

Lions International District 2-S3 Charities, Inc. KidSight Program Custodial Duties

Each of the SPOT Units owned by District 2-S3 Charities, Inc. is assigned to a custodian whose responsibilities are as follows:

- A. To house and maintain the unit per the requirements of our KidSight program-
 - 1. Units are to be stored in the location designated by the custodial club and recorded in the records of the KidSight Administrator. The storage location is designated on our insurance policy for theft coverage. The storage location shall be a location that is secure and climate controlled. Units shall not be stored in automobile or any other similar location that the security or storage temperature cannot be maintained.
 - 2. Batteries on the units are to be kept charged and checked every few weeks during periods when the unit is not in use.
 - 3. Any problems with the units must be reported to the KidSight Administrator immediately upon detection of an issue.
 - 4. Units must be returned to the manufacturer for regular maintenance when directed by the KidSight Administrator.
 - 5. While the unit is in possession of a custodial club the custodial club is responsible for the insurance deductible of \$1000 in case of fire or theft or the \$500 service deductible to the manufacturer in case of damage. If the unit is in possession of a borrowing club and proper documentation is provided, then the borrowing club is responsible for the deductible items in each case of coverage.
- B. To maintain screening supplies (paper and ink) and to submit quarterly request for reimbursement to the KidSight Administrator on the request form provided on the website if reimbursement is needed.
- C. To report all screening information on the KidSight website at: "lionsdistrict2s3kidsight.org". The State KidSight Coordinator requires that the number of screenings that we hold to be reported to them on a quarterly basis. All screening reports must be submitted separately, and not consolidated into one report.
- D. To post upcoming screening events on the KidSight website events calendar. **This is a very important item to help the Administrator understand lending opportunities and unit usage.**
- E. To keep all screening records for a period of six months. The records shall be stored in a location separate from the screening unit. These records include:
 - 1. Screening results transferred from the unit to the flash drive provided by the program.
 - 2. Parental consent forms from community screenings.
 - 3. Completed borrowing request forms. * Note: 1 year required.
- F. To make the unit available to other clubs when not being used by the custodial club.
 - 1. Borrowing clubs must submit a Borrowing Request for which is to be kept in the custodian's records for 1 year. The custodial club will ensure that all records required on the request form are accurately completed.
 - 2. SPOT equipment must be checked using a current equipment list stored in the carrying case before the unit is loaned out and again when it is returned to ensure that everything is in proper working order and that nothing is missing.
 - 3. Borrowing clubs shall be made aware that they will report their screening results on the KidSight website.
 - 4. Borrowing clubs must return the unit at the time agreed to by both clubs when the unit is picked up. The borrowing club will return the unit to the custodial club after a period of no longer than 5 days from the event date, unless, there is a prior agreement between the custodian and borrowing club.
 - 5. The borrowing club is responsible for safely storing the unit as described above for the custodial clubs.
 - 6. Borrowing clubs are responsible for the deductible items, as described above, when the unit is in their possession.
- G. To maintain an updated record of all Welch Allyn and DSHS trained screeners in the custodial club and to forward them when requested to the KidSight Administrator. (the KidSight Program Administrator must maintain a list, updated yearly, of all Spot and State Certified screeners.)
- H. To attend semi-annual KidSight Custodial meetings.
- I. **Only Lions who have been certified as Spot Vision Screeners should be performing the screenings. In any facility licensed by the State of Texas, Lions performing the screenings must also be DSHS Certified.**
- J. **Only Lions that have been certified as Spot Vision Screeners can touch in any way the Spot Vision Screener.**

