



Vision Screening for Adults

All Lions clubs are autonomous, meaning that each Lions club is an independent entity responsible for conducting its own events and complying with local laws and regulations. This planner is intended to provide recommendations and should not be considered legal advice or best practices. The activities in this planner may or may not be appropriate within your community. Please consult a local professional to ensure compliance with all laws and regulations, safety guidelines and best practices.



Vision Screening for Adults

This project planner can help your club organize a one-day to one-week vision screening for adults (preferably aged 40 and over) to identify those who may have possible vision problems requiring comprehensive follow-up care and treatment by eye care professionals.

By taking on a project like this, you're helping achieve our strategic vision of improving the quality of life for people who are blind and visually impaired.

Start planning your event.

Fill in the blank fields in the form below to determine the details of your event.

What you will achieve » Provide vision screening for adults to identify those who have vision problems.	Duration 1 day	Location ☐ Outdoor space (e.g., local park) ☐ Medical facility ☐ Recreational facility ☐ Senior care facility ☐ Workplace ☐ Informal (e.g., faith-based) ☐ Mobile vision screening unit ☐ Other _____
	Planning time 2-4 months	
	Start/end dates _____	

Planned participants		
Select the audience you would like to serve at your event.		
People we will serve: ☐ Children (recommended) ☐ Youth (recommended) ☒ Adult ☐ All	People who will provide services: ☐ Trained vision screener ☐ Community eye clinic staff ☐ Community eye hospital staff ☐ Local eye care professional ☐ Social worker ☐ Other volunteers _____	Notes: Be sure to invite representatives of elder care or community centers, human resources staff at workplaces or leaders of faith-based organizations to build a community of support for blindness prevention.

Determine all required tasks for your project.

All projects should incorporate the following three tasks:

1. Determine method of screening.

- » The method of vision screening and screening equipment should comply with local municipality or governmental regulations.
- » Adhere to approved active school screening programs already in place, if any.



QUICK TIP

- A vision screening can be an important first step to vision health, but it cannot and should not take the place of a comprehensive eye exam. A screening is used to find possible vision issues that may not be obvious and may need further attention.

Screening method and equipment:

- a. _____ c. _____
b. _____ d. _____

Screening professionals:

- a. _____ c. _____
b. _____ d. _____

2. Choose educational materials.

- » Include educational materials for both children and their parents/guardians.
- » Materials should be provided by a healthcare professional, local eye care clinic or local eye hospital.

Resources:

- a. _____ c. _____
b. _____ d. _____

3. Determine a referral network.

- » If there are questions concerning screening results, there should be an identified health care service that participants will be referred to.
- » Identify eye care professionals or agencies that will provide follow-up services, and determine how fees for professional services will be paid.

Referral services:

- a. _____ c. _____
b. _____ d. _____



Assign roles for volunteers at your event.

Position/Role	Name	Contact Information	Notes
Project lead			Can be a Lion/Leo or eye care professional; should be familiar with basic knowledge of adult vision screening, and also have the ability to manage event logistics and volunteers
Eye care professional			Recommended eye care professionals include: a local eye care provider or low vision specialist
Volunteer manager			Make sure to identify volunteers who can discuss club membership with participants, and can train volunteers in basic knowledge about eye screenings
Marketing lead			
Event photographer			You must secure signed release forms from participants if you plan to use event photographs for promotional purposes
Local emergency medical services			Must be present at all times in case of a health emergency
Local partners/collaborator Recommended: Local eye health professional, local eye hospital, organizations with focus on assisting the blind and visually impaired			



QUICK TIP

- All volunteers should be involved in the event activities, and committed to facilitating a safe and welcoming environment for the participants.

Number of Lions	
Number of Leos	
Number of others	



Organize your project into achievable steps.

The project lead may complete this form and track progress.

Status	Task	Deadline	Task Lead	Tips
✕	Inform your club			Host a meeting to inform your club about the event
	Create event name/title			
	Form a planning committee			Committee to determine the people served, secure the educational speaker and materials and plan all logistical aspects of the event
	Identify potential event collaborators			» Local eye health professional » Local eye hospital » Organizations focused on assisting the blind and visually impaired
	Prepare a preliminary budget			
	Pursue funding (if necessary)			
	Secure location, date and time			» Should be secured at least 1 month prior to event » Consider locations for outreach in rural areas. » Make sure you choose a space that can accommodate a large number of child beneficiaries, volunteer vision screeners and equipment.
	Ensure proper insurance coverage			Check with relevant officials to determine if a certificate of insurance or supplemental insurance will be required For questions regarding coverage under the General Liability Insurance Policy provided to all Lions clubs, please review the Program Insurance Booklet by visiting http://lionsclubs.org/pib-en
	Secure necessary volunteers and healthcare professional(s)			
	Create promotion/marketing plan			Can include flyers, digital materials, etc.
	Finalize event logistics			» Before your event, make sure you contact any service providers or event collaborators to make sure they are prepared to fill their roles in the event » Ensure proper layout of equipment
	Schedule a post-event meeting to celebrate successes and discuss opportunities for improvement			Use the reflection questions to talk about your project



Determine the budget for your project.

_____ may use this worksheet to determine finances for the event.

Description	Quantity	Cost	Total Expense	In-Kind/ Donations	Income	Balance
Education						
Educational materials						
Equipment and supplies						
Screening equipment						
Facility rental						
Follow-up care						
Professional fees						
Marketing						
Other						
Professional fees						
Water/snacks						



Measure the success of your project.

Reconvene as an event planning committee to celebrate your impact and report your service!

Success Measures			
Measure your project			
# of people served under 18		# of nonmembers volunteered	
# of people served 18+		Total direct service hours	
# of Lions volunteered		Total project planning/fundraising hours	
# of Leos volunteered			
Reflect on your project			
1. Were you able to provide vision education and screening services for adults in your community who may have vision problems?			
2. Did you connect adults with vision problems to comprehensive follow-up care and treatment by eye care professionals?			
3. What were your biggest successes?			
4. What were your biggest challenges?			
5. Would you do this event again?			
6. What would you change?			

