



Retinal Unit Fact Sheet

Here's How to Enjoy a Successful Screening –

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** jtorres@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 screening date is available and to review your information.**

Preparation:

- 1) Find a location with heavy pedestrian traffic.
- 2) The location should be easily accessible, keeping in mind the unit size and electric requirements.
- 3) A table and 3 or 4 chairs are needed for registration.
- 4) 3 Lion volunteers are needed 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 ½ hour before the scheduled screening time.

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 electric requirements?
- 3) Do you have enough volunteers? (at least 3)
- 4) Do you have a table and chairs ready for registration?

Electric Requirements:

- Equipment takes 110 volts (regular household hook-up). With 100 feet of extension cord.

Unit Dimensions:

- The unit is 10'x25' (16' x 25' with chair lift down).

Questions: Call **Lion Terry Knollenberg 309-202-3723** or **Lion Judy Tapper 309-335-1149**

- If needed, the Retinal Unit has a generator. Please keep in mind it is less costly to use a 110 volts plug.

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

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.