

# See the 21<sup>st</sup> Century<sup>®</sup> Mobile Screening Unit/KidSight Screening Unit Booking Guidelines

The Mobile Screening Unit (MSU) and KidSight Screening Unit (KSU) may be scheduled by all North Carolina Lions Clubs on a fair and equitable basis. The MSU/KSU will come to any community in North Carolina but are unable to conduct screenings outside of North Carolina. The MSU/KSU may only be booked by a Lions member in good standing of the sponsoring Lions Club. The MSU/KSU State Coordinator is the only individual authorized to commit the MSU/KSU to a screening.

An MSU/KSU Calendar will be maintained on the NC Lions Foundation Web Site ([www.nclf.org](http://www.nclf.org)) showing booked dates, available dates and dates that are not available. All screenings need to be booked either by phone (1-800-662-7401 Ext. 241) or email ([bryan@nclf.org](mailto:bryan@nclf.org)). Screenings scheduled for the Mobile Screening Unit screenings will be indicated on the calendar by (MSU and the District). KidSight Screening Unit will be indicated with (KSU and the District).

The typical screening days for the MSU are Tuesday through Saturday. The typical screening dates for the KSU are Monday through Friday. "However, every effort" will be made to accommodate the screening date desired by the Club. There are factors that must be considered before a screening date may be approved. Just because a date is open, it may not be feasible for a screening to be conducted on that date in your location. Adequate time must be available for the unit to travel to your location or to its next location. Twice each year the MSU will be out of service for maintenance. Other dates that are not available for the MSU/KSU screenings are: New Year's Eve, New Year's Day, Sundays, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Screenings may be booked 18 to 24 months prior to the screening date. The calendar is extended by 6 months on January 1<sup>st</sup> & July 1<sup>st</sup> of each year. Saturdays are the most requested date for MSU screenings; therefore, clubs that have the van booked for a Saturday, may only book that same Saturday 12 months ahead of time.

The sponsoring Lion's Club will pay a \$250.00 fee to the NC Lions Foundation for each day that they schedule the MSU for a screening, plus \$.60 per mile round trip. Any club that cancels 30 days or less before a screening will forfeit the screening fee. If the Screening Fee has not been paid, the Lions Club will be billed for the \$250.00 Screening Fee.

Thanks to donations, the Lions KidSight Unit may be reserved at a flat \$75.00 per day Screening Fee. If canceled 30 days or less before the screening, the Lions Club will forfeit the \$75.00 Screening Fee. If the Screening Fee has not been paid, the sponsoring Lions Club will be billed for the full \$75.00 Screening Fee.

Last Minute Screenings scheduled 60 days or less ahead may require Executive Committee approval with exception to School Screenings. This is to help us coordinate the screenings by location, which saves money, wear and tear. We find that most public screenings scheduled less than 60 days ahead are not as well planned or advertised as those screenings schedule further out. School screenings are done in the school with a known number of students, which does not require advertising.