

**Lions Club/ISBVI Procedures for Purchasing Equipment or Providing Services  
for Students in Their Local School Districts**

If a Lions Club is contacted by a family with a child who is visually impaired in need of equipment or services:

- they will ask the family to contact a representative from the child's home school about the needs of the student.
- after this contact, the Lions Club representative will contact the family and note progress made by the local school corporation.
- in conjunction with the local school representative, the Lions may contact the Director of Outreach and Related Services at ISBVI to determine if ISBVI has the equipment to loan or can provide the services.

If ISBVI has the equipment to loan or services to provide:

- the Director of Outreach will contact the local school representative and make arrangements for the loan of the equipment or services to be provided.

If ISBVI does not have the equipment to loan or cannot provide the services:

- the Director will contact the Indiana Lions for the Indiana School for the Blind and Visually Impaired Project and/or the student's local Lions Club representative to make arrangements (subject to the Club's &/or Project's approval) to order the equipment and/or provide the services.
- the Lions Club or Project will reimburse ISBVI for the equipment/services.

If and/or when the student no longer needs the equipment:

- it is to be returned to ISBVI to be loaned to another student when needed.

Contacts

Indiana Lions for the ISBVI, Inc.

David L. Bates, Chairperson  
4769 N Brooke Dr.  
Marion, IN 46952  
(765) 662-9204  
dbates@comteck.com

Indiana School for the Blind &  
Visually Impaired  
Toni Hughes, Outreach Director  
7735 N College Ave.  
Indianapolis, IN 46240-2504  
(317) 253-1481 ext. 221  
[thughes@isbvik12.org](mailto:thughes@isbvik12.org)