

Lions Club District 2E2

Organ and Eye Bank Board

Club sponsorship for Vision Assistance

The sponsoring club's main responsibility is to support the applicants by providing them the application, assisting them in filling out the application, locating the supporting documents, maintaining confidentiality of their personal information, and serving as a liaison between the applicant and the Board. Each sponsorship is different, but here is some helpful information.

Make sure that the applicant lives in District 2-E2. If not, call the LOEB to find out if there is an entity in the applicant's district that can assist him or her.

Provide the application form and release to the applicant. Download and print from the LOEB website.

Be sure to explain the following: if LOEB approves a grant, the Board will write the check payable directly to the health care provider who is performing the procedure. Also, the check will be delivered or mailed directly to that provider.

Help the applicant fill out the forms. Meet in person if possible. This helps you get to know the applicant and it is more personal and helpful. Remember, the applicants have vision problems so they might not be able to see well enough to read the application.

Respect the applicant's PRIVACY and do not discuss medical information in public. If you are in public, find a private room (such as a public library conference room) in which to discuss the personal information in the application.

Help the applicant obtain the supporting documentation. Some people need help printing their pay stubs and other documents.

Be sure that the applicant obtains a written estimate of the applicant's out-of-pocket costs from all medical providers who will be doing the procedure. Do not submit an estimate from the referring provider. Sometimes providers are not very cooperative about giving estimates. If you have problems, call the LOEB Vision Assistance chair.

Lions Club District 2E2

Organ and Eye Bank Board

Club sponsorship for Vision Assistance, p. 2

In the estimate of costs, be sure to include all costs, such as eye drops, surgery, anesthesiologist, therapy, and anything else required.

Keep the application and documents in a CONFIDENTIAL folder and secure location. Do not scan or email any personal information (Social Security number, medical statements). Do not make a copy. Be careful and do not allow family and friends to review the application. When the application is completed, contact the Vision Assistance chair to make arrangements to mail or hand-deliver the original documents for the Board's review.

Serve as a liaison between the Board and the applicant during the review process and help answer any questions from the Board. Please find a private place to hold cell phone conversations regarding the applicant's information.

Follow up by explaining the Board's decision to the applicant.

If the applicant receives assistance, the club must assist the applicant with transportation to surgery, or assistance during recovery, if appropriate.