



# Texas Lions District 2-E2 Lions Organ & Eye Bank



## Club Vision Assistance Sponsorship Guidance

The sponsoring club's primary responsibility is to support applicants by providing the application, assisting in its completion, locating supporting documents, maintaining confidentiality of personal information, and serving as a liaison between the applicant and the Board. Each sponsorship is unique, but here is some helpful information:

1. **Verify Residency:** Ensure that the applicant lives in District 2-E2. If not, contact the Lions Eye & Organ Bank to find out if an entity in the applicant's district can assist them.
2. **Provide Application Forms:** The application and release forms should be provided to the applicant. They can be downloaded and printed from the [Lions Eye & Organ Bank website](#).
3. **Explain the Grant Process:** Inform the applicant that if the Lions Eye & Organ Bank approves a grant, the Board will write a check payable directly to the healthcare provider performing the procedure. The check will be delivered or mailed directly to that provider.
4. **Assist with Form Completion:** Help the applicant fill out the forms. Meeting in person is preferable, as it allows for better understanding and personal interaction. Remember, applicants with vision problems may need assistance reading the application.
5. **Maintain Confidentiality:** Respect the applicant's privacy and avoid publicly discussing medical information. If you are in a public setting, find a private room (such as a library conference room) to discuss the personal information in the application.
6. **Obtain Supporting Documentation:** Assist the applicant in obtaining and printing necessary documents such as pay stubs.
7. **Secure Cost Estimates:** Ensure the applicant gets a written estimate of their out-of-pocket costs from all medical providers involved in the procedure. Do not submit an estimate from the referring provider. Contact the Lions Eye & Organ Bank Vision Assistance chair if providers are uncooperative.
8. **Include All Costs:** The cost estimate should include all related expenses, such as eye drops, anesthesiologists, therapy, and other required items.
9. **Confidential Handling of Documents:** Keep the application and documents in a confidential, secure folder. Do not scan or email personal information (e.g., Social Security number, medical statements). Do not make copies, and ensure family and friends do not review the application. When the application is complete, contact the Vision Assistance chair to arrange the mailing or hand-delivery of the original documents for Board review.
10. **Liaison Role:** Serve as a liaison between the Board and the applicant during the review process and help answer any questions from the Board. Find a private place for phone conversations regarding the applicant's information.
11. **Follow-Up:** Explain the Board's decision to the applicant.
12. **Post-Approval Support:** The club must provide transportation to surgery or appropriate assistance during recovery if the applicant receives assistance.

By sponsoring a vision assistance applicant, your club plays a crucial role in transforming lives. Your dedication to guiding applicants through the process, maintaining their privacy, and ensuring they receive the necessary support underscores the Lions' commitment to service. Together, we can make a significant difference in the lives of those in need, helping them regain their vision and improve their quality of life. Thank you for your unwavering support and commitment to this vital cause.