



Glendale Evening / Longhaven Lions Club Inc.

A 501 (c)(3) Corporation
P. O. Box 23966- Phoenix AZ,85063



NEW PROCEDURE FOR THE STUDENT EYEGLASS PROGRAM

January 2012

PLEASE FILE FOR FUTURE REFERENCE

Procedure for obtaining eyeglasses for needy schoolchildren. *PLEASE USE INK & PRINT CLEARLY*

1. Using the "Student Eyeglass Application" please fill out the nurse's/case workers provider portion of the form including the name of the student. ***Please make sure you enter the students date of birth,***
2. Send the application home with the student to have the the parents complete. It must be signed by a parent or guardian. When you receive form from back, check that it is legible and correctly filled out.. Address and phone number are important. Add any comments you feel important regarding the applicant.
3. FAX the completed form to (623) 266-1164 for processing.
4. The application will be examined and I will call you if is disapproved.. If approved I will FAX the approved application to the Vision Center. The Lions Vision Center will call to set an appointment for the child's appointment for the eye examination.. **Note: The days and times of operation.** (I have furnished a form to be sent to the parents.)
5. When the student arrives at the Lions Vision Center with the \$20.00 copay to the Arizona Lions Vision Center , (Must be cash or money order or casher's check,) The child's eyes will be examined and measured for new glasses. If an abnormal problem with the eyes is diagnosed the child will be referred to our specialist.
6. The frames for the new glasses will be selected at this time. The glasses are usually ready for pick up a week to 10 days after the examination, At the time of the examination the parents will be provided with a note instructing them to call the Vision Center about a week after the examination to see if the glasses are ready
7. When a student appears at the Lions Vision Center office to pick our their new glasses they will be fitted and adjusted by the professional staff.

Note: We furnish polycarbonate lenses. These lenses are almost unbreakable but they are softer than optical glass and should be cleaned with appropriate lens cleaning solution or detergent and a soft cloth. **(Do not use facial tissue or paper towels).**

Additional Application forms available at:

<http://www.g-e-l.org/forms/Eyeglass-Application-01-2010.pdf>

If you have questions, feel free to call Al at the Lions Club at 623-846-7402 or the Center 602) 954-1723.

Eyeglass Chairman: Allard Coir - Home 623-846-7402 - Cel. 623-341-0604 - acoir@cox.net