

## Thinking of setting up a screening?

### Here's some helpful hints!

#### 1. Sites/Groups/Events to consider performing a screening at-

- Local day care/head start/preschool programs
- Local health fair/County fair
- Contact your local Public Health Dept (ask for Vision Screening Coordinator). They may or may not have trained vision screeners and or refer you to other agencies that may benefit from the Lions Vision Screening service.
- Local Church's Sunday School Program
- Local YMCA or after school program

#### 2. Have a possible site/event to perform a screening at-

- Get approval from site/event coordinators
- Make sure there is an area to perform the screening with dim lighting and electrical outlets available
- Contact one of the Project KidSight Coordinators and make sure there is a camera available for the possible screening date
- Recruit helpers (Recommend 3 people- one on the camera, one helping with the consent forms and one to act as an escort to and from the screening area if needed.)

#### 3. Advertise your screening event-

- If it's a daycare, school or church program- send information and consent forms home a week or 2 ahead of time.
- Post flyers out in local areas (library, churches, grocery stores, etc.)
- Do some news releases to local newspapers, radio stations
- Have a face book page or website- post the event dates there

#### 4. Prepare for your screening-

- Pick up the camera, CHARGE THE BATTERY, check supplies
- Print up copies of the consent forms and a copy of the screening summary form to send back to a Project KidSight Coordinator. (All necessary forms are available on the SD10 website under current projects!)

#### 5. Day of Screening-

- Hang or post a Project KidSight Sign/Banner
- Set up a registration table- have screening information available to hand out, have consent forms, pens, etc. available. \*(Do not perform a screening on a child without a signed consent.)
- Set up the screening area- have a small chair available for the children and a rolling chair is helpful for the screener. Make sure to have an extension cord available JIC. Set up the printer near the screening area and make sure you have paper and possibly extra printer ink available. \*(Never perform a screening on a child alone. Always make sure there is a parent or teacher present with the person performing the screening.)
- Have referral letters/forms available for parents whose children are recommended to see a eye care professional.
- Complete the Screening Summary form and send to Project KidSight coordinator.