

Memorandum of Agreement between the Florence Lions Club and the Boone County Schools

This agreement is between the Florence Lions Club and Boone County Schools for the annual vision screenings for students in grades 2, 4, 6 & 8.

The Florence Lions Club agrees to:

1. Provide and maintain the Spot Camera vision screening equipment owned by the Florence Lions Club.
2. Schedule vision screenings at Boone County schools during school hours in August, September, and October for each school year or at another mutually agreed time.
3. Provide member volunteers to assist the school nurse for vision screening. All volunteers must provide identification when entering and leaving school campuses.
4. Assist school staff with uploading/downloading the vision screening rosters and results from the vision equipment and not to retain any vision results for further use.
5. Print vision screening results of those students who are "referrals" and give the printout to the school nurse.
6. Accept vision referrals from school staff by mailing or emailing "**The Florence Lions Club Student Eyesight Assistance Application**". If the student qualifies for financial assistance, The Florence Lions Club will arrange a provider. No money will be given to the student for services they arrange on their own.
7. Maintain confidentiality of all student personally identifiable health information shared before, during or after the vision screenings.

Boone County Schools Health Services agrees to:

1. Schedule vision screenings at Boone County schools during school hours in August, September, and October for each school year or at another mutually agreed time with the Lions Club Vision Screening Chairperson.
2. Inform guardians in advance of vision screenings, provide information as requested, and be responsible for excluding students from vision screenings as declined by guardians.
3. Provide a room with tables, chairs, electrical outlets, doors, and controlled lighting to allow for accurate vision screening results. The room needs to be big enough to allow several (5-20) students in at one time. At no time will the vision screener be alone with any one student.
4. Provide Lions Club volunteers on the day of screening with rosters of students to be screened either alphabetically or by class alphabetically with the student's grade and DOB. The rosters should be a minimum font size of 14 to allow reading in dim lighting. The rosters will be returned to school staff before leaving the building.
5. Troubleshoot and/or assist Lions club volunteers with any communication between staff and students.
6. Have ready for the Lions club volunteers a flash drive to import student rosters to cameras and export the vision results back to the flash drive. When the results are confirmed to be on the flash drive, all data (rosters and vision results) will be deleted from the Spot Cameras before leaving the building.
7. Provide school staff to coordinate the screening schedule and locate/guide students during the screenings. Provide printer paper as needed to print individual vision reports.
8. Provide The "**Florence Lions Club Student Eyesight Assistance Application**" to those students and guardians in need of financial assistance. When necessary, the school staff may fill out the form and sign the bottom portion.
9. Document and follow up on all vision referrals.

7/1/26 to 6/30/27

Vision Screening Chairperson