



# Lions Sight Foundation of Clark County

P.O. Box 1804  
Vancouver, WA 98668-1804



---

*Serving Clark County For More Than 50 Years*

---

## STANDING POLICIES, PROCEDURES AND RULES

PURPOSE: To provide care and service to the sight impaired of Clark County, to include, but not limited to the following:

1. Eye examinations
2. Eye glasses
3. Contact lenses, if medically necessary
4. Visual training aids (Low vision machines)
5. Ocular prosthesis
6. Laser treatments
7. White canes
8. Eye surgery

Note: For larger expenditures, matching funds should be requested from Northwest Lions Foundation Patient Care Program.

## DUTIES OF THE OFFICERS:

Chairman: The Chairman, in consultation with at least one other officer, shall have the power to authorize expenditures of money to aid individuals (emergency requests) within the purpose of the Foundation By-laws. Such expenditures shall not exceed three hundred dollars (\$300.00) without the approval of the all foundation officers or committee members.

Vice Chairman: The Vice Chairman shall perform the duties of the Chairman at the monthly meeting and all business functions of the office in absence of the Chairman.

Treasurer: Shall maintain complete and accurate files so that a comprehensive audit can be accomplished at any time, as directed by the officers of the foundation. Has authority to make payments and write checks according for approved expenditures. Shall maintain an adequate inventory of financial related items (such as checks, vendor address labels, envelopes and postage stamps).

Secretary: Shall record the monthly meeting minutes and distribute to the foundation members. Shall publish an annual Foundation roster, accomplish needed correspondence, maintain files and an adequate supply of forms and stationary.

Patient Care Coordinator: Shall have applications ready for monthly meeting of the foundation. Shall notify applicants when they are approved or denied, request matching funds from the Northwest Lions Foundation and maintain files of completed applications.

All Officers: All Officers shall be bonded in the sum of Seventy-Five Thousand dollars (\$75,000) with no deductible.

#### MEETINGS:

Monthly meetings will be held at 6:30 PM on the first Tuesday of each month at the Washington State School for the Blind.

#### FUNDING:

The primary source of funding for this foundation comes from the Lions Clubs of Clark County. Additional funds are received from bequests, memorials, private corporations and any other miscellaneous contributions. The foundation received \$25,113.50 from the estate of Freida Schnotzinger in December 1980. This was the seed money for an Endowment Fund held by the foundation. The Endowment Fund will be kept in a separate account and is invested for foundation purposes and only used in emergency situations with the approval of the foundation officers. The interest earned from the investments of the endowment will remain in the endowment account for reinvestment purposes.

#### APPLICATIONS:

Criteria: For evaluating an application, the primary criteria is a demonstrated lack of financial resources and the applicants' inability to receive aid from any other source (insurance, state welfare, etc.). They must be a resident of Clark County for at least one year unless the Foundation officers and members votes otherwise. The applicant is considered a resident of Clark County if they are a citizen of the United States or have a



permanent resident card (Green card). It is not feasible to set specific criteria that applicants must meet, as there are too many extenuating circumstances. However, each of the following should be used in the review process.

1. Is the application complete and signed by the applicant?
2. Does the applicant have a unique or extraordinary medical/vision issues?
3. Determine the extent of financial resources, based on total monthly income to expenses.
4. Determine extent of major accumulated assets, including liquid assets, real property and investments.
5. Number of people dependent on the income cited and/or reflected in the expenses indicated on the application.
6. Is there noteworthy extenuating circumstances.

Process:


1. Application forms shall be made available throughout Clark County, such as the offices of school nurses, optometrists, ophthalmologists and local social service agencies.
2. The patient or parent completes the application and forwards it to the foundation.
3. The foundation members, at its next monthly meeting will review the applications. The foundation members will divide into groups of two or more to review batches of applications. Then one of the following actions will be taken on each application:
  - A. Returned to Applicant for more information.
  - B. Disapprove the request- applicant will be notified.
  - C. Approve application.
4. Upon approval, a "voucher for service" is completed. One copy is mailed to the applicant, one is mailed to the eye doctor/eye clinic and one copy is retained by the Treasurer of the foundation.


5. When the Applicant receives their voucher, they make an appointment with the eye clinic specified. Vouchers are valid for 90 days only.
6. The doctor or eye clinic bills the foundation for services rendered based on the fee schedule below.
7. The foundation periodically reviews the fee schedule with the clinics and providers.

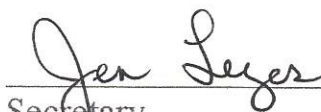
FEE SCHEDULE:

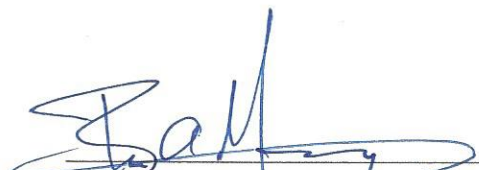
Exam	\$50.00
Frames	\$40.00
Photo Gray	\$25.00
Single Vision Lenses	\$50.00
Bi-focal Lenses	\$75.00
Tri-focal Lenses	\$100.00
Impact Resistant (Poly-Carbonate)	\$25.00
Photo Chromatic (Transitions)	\$50.00


These Standing Policies, Procedures and rules are revised, signed and dated this July 1, 2017

  
Foundation Chairman  
Steve Seymour

  
Vice Chairman  
Bill Lundin

  
Secretary  
Jen Leger

  
Treasurer  
Bruce Manning

  
Patient Care Coordinator  
Ralph Harding