

# **Lions International District 2-S3 Charities, Inc. Purchase Plan and Cost Sharing Agreement For Kidsight Vision Screening-Spot Usage**

## **Letter of Agreement for Purchase & Cost Sharing**

**Lions International District 2-S3 Charities Inc. (hereinafter referred to as District 2-S3 Charities), a 501(c)(3) organization, will purchase, own, and pay to insure the Spot device against damage under a District group insurance policy.**

A Lions club in District 2-S3 may make a charitable contribution to District 2-S3 charities (hereinafter referred to as Contributing Club) by paying 50% of the cost of a Spot device and the cost of material necessary to equip a Spot “travel case”. The 50% cost of the “material necessary to equip a Spot travel case will be paid as a reimbursement to the contributing club based on the purchase price of the material listed. A 50% reimbursement will be made based on receipt of the necessary reimbursement request and purchase receipts by the KidSight Administrator.

While the Spot device is owned by District 2-S3 Charities, the Contributing Club will assume Custodial Club responsibilities as defined herein and supplemented on the District 2-S3 Charities Kidsight Program Custodial Duties document posted on the KidSight website. The Board of Directors of the Custodial Club will name a Club Custodian who will agree to organize and perform screenings in accordance with the KidSight Custodial Duties document. The name of the elected Custodian will be forwarded to the KidSight Administrator to be posted on the KidSight Website. If the Club Custodian subsequently changes, the newly elected Custodian’s information should be forwarded to the KidSight Administrator as soon as possible.

If a Contributing Club disbands, violates this agreement, or neglects or misuses the Spot device, the device must be returned upon request to the District 2-S3 Charities Board of Directors.

All supplies and items purchased for the Spot device should be purchased using the District 2-S3 Charities tax exempt account number. District 2-S3 Charities will pay for the cost of color ink used during KSVS event and the printing charge for the “Information Letter to Parents” that is pre-loaded into the printer and displayed as the second page of the Spot screening report. Covered expense invoices must be submitted **quarterly by the Custodial Club** to the KSVS Committee Administrator, for reimbursement to the custodial club. Requests for reimbursement without accompanying receipts will not be honored.

Custodial Clubs agree to loan the Spot device to Borrowing Clubs through requests made to the KSVS Committee and coordinated through the KSVS Resource Center website. Custodial Clubs who have purchased support equipment such as tents or screening booths

may at their discretion loan the equipment out to other Lions Clubs without a charge for the use of this equipment, nor time, mileage or any other expense incurred during a KSVS event.

Clubs may **not** use a Spot device for purposes other than those sanctioned by District 2-S3 Charities nor use the Spot device in conjunction with other foundations, clubs or commercial organizations that are not sanctioned by the District 2-S3 Charities Board and the District KSVS Committee. **Our insurance coverage does not allow for units to be removed from the continental United States, therefore, it is against policy for this action to occur under any circumstances.**

Custodial and Borrowing Clubs are responsible for any damage to the Spot Device or support equipment they may cause during a screening event or while they are in possession of the unit. Custodial Clubs must inventory and inspect equipment before and after a screening event and report damages or missing equipment to the KSVS Administrator.

**District 2-S3 Charities will purchase, own and insure the Spot device.** The Contributing Club will be responsible for the housing and care of the device as described in the Custodial Duties document on the District 2-S3 KidSight Website. When the unit is shared by the Custodial Club with a Borrowing Club, the Borrowing Club will be responsible for any damages incurred during their event or during their time of possession and storage of the unit. Borrowing clubs are responsible for proper storage of the unit as is described in the Custodial Duties document.

Costs that may be incurred in case of damage or theft while the unit is in possession of the custodial club or in the possession of a borrowing club (with proper documentation) may include: 1. the cost of replacing accessories and a \$500 deductible plus shipping charge for each Spot Damage claim filed with Welch Allyn. If the unit cannot be repaired, the responsible Club will be billed for the entire cost of a replacement unit, or 2. A \$1000 deductible as required by the insurance company for theft or fire damage.

**The cost of Spot device #\_\_ is \$\_\_\_\_ \*\*\*with an additional \$\_\_ necessary to fully equip the travel case for use in a screening event.** (Information files with an itemized cost breakdown of material are available upon request) **The Contributing Club will send a check for half the cost of the Spot Device \*\*\*\*and the travel equipment for an agreement total of \$\_\_\_\_. A signed copy of this Letter of Agreement must accompany the contribution.**

Scheduling of equipment will be on a first request basis. No Custodial or Borrowing Club shall have exclusive use of any Spot device owned by District 2-S3 Charities. Scheduling a time for a reservation will consist of pick-up and preparation time before the event and an agreement upon the device's return. Events will not be scheduled on a repetitive or continual basis unless approved by the **District 2-S3 Charities Board.**

### **Kidsight Vision Screening Spot Usage Statement**

All KSVS Devices and equipment are to be used in accordance with the vision and mission statement of Kidsight USA initiative as stated on the Kidsight USA website by Lions Club International and as interpreted by the District KSVS Committee. The District 2-S3 Charities Board, through the actions of the District 2-S3 Kidsight Vision Screening Committee, reserves the right to provide interpretation and guidance for usage of District 2-S3 Charities Spot device and equipment.

All KSVS screening equipment, which includes all Custodial Club Spot devices, travel case items and posters with easel within **District 2-S3**, and if made available by Custodial Club, banners, tables, chairs, screening booth or canopy tent **MUST** be scheduled through the request form on District KSVS Resource center website and posted on the screening calendar. Scheduling of equipment will be on a first request basis and no club shall have exclusive use of and Spot device owned by the District 2-S3 Charities. Effort will be made to honor a Custodial Club's request for their custodial Spot device but KSVS will NOT be able to override a previously scheduled event by another Club.

All screening events, including Custodial Club's utilizing the Spot device must be scheduled through the District KSVS website and posted on the KSVS calendar to avoid confusion and overlap of screening events. In case of a scheduling conflict, the KSVS Administrator will do everything possible to rearrange use of the units to accommodate all Club's needs.

**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.**

**Only Lions that have been certified as Spot Vision Screeners can to touch in any way the Spot Vision Screener.**

Agreed to and signed on this day, \_\_\_\_\_  
by the \_\_\_\_\_ Lions Club  
President's Signature \_\_\_\_\_  
Printed \_\_\_\_\_

Check number \_\_\_\_\_ Amount \$ \_\_\_\_\_

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For District 2-S3 Charities USE ONLY Date \_\_\_\_\_

Charities' Treasurer \_\_\_\_\_ Signature \_\_\_\_\_