

Lions Eye Bank of Texas Mobile Screening Unit Policies and Procedures

Requirements

- 1.) Full-size pick-up or equivalent with a tow-all package capable of towing the trailer (7-prong RV-type plug or adapter and a 2 5/16-inch hitch ball).
- 2.) Indoor space large enough to properly set up equipment (minimum 40 ft. by 40 ft., see attached drawing).
- 3.) Team of volunteers trained to use the equipment.
- 4.) A licensed professional (optometrist or ophthalmologist) on site during screening.

Training of Volunteers

- 1.) Volunteers must be trained either at the Texas Lions Eyeglass Recycling Center in Midland or at a training session sponsored by the Lions Eye Bank of Texas.
- 2.) All volunteers must present a certificate of completion from one of the approved training programs.
- 3.) Volunteers working in strictly administrative areas are not required to complete a training program.

Procedure for Reserving the Unit

- 1.) Anyone wishing to reserve the mobile screening unit should contact Alicen Swift in writing using the Mobile Screening Unit Request Form. She will then forward that request to the chairman of the mobile screening unit committee and to the person in custody of the trailer.
- 2.) A confirmation of the reservation will be made in writing to the requesting party.
- 3.) The requesting party is responsible for making arrangements to pick up the trailer and return it to the location at which it is being housed.
- 4.) Requests should be made 30-60 days in advance. All requests will be granted on a first-come, first-served basis, contingent upon the availability of a trained volunteer team.

Procedure for Returning the Unit

1. The person who reserved the Mobile Screening Unit must complete the Mobile Screening Unit Return form after the completion of the screening and return it to Alicen Swift.
2. All records from the screening, including registration forms and empty bags from dispensed glasses, must also be returned to Alicen Swift.
3. All return paperwork must be received within 2 weeks after the screening.

Restrictions on Use

- 1.) The mobile screening unit must not be used to screen children.
- 2.) The unit is intended for use in Lions Districts 2-S1, 2-S2, 2-S4 and 2-A3. The unit may be used outside of those four districts if accompanied by a team of Lions volunteers from one of the districts, but may not be carried across the border for use outside of the United States.
- 3.) At no time should any equipment be removed from the unit for use at non-authorized screenings or for display purposes.