



KidSight Mobile Screening Program Screening Manual



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(FOR USE BY THE LIONS OF NORTH CAROLINA)

TABLE OF CONTENTS

Introduction	3
The Project Coordinator	4
Screening Purpose & Guidelines	5
The KidSight Screening Unit	7
Screening Area Setup Requirements	7
Volunteers Needed	8
Screening Area Layout Diagram	9
Planning The Screening	10
The Screening Hours	13
Screened Facility Requirements	14
Financial Support Through VSP Program	16
Guidelines for Lions/Volunteers	17
Code of Ethics for Lions/Volunteers	18
Follow Up After the Screening	19
NCLF KidSight Screening Scheduling Process	20
KidSight Screening Consent & Form	21
KidSight Screening Information Form	22
Template/Sample of Referred Children Letter	23



INTRODUCTION

Sight conservation efforts have always been important to the Lions of North Carolina. One of the ways we can achieve sight conservation is through vision screenings. The North Carolina Lions Foundation (NCLF) provides all the equipment and paraphernalia required to conduct childrens' vision screenings, including dedicated vehicles (KidSight Units) to transport the equipment and screening volunteers when needed, to screening locations. We screen children six months of age through age 18 (high school). Since many eye issues can be corrected up to age six or seven, our goal is to identify these issues and assist with their correction before they become permanent.

THE EARLY DETECTION OF POSSIBLE EYE PROBLEMS

By scheduling a vision screening using a KidSight Unit, your club is taking a major step in detecting eye problems and preventing more serious ones. The PlusOptix cameras that are used with the KidSight Units will enable you to do a refraction, check pupil sizes, and measure and compare corneal reflexes. These readings can then detect signs of Anisometropia, Astigmatism, Hyperopia, Myopia, Corneal Reflex, and Anisocoria.

In addition to the detection of eye problems, the KidSight Unit also serves as an educational tool as we can inform participants of the need for them to have regular exams. The visibility of your club conducting screenings can also provide many worthwhile benefits to your club by creating greater awareness of your club's services in your community. This includes being better able to recruit new club members and receive greater support in fund-raising activities.

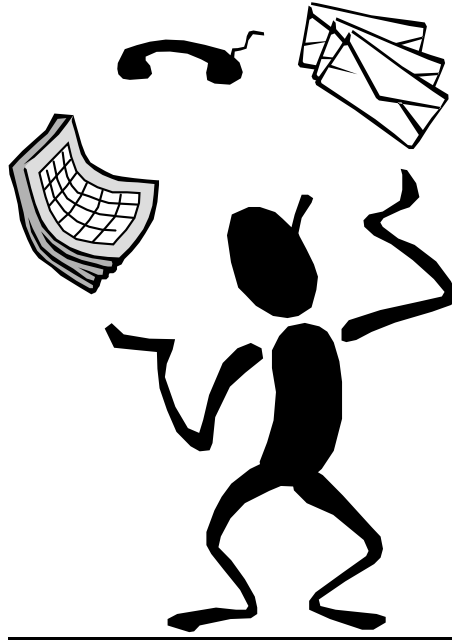
Your club has placed great faith in you by selecting you as the **Project Coordinator** for this screening. You in turn must emphasize to them the importance of their support for this screening to be **successful**. There are many details that must be handled prior to the date of the screening. NCLF salutes you and your club for your interest in the KidSight Screening Program and your willingness to schedule it.

The information contained in this manual is designed to assist you as you go about your duties as Project Coordinator. As State Coordinator of the Mobile Screening Programs, it is my job to help and assist you in every way to make this event a success for your club.

Bryan Hoover
State Coordinator
SEE THE 21ST CENTURY®
Mobile Screening Programs

THE TIME TO BEGIN IS NOW!
ARE YOU READY?
THE PROJECT COORDINATOR

As your club's Project Coordinator for the KidSight Screening Program, you will have many details and tasks to handle and complete prior to the screening. The information in this manual will aid you in carrying out those and other requirements that are listed below:



As Project Coordinator, you must:

- ✓ Be a Lion in good standing
- ✓ Coordinate all aspects of the screening (with assistance from KSU Operator)
- ✓ Be primary contact between your Lions Club, the State Mobile Screening Coordinator, and the KidSight Unit Operator
- ✓ Keep club members informed regarding the project's status
- ✓ When a 3rd party is involved, keep them in the loop
- ✓ Assign responsibilities to other club members
- ✓ Be present during the screening

SCREENING PURPOSE & GUIDELINES

“THE EARLY DETECTION OF POSSIBLE EYE PROBLEMS”

With this purpose in mind, the next thing to remember is ***this is only a screening, and it must not be confused with a complete eye examination (which is performed by an eye care professional)***. No diagnoses are made during a KidSight Screening. Based on the child’s screening results, a recommendation (a Referral) is made to a parent or nurse as to the need to have a complete eye examination or a review of our results by an eye care professional of their choice.

Some Specifics About Screening

- All children who participate in the screening must be at least 6 months of age and all participants under 18 years of age must have a parent or guardian sign their consent/permission form.
- Participants should speak English, or an interpreter should be available to assist them. No eye doctor needs to be present.



Vision screenings are conducted using PlusOptix Cameras which take only seconds for each child. There is no dilation of the eyes. The PlusOptix camera displays **PASS** or **REFER** to the operator. If the kid’s results are **REFER**, we print their results and attach it to their consent/permission form. If the kid’s result reads **PASS**, we circle **PASS** on the form.

- Some schools and other facilities may require us to also print the results for the students that **PASS**. If the facility is using one of our forms, there is a place on the form for either **PASS** or **REFER** stickers. If they do not use our form, we attach our results to the back of the consent form. Also, some schools may ask us to also use an eye chart to screen for refraction. We can do so on request.

- This type of screening requires an area where we can **control the amount of light** coming in. Outside sunlight works against the camera.
- The number of Lions/Volunteers can be determined once the number of children to be screened is known. Normally **three Lions/Volunteers per camera workstation is recommended**. The number of children and the screening hours drives the known the number of PlusOptix workstations to be used.
- When screening at schools, the school is responsible for ensuring they have the parents' consent to screen the students. The school may get a blanket permission form at the beginning of the year, and then all we need is a Screening Information Form (see attached). We use this form to attach the students' screening results. However, if the school requires a consent/permission form for each event, they are welcome to use our KidSight Screening Consent Form or any other form that they prefer. Note: Due to changes in the Parents Bill of Rights Law we no longer offer an OPT Out Form.
- NCLF KidSight screenings do not include screening of adults with its PlusOptix cameras. NCLF also strongly recommends that Lions Clubs that conduct KidSight USA screenings with their own cameras also do not include adults. The KidSight Program is just that – a “Kids” screening program. Also, from a technical perspective, the photorefractive cameras do not produce adequate results for screening adults. In fact, you may be doing a disservice to the individual. While these cameras are amazing and give us great information, no camera can check for age-related health concerns such as: Macular Degeneration, Glaucoma or Cataracts. Likewise, the cameras are not able to detect Diabetic Retinopathy, Hypertensive Retinopathy, High Cholesterol, or even Cancer -- all of which can be detected in a complete eye examination. So, even providing an adult a written or verbal “disclaimer” about the results does not mitigate the potential negative effects of screening them and giving them the PlusOptix results.
- A Lions Certificate of Insurance (COI) should be obtained in advance for every screening event, especially for screenings at any organization/municipality that requires one. This certificate is obtained through Lions International's insurer DSP Insurance Services, Inc. by a simple online submission. The web link is: <https://members.lionsclubs.org/EN/resources/certificate-of-insurance-22-23.php>

If you need help or have any questions regarding certificates of insurance, please contact DSP Insurance Services at [800-316-6705](tel:800-316-6705) or lionsclubs@dspins.com.



THE KIDSIGHT SCREENING UNIT/ KSU

- Each NC Lions District has a KidSight Unit, a Chevrolet Equinox, which can transport the equipment needed for vision (and hearing) screenings.
- Each KSU is operated by a fully trained, KidSight USA certified, and experienced Operator who assists clubs in planning and conducting screenings.
- Screenings are not conducted inside the KSU; rather, they must be conducted in a facility obtained by the sponsoring club, or by the facility being screened. Conducting the screening inside a tent outdoors is not an acceptable practice.
- Each KSU carries all necessary screening equipment **EXCEPT** tables and chairs. These must be provided by either your club or the venue being screened.

SCREENING AREA SETUP REQUIREMENTS

- The size of the area needed will be determined by the number of PlusOptix camera workstations required, but it should be a minimum of 12 feet by 12 feet.
- Without windows or where sunlight may be controlled with blinds/shades, and where the lights are adjustable (dimmed/turned off).
- For each PlusOptix workstation: Three chairs and a 6-8' table
- Two small tables for registration and forms handling (card table size or larger)
- Standard household electrical outlet (120 Volt) within 25 feet of workstations.
- Separate waiting area for children and teacher/staff member(s)

An example of a screening area layout for two PlusOptix workstations follows on page 9.

LIONS & OTHER VOLUNTEERS NEEDED FOR SCHOOL/ DAYCARE SCREENING

At least 3 volunteers must be Lions in good standing.

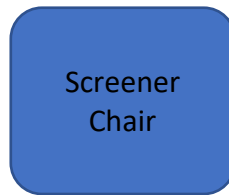
- **We will have three Lions per workstation – one to get the paperwork from the child being screened and help position the child for screening; one to take a picture of the kid’s eyes with the PlusOptix camera; and one to help direct the kids to the workstation, where to go next, and give out KidSight USA stickers.**
- **While it is possible to conduct the screening with fewer than 3 volunteers per workstation, the screening does not run as smoothly as when we are fully staffed.**
- **If your Lions Club does not have enough Lions available for the screening, we can use other Volunteers. These may be from the school PTA, school nurses, childcare facility leader, or any other volunteer that is acceptable to the facility. (The more club members that participate - the better for your club)**
- **Lions should wear something that identifies them as Lions. All Lions and other volunteers should bring their drivers license to the facility, as it may be needed to sign into the facility. Volunteers should also be made aware that the facility may require a background check in advance of the screening.**

**ALL volunteers will require training
and should arrive 30 minutes before
the start of their shift!
If they arrive late, we will get started late!**

SCREENING AREA LAYOUT

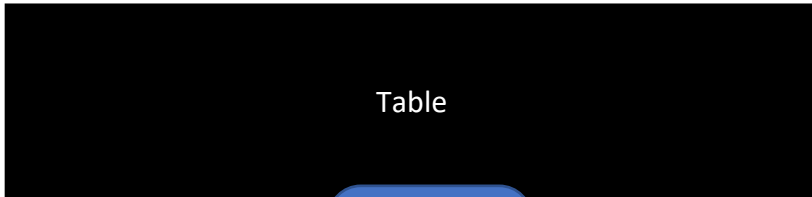


Child's
Chair



Screener
Chair

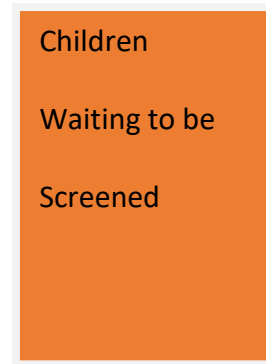
^Roughly 4 feet between these two chairs. ^



Table



Paper
Sorter
Chair



Children

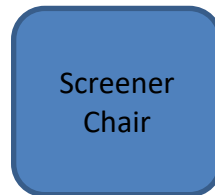
Waiting to be

Screened

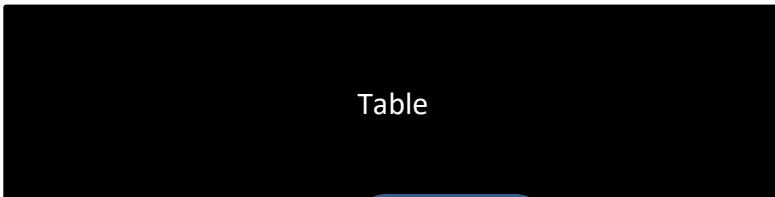
v Roughly 4 feet between these two chairs. v



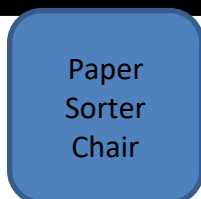
Child's
Chair



Screener
Chair



Table



Paper
Sorter
Chair

PLANNING THE SCREENING

WHAT DO YOU NEED TO KNOW FIRST?

1. Determine the scope of what the facility has in mind for screening:
 - a. About how many children they wish to have screened
 - b. The age range (or grade levels) of the children
 - c. The screening dates they have in mind
 - d. The screening hours they have in mind
 - e. Contact information for the facility's representative
 - f. The physical location(s) intended for the screening(s)

WHAT DO YOU DO NEXT?

1. Consult with your District Mobile Screening Chair about the request and desired date(s).
2. Advise NCLF's Bryan Hoover of the request and provide him the information received from the requesting facility (preferably by email at bryan@nclf.org). Remember, the screening reservation (including the date(s)) are not in concrete until confirmed by Bryan!
3. Upon receipt of the Confirmation Letter from Bryan, complete the Reservation Form and submit it along with the fee of \$75 for each screening day.
4. When the reservation is confirmed by Bryan, let the facility know and set up a meeting with its representative to continue the planning.

The detailed KSU scheduling process is included on page 20 of this Manual.

PLANNING THE SCREENING (cont'd)

WHAT THEN?

- 1. Review the “SCREENED FACILITY REQUIREMENTS” on page 14 with the facility representative (after tailoring it as appropriate to the facility type and complexity).**
- 2. Reach agreement with the facility representative about how many PlusOptix workstations will be used, the extent of facility staff support required during the screening, the number of tables and chairs, and the layout of the screening location.**
- 3. Provide the appropriate forms to the facility representative and ensure a full understanding of the steps before, during, and after the screening.**
- 4. See the facility’s intended screening location to ensure it is appropriate for the screening.**
- 5. Assemble your Lions/volunteers team, establishing shifts if necessary.**

You will find a copy of the forms on pages 21 and 22 in this manual. You can also obtain digital copies from Bryan Hoover or your District Mobile Screening Chair.

FINAL PRE-EVENT(DAY BEFORE) CHECKLIST

Is Everything In Order?

The Screening Facility:

- ✓ Confirmation that the screening room will be set up per the prior instructions
- ✓ Confirmation of screening team arrival location and time
- ✓ Confirmation of time to begin screening
- ✓ Confirmation that the requested childrens rosters and copies of the Results form will be provided upon the screening team's arrival

Screening Team Volunteers:

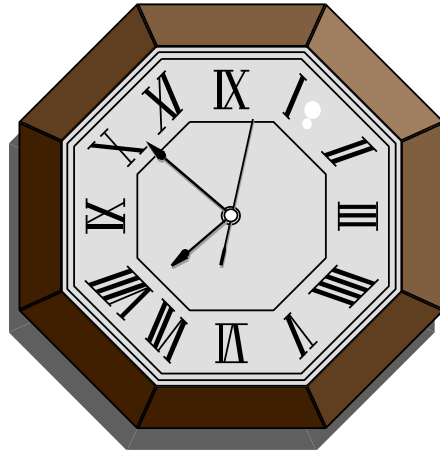
- ✓ The Screening Team volunteers are confirmed, and reporting times and assignments (screener, documents processor, escort) have been determined and communicated (within 2 days of screening).
- ✓ The Screening Team has been reminded to wear Lions identification and bring an ID.
- ✓ The Screening Team has been reminded not to touch the children without explicit permission, not to be alone with a child, and about the screening room protocols (per the KidSight Screening Manual (Rev G)).

✓ **Other:**

- ✓ The LCI Insurance has been acquired.
- ✓ The Club's Project Coordinator has back-up forms available

REMEMBER THE 5 P's
PROPER PLANNING
PREVENTS
POOR PERFORMANCE

THE SCREENING HOURS



The hours of operation are at the discretion of the facility and your club.

- ❖ During a School Screening we can screen about 40-60 children per hour, per camera, providing we have the children ready and available. We have three cameras on the KidSight Units, and with planning ahead could possibly have additional cameras, if needed for larger schools.
- ❖ In most cases the school/nurse will make a schedule as to which classes come at what times. Scheduling one class every 5-7 minutes is normally a pretty good pace using two cameras.
- ❖ When scheduling with the school or daycare, they will tell you what the school schedule is and what times we will need to start and stop.
- ❖ Once you have established your times, start working on your shifts. Screenings go smoother if volunteers can work at least 3 hours. Most school screenings only require one shift but could require more when screening 500 students and more.

**TOO MANY SHIFT CHANGES CAN
CREATE CONFUSION!**

SCREENED FACILITY REQUIREMENTS

The screened facility's responsibilities include: ¹

1. **Securing consent/permission** from parents or guardians to screen their child using the photorefractive camera operated by the NC Lions. Ideally such consent can be secured along with other permissions at the beginning of a school year or during registration for childcare services, etc. If that is not the case, then it is necessary for you to print, distribute, and collect parent/guardian consent (at least a week in advance of the screening date). (In order words, you act as required and appropriate for your organization, consistent with the Parents Bill of Rights law.) A consent form is attached if you wish to use it.
2. Completion of the NC KidSight Consent forms (attached) should be completed prior to the screening date. (Top portion only)
3. Providing a screening area:
 - The area needed will be determined by the number of PlusOptix camera workstations required, but it should be a minimum of 12 feet by 12 feet.
 - Without windows or where sunlight may be controlled with blinds/shades, and where the lights are adjustable (dimmed/turned off).
 - For each PlusOptix workstation: A 6-8' table and 3 chairs
 - Two small tables for registration and forms handling (card table size or larger)
 - Standard household electrical outlet (120 Volt) within 25 feet of workstations.
 - Separate waiting area for children and teacher/staff member(s)
4. Facilitating the screening process by ensuring that the children are available as scheduled for screening, so that downtime for the screening team is minimal.

¹ NOTE: These instructions do not apply in full to all screening situations. Specifically, events where parents or guardians bring kids directly to the Lions and sign parental consent forms and receive the results immediately. Therefore, a sponsoring Lions Club may remove or modify the instructions as applicable to the situation.

SCREENED FACILITY REQUIREMENTS (cont'd)

5. Providing the completed screening result form to parents after the screening; making a copy for facility records and for follow-up actions.
 - If “referral” is recommended on the results label, urging the parent to have the child seen by an eye care professional. (The parent should give the form to the eye care professional.)
 - Providing parents with a Referral Letter (template provided by the sponsoring Lions Club’s Project Coordinator.)
 - Keeping a list of children for whom referral was recommended, with parental contact information. This information will be used during follow-up actions.

6. Follow-Up Actions:
 - Following-up with parents of “Referred” children 4-6 weeks after the screening, to determine whether the child was seen, or is scheduled to be seen, by an eye doctor as recommended. Recording results of contact and what the exam findings/results were (lazy eye, glasses prescribed, etc).
 - Being responsive to the sponsoring Lions Club when contacted for a count of the number of children taken to eye doctors and the results of examinations. (Initial contact screening plus 90 days)
 - Collaborating with the sponsoring Lions Club to assist parents who require financial assistance to take their child to an eye care professional.

FINANCIAL SUPPORT THROUGH THE VSP PROGRAM

We also always want to let the school or daycare facility know that the North Carolina Lions are willing to assist a parent or guardian who cannot afford to take a child in for an eye exam or possibly glasses.

We may be able to do this through the VSP Voucher Program for those that qualify. The VSP Voucher Application can be found on the nclf.org web page under Program Forms. [VSP-Voucher-Information-Rev.-6-22-2023.pdf \(nclf.org\)](#) Completed applications can be emailed to vsp@nclf.org.

Some children who are referred may be covered by Medicaid and they will have coverage for an eye exam and glasses. Other children who are referred may need assistance from the local Lions Clubs to cover all or some of the cost of an eye exam and glasses.

KIDSIGHT GUIDELINES & CODE OF ETHICS FOR LIONS/VOLUNTEERS

Please Have Each Lion/Volunteer Read these Guidelines and the Code of Ethics

Our Purpose: The Early Detection of Possible Eye Problems

With this purpose in mind, the next thing to remember is ***this is a screening only and should not be confused with a complete eye examination.*** No diagnoses are made during the screening. Based on the individual's screening results, a recommendation will be made as to the need to have a complete eye examination. So, do not refer to your event as a "clinic" or the like. Each individual or parent(s) may choose the health professional of their choice for verification of the screening results any further advice.

GUIDELINES

PLUSOPTIX CAMERA RESULTS: The PlusOptix camera will display **PASS** or **REFER** to the operator. If the student's results are **REFER**, print their results and stick it on their Screening Results form on top of the Passed section. If the result reads **PASS**, circle **PASSED** on the students form. Note: Some facilities may require us to print the results for the students that **PASS**, and we will stick the results on top of the Referred section.

SCREENING WITH GLASSES: The screening is done with the child wearing his/her glasses, as applicable. Record on the Results form that the screening was done with the glasses. Ask each child who is not already wearing glasses, whether he/she wears glasses. If he/she normally wears glasses, determine whether the glasses are at the facility, so the screening can be done with them being worn. If glasses are applicable but the screening must be done without them, record this fact on the Results Form.

MINIMIZING CONFUSION: In the screening areas, reduce anything that may prove confusing to the child being screened. So, limit the number of people to the screener, a paper processor, and another Lion if necessary to instruct a new screener. This limitation does not apply to a facility representative and/or a parent. Only allow one volunteer, the screener, to speak to the child (applies for all types of screenings)

Variation for "Walk-Up" Screenings:

For some facilities the parents/guardians will "walk up" with their children. Therefore, the parental consent forms will be completed at the registration table. It's very important that the parents complete the part of the form which asks whether they may be contacted to follow up about referred children.

CODE OF ETHICS FOR LIONS CONDUCTING KIDSIGHT SCREENINGS

CHILDRENS' SECURITY: At NO Point in the screening process, beginning with directing children to the screening chairs, to giving them a sticker, are we allowed to touch the children. The only possible exception is when it is necessary to adjust the position of a child's glasses to reduce glare on the PlusOptix screen. When that is necessary, ask the child whether it is OK to touch their glasses and wait for their answer. Then explain to them what you are going to do, before you raise the earpieces of the glasses above the ears. Hold the glasses until the camera can get a reading. Once a reading is achieved put the glasses back in position or let the child know that they may now reposition the glasses.

FEEDBACK TO CHILDREN: Do not remark either positively or negatively on the screening result to the child. Simply say: "You're all done. Good job." The reason for this is that many other children may be watching and listening. We would certainly never use the word "FAIL" to a child, and it is likewise inappropriate to say, "We'll refer you for a complete eye exam". So, for the child who we intend to Refer, we simply tell them "You're all done. Good job." So, for the many children who will "PASS" we tell them the same thing. That way all the children hear the same results.

INTERACTION WITH CHILDREN: Please remember that you must never say anything to a child that could be taken in a provocative way or make them feel uncomfortable.

Many of us, especially if we are a bit "older", may not fully comprehend how young children and teenagers in today's social environment and era of media saturation may interpret what we say in complete innocence.

SO, BE CAREFUL!

Never be alone with a child. Rather, ensure that a facility representative is with you or visibly observing your interactions with the child.

FOLLOW-UP AFTER THE SCREENING

Once the screening has been conducted at the School or other facility, your job as Project Coordinator is still not complete. We then need you to follow up with the school, daycare or preschool to see how many of the children that were referred, have received Follow-Up Care.

It is recommended to follow up in intervals of 30, 60 and 90 days after the screening. At the end of 90 days, if you have not received Follow-Up information, then stop, unless you are requested to follow up at a different time.

When you have received Follow-Up information, please report that information to your District Mobile Screening Chair in conjunction with submitting your monthly screening report. This information will be added to the KidSight USA database by the State Coordinator, Mobile Screening Programs (Bryan Hoover).

Conducting the vision screenings and identifying a potential issue is only part of our goal. The main objective should always be to help these children to correct the problem. Simply screening children does not fix any possible problems!!

According to educational experts, 80% of learning is visual. If children can't see well, it is much more difficult for them to learn efficiently. That is why Lions KidSight USA was established.

Lions KidSight USA is a national program that brings Lions together to ensure that our children receive eye screenings and follow-up care, when needed.

But to do this we need your help!

NCLF KIDSIGHT SCREENING SCHEDULING PROCESS

1. NCLF KidSight screening reservations are done through the State Coordinator, Mobile Screening Programs. This can be done through email or by phone; however, email is the easiest form of contact.) Scheduled Screenings can be checked on the website <https://nclionsinc.org/mobile-screening-unit-calendar/> but they cannot be confirmed or reserved except by the State Coordinator. (At the time of the initial request the State Coordinator checks the calendar for KidSight Unit availability and “pencils in” the screening into the KSU Calendar.)
2. Upon receiving a request for a screening date from a sponsoring Lions Club, the State Coordinator emails the District Mobile Screening Chairperson for confirmation of staffing availability (a KSU Operator) for the requested date.
3. Once the District Chairperson confirms staffing availability for the requested date, the State Coordinator sends the Lions Club that requested the screening a Confirmation Letter, Reservation Form, and a copy of the KSU Screening Manual.
4. Once NCLF receives the completed Reservation Form and payment, the State Coordinator emails a copy of the Registration Form to the District Chairperson and the assigned KSU Operator. The Registration Form gives them the contact information for the screening along with the date, time and location of the screening.
5. The KSU Operator then communicates with the sponsoring Lions Club’s Project Coordinator to assist in planning the screening.
6. The assigned District KSU Operator will assist the sponsoring Lions Club Project Coordinator and volunteers in conducting the screening (consistent with the Club’s screening experience). The KSU Operator will record and provide the results of the screening on the Tally Sheet (found in the Logbook in the KSU) to the facility representative and the sponsoring Lions Club’s Project Coordinator.
7. The District KidSight Operator will promptly after the screening email an image of the Tally Sheet to the State Coordinator, and to the District Chairperson. The State Coordinator will enter the results to the Lions KidSight USA database. The State Coordinator will make a Word Document with those results and then send a digital copy to the sponsoring Lions Club.



North Carolina Lions KidSight Information Form

Screening Date _____

(Please Print)

Child's Name _____

Date of Birth. _____ Age _____

Grade _____ Teacher _____

Facility Name _____

Screening results

Refraction, pupil sizes and corneal reflexes are measured and compared to age-based referral criteria automatically. Referral criteria and the PlusOptix system screen for:

- **Anisometropia** - unequal refraction of both eyes
- **Astigmatism** - corneal irregularities
- **Hyperopia** - farsightedness
- **Myopia** - nearsightedness
- **Corneal reflexes** - symmetric eye alignment
- Anisocoria** – Unequal pupil size

If readings are within limits, a "Pass" screening result is displayed. If one or more of the readings are outside of limits, a "Refer" screening result is displayed. Screening results are displayed on the screen immediately after a measurement is completed.

Child normally wears Glasses? _____

Child was screened with Glasses? _____

The screening does not replace a complete eye exam. This information is NOT for a glasses prescription.

PASSED

A finding of **PASSED** does not guarantee that no problems are present. This screening does not replace a recommended annual eye exam by an eye care professional.

REFERRAL RECOMMENDED

The screening indicates that vision problems may exist. We recommend the child be examined by eye doctor. Take this form to the doctor.

The attached results report is not adequate for the purpose of ordering a pair of prescription glasses.

(Place Referred Sticker Here)

(Place Passed Sticker Here)



FROM: NC Lions KidSight Vision Screening Program

TO: Parents/Guardians of Children “Referred” for Eye Exam

At today’s vision screening of your child, the screening device indicates there may be a vision issue. As such, you are being provided with a screening results form that shows what the screening device found.

As indicated on the “Referral” section of the form, we recommend that you take your child for a complete eye examination by an eyecare professional – an optometrist or an ophthalmologist. Please provide the screening results form to the doctor.

If you do not already have an eyecare professional, we can provide a list of those that regularly work with the Lions in our area. We can also provide information about programs that offer financial assistance under certain conditions for examinations and/or glasses.

To obtain such information, you may contact the following:

Screening Facility Representative: _____

Phone Number and/or Email Address _____

Sponsoring Lions Club Project Coordinator: _____

Phone Number and/or Email Address _____

We appreciate the opportunity to screen your child and to assist you.

Sincerely,

North Carolina Lions Foundation