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# PEARLE VISION™

## General Information on SIGHT PASS

**Requests are Received 2 ways** Vision requests can be sent directly to a Lion's club or sent through the Lions of Illinois Foundation. When sent directly to a club, a Lion will screen the individual needing assistance, using a "Social Service Screening Form". It is then up to the club to approve or deny a request. If a request is sent through the LIF, that request will be sent on to the appropriate club for review.

**Screening:** It is important to do a Social Service Screening prior to approval. A client may be able to fund their own glasses or at least pay a portion of the costs.

**Approved Requests:** When a vision request is approved, the club will need to complete a "Pearle Vision Sight Pass" form and a Pearle Vision clinic location will need to be selected. The club will then send the sight pass form along with the screening form and a check for the total amount of the glasses to:

***Lions of Illinois Foundation***

***2254 Oakland Dr.***

***Sycamore, IL 60178***

***Attn: Social Services***

**Eye Exam:** If a client has had a recent eye exam and would like to use the results, they need to let the clinic know when they call for an appointment.

**LIF Coordinators Responsibilities:** The Social Service Coordinator will be the liaison between the Lions clubs and the Pearle Vision Clinics. The Coordinator will send all the clients information to the appropriate Pearle Vision Clinic. The LIF Coordinator will notify the club, by e-mail, when the information has been successfully received by the clinic.

**Clubs Responsibilities:** When the club receives the e-mail from the LIF Coordinator, It is the clubs responsibility to notify their client and have them call for themselves and make an appointment at the appropriate Pearle Vision Clinic. It is important for the club to have their client call the Pearle Vision Clinic as soon as possible for an appointment.

**Warranty, Adjustments and Repairs:** For most glasses there is a 90-day warranty. If you are in need of an adjustment or a simple office repair, please call the Pearle Vision in which you received your glasses for further assistance.

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General Procedures for Sight Pass  
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