



GUIDELINES FOR USE OF VISION SCREENING EQUIPMENT

The RILSF has established the following guidelines for usage of the vision screening equipment. These guidelines have been implemented to avoid scheduling conflicts and problems.

1. All requests must be made in writing to the RILSF Secretary using this form and indicating dates of use.
2. All RILSF Vision Screeners are available on a first come, first serve basis. (If equipment is not available on a particular date, your club may need to reschedule screening dates.)
3. The club requesting equipment will be required to pickup the equipment and sign a sheet with the return date. Please abide by the indicated return date, as other clubs may have booked the equipment for use.
4. When returning the equipment, a screening report containing the following items must be included:
 - Location of Screening,
 - Total number of people screened,
 - Total number of referrals,
 - Total number of Lions (and/or partners in service) participating,

VISION SCREENING EQUIPMENT REQUEST FORM

Club Name: _____

Contact: _____

Contacts Name (First, Last)

Home Phone: (____) _____

Home Fax: (____) _____

Work Phone: (____) _____

Work Fax: (____) _____

Other Phone: (____) _____

e-mail: _____

Dates of Use: _____

Date to be picked up: _____ Return Date: _____

Equipment Signed for by: _____

To be signed when picking up equipment.

Date	Location	# Lions	# Screened	Referrals

Please mail completed form to:
Nancy Clarke, RILSF, Post Office Box 19671, Johnston, RI 02919-0671