

TEAM CAPTAIN AND DRIVER RESPONSIBILITIES

PRESCHOOL SCREENING

CAPTAIN RESPONSIBILITIES

BEFORE THE SCREENING

1. Review the screening schedule sent out by the screening scheduler.
2. Two weeks prior to the screening date, contact your team members to see if they are available to screen on the scheduled date. The ideal number of screeners is 5, but in some cases, 4 will be adequate.
3. Verify that you have a van driver for the date.
4. If you need additional screeners, contact volunteers on the Additional Screeners list.
5. About 10 days prior to the screening, contact the Director of the preschool or the site manager to verify the type of facilities needed are available. These include a dark room for vision and quiet area for hearing screening. Electrical outlets are also needed.
6. Verify that they received the Forms (Parent Consent Form #2 and Child Information and Results Form #1) from Lion Dan Pomerleau. Be sure they copy both forms to be filled out by the parents PRIOR to the screening. Ask them not to staple the forms together.

DAY OF THE SCREENING

1. Arrive early to determine the best layout for the vision and hearing screening.
2. Communicate any needs to the site Director.
3. Assist screeners in setting up the equipment. This should occur 30 minutes before the screening is scheduled to begin.
4. Input referrals into the Data Report on the laptop. (See instructions for using the Laptop)
5. If this is not done at the screening, take the Consent forms home with you and complete it there.
6. Encourage screeners to place equipment back in proper containers so that the next team can easily locate items.
7. ***If equipment needs charging, please take home with you and let next team captain know how to get it from you once charged.***
8. Check the Facility for any equipment, extension cords, etc that may have been left behind.

FORMS TO COMPLETE

1. Complete the Screening Feedback and Report Form. Email to Val Flechtner (Club Service Chair) at Valerie.flechtner@gmail.com, and Pat Maguire patmaguirept@gmail.com (Club Administrator).
2. Email the Data Report to Dan Pomerleau dlpomerleau@verizon.net
3. Complete the First Sight Glasses data sheet (if appropriate) and send to Dan Pomerleau & Nizar Mamdani ngmamdani@gmail.com
4. Print the Data Report to be filed with the Consent Forms (Container in the van)
5. Collect the Consent Forms for all students.
6. Request the site Director to send the Child Information and Report Forms home to the Parents.
7. Provide additional information pages by stapling them to the Child Information and Report Form.

TEAM CAPTAIN AND DRIVER RESPONSIBILITIES

COMMUNITY SCREENING

BEFORE THE SCREENING

1. Review the screening schedule sent out by the screening scheduler
2. At least 2 weeks prior to the screening, contact your team members to see if they are available to screen on the scheduled date. The ideal number of screeners will vary with each screening depending on the location and which machines will be used. This can be discussed with the scheduler (Lion Ibelese at ibelise.rojas@gmail.com).
3. Verify that you have a van driver for the date.
4. If you need additional screeners, contact volunteers on the Additional Screeners list.
5. About 10 days prior to the screening, contact the site manager or Lion Ibelese to verify that the type of facilities needed are available. These include a dark room for vision and quiet area for hearing screening. A separate area for diabetes screening and consultation is ideal. Power outlets are also needed. The number of tables and chairs will vary depending on the site and equipment being used.

DAY OF THE SCREENING

1. Arrive early to determine the best layout for the vision, hearing and diabetes screening.
2. Communicate any needs to the site Director.
3. Assist screeners in setting up the equipment.
4. Collect the Yellow copies of the registration/consent forms.
5. Encourage screeners to place equipment back in proper containers so that the next team can easily locate items.
6. ***If equipment needs charging, please take home with you and let next team captain know how to get it from you once charged.***
7. Check the Facility for any equipment, extension cords, etc that may have been left behind.

FORMS TO COMPLETE

1. Complete the community screening data sheet and send it to Lion Dan Pomerleau dlpomerleau@verizon.net
2. Report the number of persons screened, number referred for follow-up, and number of volunteers (Lions and non-Lions) hours to Club Service Chair (Val Flechtner at Valerie.flechtner@gmail.com, for reporting in myLion.
8. Complete the First Sight Glasses data sheet and send to Dan Pomerleau dlpomerleau@verizon.net & Nizar Mamdani ngmamdani@gmail.com
3. Inform Club Administrator (Lion Pat patmaguirept@gmail.com) of any equipment or supply needs so that they can be taken care of prior to the next Community Screening.

4. If clients are to be referred to the Naples Lions Eye Clinic, email or deliver the referral registration forms to the Clinic. *Often they are too light for clear copies. Dropping them off may be a better choice.. Clinic address is 10322 Pennsylvania Ave, Bonita Springs, 34135. 239-498-3937.*

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COMMUNITY SCREENING

DRIVER RESPONSIBILITIES

1. Understand where the equipment is to be stored in the van. That will ensure easy set up and make it easier for the next screening team.
2. The Fire Dept has requested we let them know when we take and return the van. The number is (239) 348-7540.
3. If the van is low on gas, please fill it and send the receipt to the treasurer. The gas key is located in the center console area.
4. If you need to check the tire pressure, there is a gauge in the driver's side door. It takes 55# in front and 80# in rear. There is an emergency tire pump which plugs into the cigarette lighter in the front seat area. This equipment will also jump the battery.
5. The Fire Department has requested we back the vehicle (and your personal vehicle) into the parking space.
6. Do not park under the trees. It results in stains on the van wrap.
7. Fold the side view mirrors in when parked.
8. Be sure to lock the van whenever you are not with it.

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