



# Retinal Standing Camera Fact Sheet

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## The Easy Paper Process:

Complete and return your HOST Request form. **ALL HOST SCREENING FORMS WILL NEED TO BE COMPLETED AND RETURNED TO LIF NO LATER THAN 3 WEEKS PRIOR TO YOUR SCREENING DATE. WE WILL CONSIDER A SCREENING CANCELLED IF WE DO NOT RECEIVE A HOST FORM WITHIN THE 3 WEEK PERIOD.**

- 1) The Lions club's contacts need to supply both work and home phone numbers as well as an e-mail so that they can be reached.
- 2) All requests can be e-mailed, faxed or mailed to Jyllann Torres Programs Assistant of the Lions of Illinois Foundation, PH: 815-756-5633 X231. **FAX: 815-756-7524** [jtortes@lifnd.org](mailto:jtortes@lifnd.org) When your screening date is scheduled by the LIF OFFICE, the Lion who is listed as "Lion in Charge of the Screening" will be notified via confirmation e-mail followed up by the informational packet which will be mailed to the Lion who is listed as "Lion in Charge of the Screening"
- 3) **If request is received later then final due date or you have not received a confirmation e-mail and or packet, please call Jyllann to confirm the screening date is available and to review your information.**

## Preparation:

- 1) **Location MUST be indoors**
- 2) The location should be in a room where the lights can be dimmed or completely off (light will affect the screening results)
- 3) A table and 3 or 4 chairs are needed for registration.
- 4) 3 volunteers are needed (**CAPABLE of lifting 50lbs.**) for set up and for tear down when the screening is over, at least 1 volunteer **needs** to be a Lion. Wear a vest, shirt and or hat to identify yourself as a Lion
- 5) Volunteers will need to be at the location 30 minutes-1 hour before the scheduled screening time.

## Electric Requirements:

- Equipment takes 110 volts (regular household hook-up).

## Publicity:

- 1) Publicize the screening in the local newspapers.
- 2) Place announcements in church bulletins.
- 3) Place posters in local businesses.
- 4) Place it on Facebook
- 5) Let your neighbors and friends know about the screening.

## Double Check:

- 1) Have you returned your Host request form and received confirmation?
- 2) Do you have access to the location and electric requirements?
- 3) Do you have enough volunteers? (at least 3)
- 4) Do you have a table and chairs ready for registration?

**NOTE: People taking the eye screening test will need to fill out their address completely and legibly on the form so results may be mailed to them. Please have your volunteers assist them if necessary.**

**Note: Please make sure you are allowing your unit technician to take a lunch break, if needed, and bathroom breaks.**