Request for Eyeglasses

Name of organization: _________________________________________________________________

Address: __________________________________________________________________________

Phone number: ____________________ Email: __________________________________________

Affiliation: _________________________________________________________________________

Point of contact: _____________________ Point of contact’s phone number: ________________

Number of eyeglasses requested: __________________ Date required: ______________________

Location/Country of mission: ___________________________________________________________

Mission dates: _________________________

Names of optometric professionals accompanying the mission: _____________________________
___________________________________________________________________________________
___________________________________________________________________________________

Describe your program. Who will receive eyeglasses? How will eyeglasses be dispensed? If Lions
clubs are involved, what clubs are participating?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

NWLERC Form #3A
Revised 11/10
Agreement

In exchange for the eyeglasses requested from Northwest Lions Eyeglass Recycling Center (NWLERC), we agree to the following terms and conditions:

- To assure that the eyeglasses are provided free-of-charge to needy people.
- To pick up the eyeglasses at NWLERC (or its designated storage facility) or to pay for shipping.
- To arrange for any necessary customs clearances.
- To provide a report within 14 days of the completion of the mission, with the number of people served and the number fitted with eyeglasses.
- To provide photographs (preferably digital) of the mission and to allow NWLERC to use the photographs in any manner determined to be appropriate by the Executive Committee of NWLERC.
- To acknowledge NWLERC’s donation of the eyeglasses in the organization’s public relations and reports to other agencies or organizations.
- To ensure, to the maximum extent possible, that final recipients of the eyeglasses are aware their eyeglasses were collected and processed by volunteer members of Lions Clubs International and Lions Clubs of the Northwest.

_________________________________________________________
Name and Title

_________________________________________________________
Name of Organization