

# Lions Club Eye Glasses Referral Directions

## I. SD Lions Foundation Liaison: Jody Marrow – Dell Rapids Lions Club

## II. Referrals are sent to Jody Marrow – Liaison for Eye Glasses Referral:

- A. Liaison will send a Dell Rapids Lions Club eye glasses request form to the person requesting monetary assistance to help pay on the glasses.
- B. Person seeking monetary assistance fills out the application and returns it to our Liaison.

## III. Board Vote:

- A. The Liaison brings the application request for monetary assistance for eye glasses to the Dell Rapids Lions Club board members.
- B. Dell Rapids Lions Club board members will vote on whether to grant the request and also on how much money to give the requestor (this is capped at \$200).

## IV. Voucher:

- A. If board approves the request, then Liaison fills out a voucher (for the approved amount) and sends the voucher to the person requesting the eye glasses monetary assistance.
- B. The requestor will take that voucher and give it to the eye doctor when they go to get their glasses.
- C. Eye doctor will then bill the Dell Rapids Lions Club for the amount on the voucher.
- D. Dell Rapids Lions Club Treasurer will pay the eye doctor for the amount on the voucher.

## V. Denial:

- A. If the Dell Rapids Lions Club board denies the request for assistance, the Liaison would contact the requestor. They would explain the denial or ask for additional information.
- B. If additional information was needed and given, then the request goes back to the board for a vote again.