator is appointed by the District Governor and is responsible to report both to the District Cabinet and the District 2-S3 Charities, Inc., Board. The KidSight Program Administrator will serve as Chairperson of the KidSight Committee and will be the administrator for the Spot units owned by District 2-S3 Charities, Inc. Membership of this committee shall consist of the Program Administrator, the Custodial Coordinator, a Medical Consultant, and the Grant and Fundraiser Coordinator.

General Powers

The purpose of the KidSight Program is to solicit, collect, and otherwise raise money for the purpose of providing vision-screening equipment and supplies. The vision-screening equipment owned by the District 2-S3 Charities, Inc., will primarily be used in the District to screen the vision of children aged 6 months through 60 months. Those clubs unable to purchase vision-screening equipment may borrow the equipment from a nearby custodial club.

Vision-Screening Equipment Procurement

Currently, District 2-S3 Charities, Inc., has purchased, and is using, the Welch Allyn Spot vision-screener, hereinafter referred to as the Spot unit. District 2-S3 Charities, Inc. created the KidSight Cost Sharing Purchase Plan in order to provide affordable Spot units for the Clubs of District 2-S3. Under the current plan, Clubs contributing 50% to the purchase of a Spot unit would become the custodial club for that Spot unit. Details of the Purchase Plan are as follows:

- a) A club must contribute to District 2-S3 Charities, Inc., 50% of the cost of a Spot unit and sign the custodial agreement.
- b) District 2-S3 Charities, Inc., will match that amount from available funds to purchase a Spot unit.
- c) The Spot unit is owned, insured, and maintained by District 2-S3 Charities, Inc. The contributing club will be awarded custody of the Spot unit and thus,

custodian of the Spot unit for the purpose of vision screening by both the custodial club and the borrowing clubs.

- d) When a custodial club receives the Spot unit, District 2-S3 Charities, Inc., will reimburse the custodial club (50% of the cost, up to \$222.00) for the accessory equipment necessary for vision-screenings (printer, transport case, accessories as per list provided). It is the responsibility of the custodial club to purchase and maintain this accessory equipment, and replacement of broken, lost or worn accessory equipment is the sole responsibility of the custodial club. The borrowing club will reimburse the cost of accessory equipment broken or lost by a borrowing club to the custodial club.

Spot Unit Software/Firmware 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 KidSight Program Administrator will provide the custodial club with a UPS return label to be used to return the Spot unit to Welch Allyn for maintenance. Upon completion of maintenance, the Spot unit will be returned to the custodial club at the address on file, unless otherwise directed.

Spot Unit Technical Questions and Repairs

The Spot units are owned by District 2-S3 Charities, Inc.; thus, the warranties and insurance coverage for each Spot unit are paid for and maintained by the District 2-S3 Charities, Inc., as well. If the custodial coordinator, the club member designated by the custodial club to care for the Spot unit, is experiencing problems with the Spot unit, the custodial coordinator may call the Welch Allyn help line to have the problem addressed with corrective instructions given over the telephone, text, or by email. If Welch Allyn determines that the Spot unit should be returned for in-house service, then the custodial club should contact the KidSight Program Administrator. Once the KidSight Program Administrator is contacted, instruction will be provided on how the Spot unit is to be returned to Welch Allyn for the necessary repair. The KidSight Program Administrator will email the custodial club a UPS return label, and a completed repair request form that should be included in the shipping box with the Spot unit. Any sturdy box with adequate padding to shield the Spot unit can be used to return the Spot unit to Welch Allyn. The KidSight Program Administrator, if notified, will advise the custodial coordinator of approximate repair time, and when repair is completed advise as to the delivery date. Unless another delivery address is requested, the Spot unit will be returned to the custodial club's address on file. The KidSight Program Administrator can also make arrangements with Welch Allyn to have a "loaner Spot unit" delivered if the custodial club has an immediate need for an upcoming planned vision-screening.

Borrowing/Lending Spot Units

A Spot unit not already committed to a vision-screening event can be borrowed from a custodial club. The borrowing club must submit the Borrowing Agreement Form, found on the District 2-S3 KidSight website, lionsdistrict2s3kidsight.org, making sure to provide all of the information requested on the document. The borrowing club should not clear the stored vision-screening data. That is the responsibility of the custodial club.

Spot Unit Use

- 1) Consistent with the goal of KidSight USA, the District 2-S3 KidSight Program's primary focus is safeguarding the vision of children 6 months to 60 months of age. Specifically, vision-screening with the Spot unit for detection of risk factors for amblyopia, a treatable disorder if diagnosed at an early age. Of course, children of ages beyond 60 months can be vision-screened by with the Spot unit. Adults can be screened, if they request it, but they should be informed that the Spot unit will not detect adult vision-impaired conditions such as presbyopia, an age related process; or diseases of the eye such as glaucoma and macular degeneration; or disease specific pathologies such as diabetic retinopathy.
- 2) The insurance policy that District 2-S3 Charities, Inc., carries on the Spot units covers theft and fire. The Spot unit should be stored in a climate-controlled environment. The Spot unit's lithium battery should be kept charged at all times. The lithium battery will not recharge if left discharged for long periods of time. Our warranty does not cover battery replacement due to poor battery maintenance, and clubs will be responsible for the cost of battery replacement if Welch Allyn determines that the problem was caused by neglect.
- 3) Only Lions that are Welch Allyn certified vision-screeners are allowed to operate the Spot unit. Welch Allyn certification can be obtained by attending a Welch Allyn training by Welch Allyn certified trainers. Without certification, a vision-screening volunteer is not authorized to vision-screen, handle, or demonstrate the Spot unit during a vision-screening event.
- 4) If a Spot unit fails to work properly because of product failure there will be no cost to the screening club (custodial club or borrowing club). If a unit is damaged, and if repairable, the cost to the club that caused the damage is the \$500.00 deductible associated with the warranty. If the Spot unit is damaged beyond repair, the club that caused the damage is responsible for full replacement cost of the Spot unit.

- 5) Custodial clubs should submit a request quarterly to the administrator for reimbursement for printer paper and printer ink used in vision-screenings.
- 6) Proper parental permission forms should be provided during vision-screening events. Downloadable permission forms for public vision screenings can be found on the District 2-S3 KidSight website.
- 7) The results of all vision-screenings events using District 2-S3 Charities Spot units must be reported to the KidSight Committee using a form provided on the District 2-S3 KidSight website.

ⁱ April, 2018