



**A Guide for
Starting and Operating a
Lions Eyeglass Recycling Center
(LERC)**

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Purpose of This Guide

The purpose of this guide is to provide Lions with practical information for starting and operating an official Lions Eyeglass Recycling Center (LERC). Lions who are new to eyeglass recycling as well as those who are familiar with the process will find this guide useful in the development and establishment of a successful recycling center.

Representatives from the LERCs provided input into the development of this guide. *A Guide for Starting and Operating a Lions Eyeglass Recycling Center (LERC)* explains all procedures and includes all necessary forms for the creation of a licensed LERC.

Why Recycle Eyeglasses?

Recycling used eyeglasses provides an opportunity to help people who need vision correction. People who live in developing countries often lack access to eye care services. In some countries, the cost of an eye exam and a pair of eyeglasses equals a month's wages.

According to the World Health Organization (WHO), an estimated 44% of men, women, and children in developing countries - need but do not have - eyeglasses. Without corrected vision, adults have difficulty maintaining employment and students have difficulty learning.

Consumers who live in developed countries often own multiple pairs of eyeglasses. As eyewear fashions change, the consumers purchase new eyeglasses. Their old – yet usable – eyeglasses are ideal for recycling to needy people in developing countries.

Lions and Eyeglass Recycling

For more than 70 years, Lions clubs have collected, cleaned, prepared, classified by prescription, and distributed used eyeglasses to needy adults and children in developing countries. This service has been, and continues to be, provided free-of-charge. Some LERCs collect and distribute sunglasses, non-prescription “reading glasses,” and hearing aids (see Appendix I).

In 1988, the Association entered into an eyeglass recycling partnership with LensCrafters, a US-based chain of retail optical stores. Most LensCrafters stores feature a LensCrafters/Lions Gift of Sight eyeglass collection box.

LensCrafters stores donate their collected used eyeglasses to Lions or LensCrafters eyeglass recycling centers. Many LensCrafters employees volunteer to process used eyeglasses and to distribute eyeglasses on “optical missions.”

May is Lions Recycle for Sight month. During May, Lions clubs are encouraged to collect used eyeglasses.

US schools can request the free *Share Your Vision* program. The program includes the 10-minute video, *New Glasses, New Life* (PR 28-V). The video explains the Lions Recycle for Sight program. The video is available for purchase by Lions (see Resources section, page 12). The accompanying teacher's guide explains how Lions collect, process, and distribute eyeglasses.

US and Canadian Lions and LensCrafters stores participate in Sight Night, an annual door-to-door eyeglass collection campaign which coincides with the October 31 Halloween holiday.

In 1991, Lions in Indiana and California organized the first two LERC pilot locations. Three years later, the Lions International Board of Directors approved eyeglass recycling as an official Lions program. Additional LERCs and smaller “satellite” locations continue to recycle eyeglasses.

In 2002-03, LERCs collected, prepared, and classified over 6.5 million pairs of used eyeglasses which were distributed to poor people in developing countries. Laws in some developed countries prohibit the distribution of used eyeglasses.

13 Registered LERCs

As of June 2004, there were 13 registered LERCs in seven countries. Appendix B is a list of the Centers and their contact information. Lions districts that are interested in starting a new LERC can seek advice from current Centers. The creation of additional LERCs will help Lions provide more used eyeglasses to needy people.

Starting a New LERC

The reasons and benefits of becoming a licensed LERC include:

- increased processing accuracy – through the establishment of eyeglass recycling procedures
- increased productivity - when volunteers receive specific guidelines
- improved distribution – through the uniform cataloging of eyeglasses
- increased number of eyeglass recipients – with the establishment of LERC standards.

New Lions Eyeglass Recycling Centers should follow these requirements:

- be sponsored by a Lions club, district, or multiple district – either singly or jointly
- be familiar with Lions Board Policy concerning the Lions Clubs International Eyeglass Recycling Program (see Appendix A)
- submit a *Lions Eyeglass Recycling Center Application* to the Program Development Department at International Headquarters (see Appendix C)
- obtain permission from the Legal Department at Lions International Headquarters for official use of the Lions name and logo (see Appendix D)
- acquire (either rent or purchase) a facility large enough to process and store donated eyeglasses. It is recommended that LERCs have a minimum five-year property lease.
- purchase insurance for the LERC building and its operations. Such insurance shall be in addition to the general liability coverage provided by the association.
- establish a source of funding
- arrange for a continuous supply of used eyeglasses
- organize a corps of volunteers, staff members, and LERC leaders
- submit quarterly reports to International Headquarters. The report requests the number of eyeglasses collected and the number of eyeglasses distributed during optical missions (see Appendix H).

Financial Support

Consistent, financial support is important when operating a LERC. Obtaining a building for recycling eyeglasses is often the largest financial obligation facing a LERC.

When evaluating potential LERC locations, consider requesting the use of an existing facility such as a school, township building, or other institution. Next, ask local groups or individuals for use of a donated facility.

To obtain optical equipment and office furniture, contact local corporations for donations. To keep operating costs low, utilize volunteer staff wherever possible. To obtain LERC operating funds, consider the following methods:

- fundraising events
- matching grants from LCIF
- donations from Lions districts and/or state foundations
- donations from the community
- the formation of a foundation and the creation of memberships
- private or public grants
- endowments funded by donations from individual Lions and local clubs
- bequests from charitable trusts, gifts, and life insurance

Equipment / Supplies Needed

LERCs need basic operating equipment. The list below features the minimum equipment/supplies needed for receiving, processing, and distributing used eyeglasses.

For receiving eyeglasses

- an open area for storage boxes or other used eyeglass containers

For processing eyeglasses

- chairs and long tables for sorting and processing eyeglasses
- running water for washing eyeglasses
- a lensometer for neutralizing or grading eyeglasses
- small plastic bags for storing clean, graded eyeglasses

For distributing processed eyeglasses

- shelves for storing processed eyeglasses
- packing supplies including shipping cartons, tape, labels, and packaging materials
- instructions for international shipment
- customs and invoice forms

Basic LERC equipment

- a computer (for maintaining inventory records and communicating via e-mail)
- a telephone
- a fax machine
- stationery and office supplies

LERC Volunteers

Each LERC should have a coordinator who is familiar with the eyeglass recycling process. The coordinator is responsible for:

- recruiting, training, and scheduling volunteers
- tracking inventory
- overseeing the processing and transporting of eyeglasses
- submitting quarterly reports to International Headquarters

The LERC coordinator and other LERC leaders instruct volunteers about the eyeglass recycling process. All LERC workers should understand basic optical terms.

Eyeglass recycling volunteers can include:

- Lions, Lioness, and Leo club members
- members of senior citizen groups, college fraternities or sororities, and youth groups
- students including Lions-Quest students and optometry students
- members of partner organizations such as the American Optometric Association (AOA), the Canadian Optometric Association (CAO), and Goodwill Industries International
- inmates from local prisons

To keep volunteers interested in eyeglass recycling, Lions can:

- invite them to participate (when appropriate) in optical missions
- share news of optical missions
- reward volunteers with a “thank-you” party

Collecting and Processing Eyeglasses

Lions start by collecting “raw” used eyeglasses. The “processing” of used eyeglasses includes: cleaning, grading, categorizing by prescription, and packaging.

Upon request, eyeglasses are shipped to other countries and distributed to persons in need.

The Collection Process

Eyeglasses that are collected by clubs are often combined with district or multiple district collections. Combined collections are often donated to the nearest LERC.

To begin the process, clubs usually appoint a Lions Eyeglass Collection Coordinator. Clubs may also work with the District Sight Chairman to organize collection efforts.

The Lions Eyeglass Collection Box

Lions eyeglass collection boxes are available through the Lions Club Supplies Catalog (item # G-1174-DS). In addition, clubs can design custom collection boxes. Some clubs have refurbished mailboxes for use as eyeglass collection boxes.

All boxes should be attractive and should feature the Lions logo. Special eyeglass collection box decals are available for purchase through the Lions Club Supplies Catalog.

Lions can place the recycling boxes (after obtaining permission) in:

- vision care offices and clinics
- libraries
- funeral homes
- pharmacies
- shopping malls
- commuter stations
- banks
- post offices
- shops
- places of worship
- schools
- other public places.

On a regular basis, a Lion should collect the deposited eyeglasses.

Lions can collect unclaimed eyeglasses from “lost and found” departments of local stores, restaurants, hotels, train stations, airports, and other public places.

Lions should issue press releases about eyeglass recycling. The press release should include the location(s) of the Lions eyeglass collection box(es).

Lions should send collected eyeglasses to the nearest LERC.

Begin by Pre-Sorting

LERCS will keep eyeglasses . . .

- in good condition;
- sunglasses in good condition;
- reading, single vision, and bifocal lenses.

LERCS will dispose of eyeglasses . . .

- with broken frames and loose lenses;
- with scratches on the lenses in the line of vision;
- that are trifocals or have progressive lenses.

When standard metal frame eyeglasses are damaged beyond repair, remove the lenses and recycle the frames.

Cleaning Procedures

- Wash the eyeglasses with a disinfecting solution, a warm water rinse, and a vinegar/water rinse. An ultrasonic machine can be used to clean eyeglasses.
- Allow the clean eyeglasses to “air-dry” on a towel-covered table.
- Buff the eyeglasses with a soft, cotton cloth.

The Sorting Process

After the eyeglasses have been cleaned, they should be sorted and inspected again for scratched or cracked lenses.

Neutralizing (or Grading) Eyeglasses

A lensometer determines the prescription of the eyeglasses. This process is known as eyeglass neutralizing or grading.

Usually, two volunteers perform the neutralizing process, one operates the lensometer and reports the prescription; the other records the prescription on a label affixed to a plastic bag.

Record the prescription (strength) of each lens.

- Indicate the right then the left lens prescription.
- Use a “zip-lock”-type plastic bag, about 4” x 7” (9.16 x 17.78 cm) with a label area to record the lens prescription and classification (see below). Indicate the information in black ink.
- Identify clear lenses (those without correction) with the letters “pl” for the word, “plano”

In English-speaking countries, eyeglasses should be marked with the following classifications. Recycling centers located in non-English speaking countries may use different classifications.

- LS – ladies’ eyeglasses; single vision lenses
- MS – men’s eyeglasses; single vision lenses
- LB – ladies’ eyeglasses; bifocal vision lenses
- MB – men’s eyeglasses; bifocal vision lenses
- CS – child’s eyeglasses; single vision lenses

Appendices E and F include examples and instructions on the recording of single and bifocal vision lenses.

Discard lenses from eyeglasses that have vastly different lens prescriptions. It is unlikely that someone will need the identical prescription. In such instances, remove the lenses and recycle the frames.

Cataloging and Storing

Neutralized (or graded) eyeglasses are stored in 20” x 4” x 6” (50.8 x 10.16 x 15.24 cm) boxes. The long, slender boxes accommodate 50 pairs of eyeglasses. The boxes are convenient for storing, shipping, and distributing eyeglasses.

Recycled eyeglass boxes should be labeled with the following information:

- the type of glasses, e.g., men’s, women’s, or children’s
- single or bifocal lenses
- the range of prescription (see the *Lions Recycled Eyeglass Request Form*, in Appendix G, which includes a guide for determining similar ranges of prescriptions)

Include Lions identification and/or a logo on the plastic eyeglass bags, storage boxes, and shipping boxes. This identifies and publicizes the LERC program.

Optical Missions

Optical missions distribute used eyeglasses to needy persons in developing countries.

Lions, healthcare workers, and service-minded volunteers including VOSH, (Voluntary Optometric Services to Humanity), and religious organizations organize optical missions.

Most optical missions include a coordinator or team leader. Optical mission teams include volunteer eye doctors, opticians, and volunteers.

LERCs provide eyeglasses free-of-charge for optical missions. Groups requesting used eyeglasses for an optical mission agree to:

- provide instructions for transporting eyeglasses
- furnish the mission team leader’s name and contact information
- finance shipping costs
- arrange customs inspections
- publicize Lions’ involvement in the mission
- complete the LERC Quarterly Report (see Appendix H). The report requests the number of people examined and fitted with eyeglasses during the optical mission.
- distribute the eyeglasses for free.

In addition to optical missions, permanent Lions recycled eyeglass distribution clinics exist in the Democratic Republic of the Congo, Guyana, Mexico, Peru, and Sri Lanka.

Patient Care

During a typical optical mission, patients receive:

- a brief eye examination by an optometrist
- an exterior examination, for conditions such as cataracts
- treatment of minor external conditions, such as conjunctivitis
- the determination of the need for eyeglasses
- a pair of free eyeglasses, and sunglasses, if available

Optical mission organizers create medical records for patients. Lions and eye care professionals should attempt to arrange further optical treatment for persons with eye diseases.

Lions in the Country of the Optical Mission

Whenever possible, Lions in the receiving country should help the optical mission by:

- publicizing the optical mission
- assisting with entrance and exit customs requirements for personnel, medical equipment, and eyeglasses
- providing a safe location for the optical mission
- arranging for in-country transportation of the optical mission team
- providing food and arranging lodging for the optical mission team
- identifying optical patients to be served by the mission
- providing translation services (if necessary)
- arranging for optical patients to be transported to and from the optical mission location
- coordinating the orderly assembly of optical patients

Suggestions from LERCs

- **Maintain good communications** with the local LERC and the Program Development Department at International Headquarters.
- **Work with satellite LERCs** to enlarge the recycling operation.
- **Contact local airlines**, bus, railway, shipping companies, and corporations for free or reduced cost transportation of used eyeglasses.
- **Ask the Lions in the country of the optical mission** to oversee good stewardship of resources. Local Lions can contact eye care professionals for free or low-cost assistance during the optical mission. Local healthcare professionals can provide continued medical services for optical mission patients.
- **Maintain accurate records.** LERC records should include the following: the number and type of eyeglasses collected and stored; the name of mission groups requesting eyeglasses; the Lions involved in the distribution process (either mission teams or Lions in the receiving country); and a final report on the number of people served during the optical mission.

LERCs should require an accounting of all eyeglasses distributed during optical missions before providing supplies for subsequent optical missions.

- **Consider establishing a permanent LERC distribution clinic.** This may be more cost-effective than arranging annual optical missions. Lions in the receiving country should initiate the request for a permanent clinic.
- **Become knowledgeable about LCIF grants.** LCIF international assistance grants fund partnership projects between Lions clubs in (at least) two countries. Grants are available for US\$5,000 to US\$30,000 on a

matching basis for small-scale development projects such as optical missions.

LCIF standard grants provide matching funds up to US\$75,000 for large-scale projects that address important humanitarian needs such as establishing permanent eyeglass recycling clinics.

Resources

For information about Lions and eyeglass recycling, log onto the Lions Web site at: **www.lionsclubs.org**

Or, contact:

Program Development Department
Lions Clubs International
300 W. 22nd Street
Oak Brook, Illinois 60523-8842
USA

Telephone: 630-571-5466 extension 318
Fax: 630-571-1692
E-mail: executiveservices@lionsclubs.org

For information about the Lions Recycle for Sight program, contact:

Public Relations Department
Lions Clubs International
300 W. 22nd Street
Oak Brook, Illinois 60523-8842
USA

Telephone: 630-571-5466 extension 372
Fax: 630-571-1685
E-mail: rfs@lionsclubs.org

For information about LCIF grants, contact:

Lions Clubs International Foundation (LCIF)
300 W. 22nd Street
Oak Brook, Illinois 60523-8842
USA

Telephone: 630-571-5466, extensions 292 or 580
Fax: 630-571-5735
E-mail: lcif@lionsclubs.org

Lions can order a video about recycling eyeglasses:

New Glasses, New Life video (PR 28-V) – available in English only
US\$19.95 each plus applicable shipping and taxes.

Lions Club Supplies
Lions Clubs International
300 W. 22nd Street
Oak Brook, Illinois 60523-8842
USA
Telephone: 630-571-5466 extension 253
Fax: 630-571-0964
E-mail: clubsupplies@lionsclubs.org

Additional resources

- American Optometric Association (AOA): www.aoanet.org
- Canadian Optometric Association (CAO): www.opto.ca/
- Goodwill Industries International: www.goodwill.org
- LensCrafters: www.lenscrafters.com
- Voluntary Optometric Services to Humanity (VOSH): www.vosh.org

Appendix A

Board Policy: Lions Clubs International Eyeglass Recycling Program

3. THE LIONS CLUBS INTERNATIONAL EYEGLASS RECYCLING PROGRAM

a. PROGRAM DESCRIPTION

The Lions Clubs International Eyeglass Recycling Program shall be implemented solely in accordance with policy established from time to time by the board of directors of Lions Clubs International.

b. PROGRAM OBJECTIVES:

- (1) To establish an international eyeglass recycling program to promote the processing, cataloging, and dispensing of donated eyeglasses.
- (2) To help conserve sight by providing graded useable eyeglasses where needed in the world through the association's infrastructure and other channels.
- (3) To maintain records of eyeglasses processed and distributed through Lions Eyeglass Recycling Centers.
- (4) To promote communications among the Lions Eyeglass Recycling Centers.
- (5) To closely identify Lions with eyeglass recycling.
- (6) To facilitate the international expansion of the Lions Clubs International Eyeglass Recycling Program.

c. NAME AND EMBLEM

- (1) The official name of the program shall be the Lions Clubs International Eyeglass Recycling Program and all Lions sponsored eyeglass recycling centers shall be known as Lions Eyeglass Recycling Centers.
- (2) The Lions name and emblem are registered trademarks of the association and are the sole property of Lions Clubs International. All ownership rights in the Lions name and emblem, and all obligation with respect to protection and preservation thereof, shall rest in, and is retained by, Lions Clubs International.
- (3) The term "Lions" shall be incorporated into all names referring to a Lions Eyeglass Recycling Center. Furthermore, the Lions name and emblem, where appropriate, shall be displayed prominently on the premises, official stationery, eyeglass packaging, publications, and promotions of all Lions Eyeglass Recycling Centers.

d. CONTROL AND OPERATION

- (1) Lions Eyeglass Recycling Centers shall submit regular reports to Lions Clubs International on quantities of (a) eyeglasses collected; (b) eyeglasses distributed; (c) number of people served during a mission; (d) number of people fitted with eyeglasses.
- (2) Eyeglasses shall be distributed in strict accordance with local or national health regulations.
- (3) Priority in supplying eyeglasses shall be given to Lions projects.

- (4) Eyeglasses supplied to other humanitarian organizations shall be provided with the stipulation that such eyeglasses be distributed free of charge, and that within two weeks of the completion of the mission, the organization shall report to the providing center the number of people: (a) served during the missions; (b) fitted with eyeglasses.

e. SPONSORSHIP

- (1) Lions clubs, districts and multiple districts, singly or jointly, may sponsor Lions Eyeglass Recycling Centers.
- (2) In areas where there is no Lions Eyeglass Recycling Center in operation, Lions are encouraged to support centers in other areas.

f. INSURANCE COVERAGE

Each Lions Eyeglass Recycling Center shall carry insurance coverage as is appropriate to its operations. Such insurance shall be in addition to the general liability coverage provided by the association.

g. PROMOTION AND PUBLIC AWARENESS

- (1) Lions Clubs International shall promote the concept and expansion of eyeglass recycling.
- (2) Lions Eyeglass Recycling Centers shall be encouraged to create public awareness of Lions involvement in eyeglass recycling and to submit newsworthy information to Lions Clubs International for use in promoting the program.
- (3) Lions Eyeglass Recycling Centers shall be encouraged to share information with Lions interested in becoming involved in eyeglass recycling.
- (4) World Sight Day — An annual event called Lions World Sight Day shall be held annually on the second Thursday in October to focus attention on the association's sight-related activities. Suggested activities shall be provided to all clubs, and their participation encouraged.

Appendix B

Lions Eyeglass Recycling Centers (LERCs)

Canadian Lions Eyeglass Recycling Center, established in 2003, accepts recycled eyeglasses (frames and lenses), frames (new and old), and sunglasses (prescription and non-prescription).

Canadian Lions Eyeglass Recycling Center
Contact: Past District Governor Bernie Gribben
11808 - 85 Street, NW
Calgary, Alberta
Canada T3R 1J3
Telephone: 403-662-3660
Fax: 403-297-4577
web site: www.clerc.ca
e-mail: clerc@shaw.ca

Centro De Reciclaje De Gafas Melvin Jones (Spain), established in 1998; accepts recycled eyeglasses (frames and lenses), frames (new and used), and sunglasses (prescription and non-prescription).

Centro Reciclaje de Gafas Melvin Jones
Contact: Lion Luis Bacaria Murgadas
Avenida de Cataluna 22 E 1º1a
43002 Tarragona
Spain
fax: 011 34 977 22 65 93
email: lionbacaria@admbacaria.com

Centro Italiano Lions per la Raccolta Degli Occhiali Usati, (Italy), established in 2004; accepts recycled eyeglasses (frames and lenses), frames (new and old), and sunglasses (prescription and non-prescription).

Centro Italiano Lions per la Raccolta Degli Occhiali Usati
Contact: Enrico Baitone
Strada Cerro, 1
10020 Casalborgone
Italy
telephone: +39.329.1.329.370
fax: +39.011.619.95.62
web site: www.raccoltaocchiali.org
e-mail: lions@raccoltaocchiali.org

Indiana (USA) Lions Eyeglass Recycling Center, established in 1991; accepts recycled eyeglasses (frames and lenses), frames (new and old), uncut lenses, sunglasses (prescription and non-prescription), eyeglass cases, safety glasses, and hearing aids.

Indiana Lions Eyeglass Recycling Center
Lion John Clester
333 Lake Street
Upland, IN 46989
USA
telephone: 765 744-9182
fax: 877 420-6953
e-mail: Ajlions2@aol.com

The Lions Eyeglass Recycling Centre (Queensland) Australia, Inc., established in 1991; accepts recycled eyeglasses (frames and lenses), and sunglasses (prescription and non-prescription).

The Lions Eyeglass Recycling Centre (Queensland) Australia, Inc
The Lions Centre
Contact: Past District Governor Kenneth Leonard
Lamington Drive
Redcliffe Queensland 4020
Australia
telephone/fax: 011 61 7 32930993
e-mail: kgleonard@bigpond.net.au

Lions in Sight Foundation of California and Nevada (USA), established in 1991; accepts recycled eyeglasses (frames and lenses), frames (new and old), and sunglasses (prescription and non-prescription).

Lions In Sight Foundation of California and Nevada
Contact: Lion Dr. Bill Iannaccone, PID; Lion Leila Chow, O.D.
1404 Lemon Street
Vallejo, California 94590
USA
telephone: 925-708-4833
fax: 925-932-8484
Web site: www.LionsInSight.org
e-mail: DrBill@LionsInSight.org; llchow@LionsInSight.org

Lions Operation BrightSight (South Africa), established in 1978; accepts recycled eyeglasses (frames and lenses), frames (new and used), and uncut lenses.

Lions Operation BrightSight
Contact: Lion Rhona Ruben
6 Regent Street
Yeoville
Johannesburg 2198
Republic of South Africa
telephone: 011 27 11 487-1944
fax: 011 27 11 487-1955
e-mail: brightsight@worldonline.co.za

MEDICO – Lions Clubs de France, established in 1983; accepts recycled eyeglasses (frames and lenses), frames (new and used), uncut lenses, non-prescription sunglasses, and hearing aids.

Medico Lions Clubs de France
Contact: Lion Henri Vallée
29 Bis Rue Franklin
76600 Le Havre
France
telephone: 011 33 2 35 41 38 55
fax: 011 33 2 35 42 18 11
e-mail: medico-lions@wanadoo.fr

New Jersey (USA) Lions Eyeglass Recycling Center, established in 1998; accepts recycled eyeglasses (frames and lenses), new frames, non-prescription sunglasses, safety glasses, and hearing aids.

New Jersey Lions Eyeglass Recycling Center, Inc.
c/o Katzenbach School for the Deaf
Contact: Lion George Johnson
320 Sullivan Way
West Trenton, NJ 08628
USA
telephone:
fax: 609 882-5677

Northwest Lions Eyeglass Recycling Center (USA), established in 2004; accepts recycled eyeglasses (frames and lenses), frames (new and old), uncut lenses, sunglasses (prescription and non-prescription), safety glasses, and hearing aids.

Northwest Lions Eyeglass Recycling Center
Contact: PZC Robert H. Pinson, O.D.
4715 Lacey Blvd.
Lacey, WA 98503
USA
telephone: 360-923-2075
fax: 360-923-9098
e-mail: rrpinson@att.net

Texas (USA) Lions Eyeglass Recycling Center, established in 1992; accepts recycled eyeglasses (frames and lenses), frames (new and old), uncut lenses, sunglasses (prescription and non-prescription), eyeglass cases, safety glasses, and hearing aids.

Texas Lions Eyeglass Recycling Center
Contact: Past District Governor Ike Fitzgerald
200 Plaza Street
Midland, TX 79701
USA
telephone: 432-683-3611
fax: 432-684-7674
e-mail: tlerc@attglobal.net

List continued on next page

Virginia (USA) Lions Eyeglass Recycling Center, established in 1992; accepts recycled eyeglasses (frames and lenses), recycled frames, and prescription sunglasses.

Virginia Lions Eyeglass Recycling Center
Contact: Lion Merle Hash
501 Elm Avenue, SW, PO Box 1772
Roanoke, VA 24008
USA
telephone: 540 345-8823
fax: 540 982-8195
e-mail: roaleri@aol.com
Web site: www.valions.org/recycle/roanoke.html

Satellite office:
Lions Eyeglass Recycling Center of Northern Virginia, USA
Contact: Charles Mandelbaum
telephone: 703 241-7004
fax: 703 241-7019
e-mail: c.mandelbaum@cox.net

Wisconsin (USA) Lions Foundation Eyeglass Recycling Center, established in 1992; accepts recycled eyeglasses (frames and lenses), frames (new and used), uncut lenses, sunglasses (prescription and non-prescription), and recycled hearing aids.

Wisconsin Lions Foundation Eyeglass Recycling Center
Contact: Past District Governor Sharon Cherek
3834 County Road A
Rosholt, WI 54473-9355
USA
telephone: 715 677-4969
toll-free for Wisconsin residents only: 877 463-6953
fax: 715 677-4527
e-mail: scherek@wlf.info

Appendix C

Lions Eyeglass Recycling Center Application

Congratulations on your work in collecting, processing, and distributing used eyeglasses. Please be familiar with the association's requirements for use of the Lions name and emblem. Please return this form to the Program Development Department at International Headquarters.

INFORMATION ABOUT THE CENTER:

Lions eyeglass recycling center name (please note that the term "Lions" shall be incorporated into all names referring to a Lions Eyeglass Recycling Center)

Street address of the center

Mailing address of the center (if different from above)

telephone (include country, area, city codes)

fax (include country, area, city codes)

e-mail address

web site address

LION LIAISON FOR THE CENTER *(please provide name and complete contact information)*

name

address

telephone, fax, e-mail

continued . . .

OTHER STAFF (*operations, warehouse managers; use additional paper as needed*)

name

address

telephone, fax, e-mail

- We understand that our eyeglass recycling program must have authorization from Lions Clubs International to use the Lions name and emblem for the Lions Clubs International Lions Eyeglass Recycling Program.
 - We request forms for authorization to use the Lions name and emblem.
 - Attached are completed forms for authorization to use the Lions name and emblem.
- We carry insurance coverage as is appropriate to our operations. (Such insurance is in addition to the general liability coverage provided by the association.)
- We understand and agree to abide by Board Policy (copy attached) for the Lions Clubs International Lions Eyeglass Recycling Program.
- Each Lions Eyeglass Recycling Center must be sponsored by one or more of the following: a Lions club, district or multiple district, singly or jointly. Our center is sponsored by:

name of club(s), district(s), multiple district(s)

print name and title of officer of above Lions entity(ies)

signature of officer listed above

Upon receipt of completed form, authorization paperwork, and upon issuance of appropriate license to use the Lions name and emblem, the above center will belong to the Lions Clubs International Eyeglass Recycling Program.

Return to:

Program Development Department; Lions Clubs International; 300 W. 22nd Street;
Oak Brook, Illinois 60523-8842; USA. Telephone: 630-571-5466 extension 318.
Fax: 630-571 1692. E-mail: executiveservices@lionsclubs.org

Appendix D

Use of the Lions Name and Logo

BOARD POLICY MANUAL: CHAPTER XV

LEGAL

- A. USE OF LIONS NAME AND EMBLEM AND THE MARKS “LIONS CLUB,” “LIONS INTERNATIONAL” OR “LIONS CLUBS INTERNATIONAL”
1. As a matter of legal protection to Lions Clubs International and its member clubs, the association’s name and emblem (and variations thereof) are registered as trademarks in countries around the world. As the owner so protected, the association has a corresponding legal obligation to be alert to infringements thereof, and to take all necessary steps to prevent, and to provide against legal risks which may flow from, unauthorized use thereof.
 2. In fulfillment of this legal obligation, the international board, through its general counsel, seeks prompt cessation of any unauthorized use of the association name and emblem and the marks “Lions,” “Lions Club,” “Lions International” or “Lions Clubs International.” Further, it has established the following rules of policy:
 - a. No items bearing the association name or emblem or the marks “Lions,” “Lions Club,” “Lions International” or “Lions Clubs International” may be sold or otherwise distributed to Lions or Lions clubs or districts or the public except upon express written permission of the general counsel or the Club Supplies and Distribution Division.
 - b. No Lion, Lions club or Lions district may use the association emblem on any item sold to Lions or to the public for fundraising purposes. A special “Lions Club Fund Raising Activity” seal has been created for this purpose and may be used only upon written permission granted by the general counsel.
 - c. No manufacturer, printer, producer, promoter, publisher, entrepreneur or enterprise in any form, be it profit or nonprofit in nature, may employ the association name, goodwill, trademarks, service marks, emblem, seal, insignia, the marks “Lions,” “Lions Club,” “Lions International” or “Lions Clubs International” or any indicia thereof in any manner whatsoever except upon license granted by the International Board of Directors or the general counsel or the Club Supplies and Distribution Division.
 - d. No Lions district or other group of Lions clubs may use the association name or emblem or the marks “Lions,” “Lions Club”, “Lions International” or “Lions Clubs International” in connection with any district or group project except upon express written license granted by the International Board of Directors. Applications for such use shall be submitted to the board and shall be in form attached hereto as Exhibit A. No such application shall be approved unless the proposed activity (in whatever legal form it may exist) is controlled by the Lions clubs or district or districts involved and participation by Lions clubs or club members is on a strictly voluntary basis and without any necessity to contribute monies thereto in the form of dues or otherwise.
 - e. Beginning with the start of the 2000-01 year, each elected international officer, as defined in the International Constitution and By-Laws, will be requested to sign a statement pledging to uphold the Lions Clubs International Emblem Use Policy. This statement shall be in a form approved, from time to time, by the International Board of Directors.
 - f. Common courtesy dictates that when entering the geographical territory of another club, permission should be sought. Except when authorized by the International Board of Directors or its designee, no Lions club, Lions club member or any Lions district (single, sub, transitional, provisional and multiple) or any entity (legal or natural, in corporate or any other form) organized and/or controlled by any Lions club, member or members or any Lions district (single, sub, transitional or provisional) shall solicit funds or aid or anything of material or commercial value in the defined boundary of any other district without the consent of such

other district; provided, however, a multiple district council may authorize solicitation of funds from and among the various districts comprising the multiple district. In the event of a dispute regarding any of the foregoing, the matter shall be submitted to conciliation by the district cabinet in which the dispute arose. No Lions club, Lions club member, Lions district or any other Lions organization shall use the membership relationship for any solicitation promoting private commercial benefit.

B. PERMISSION TO USE ASSOCIATION NAME AND EMBLEM AND/OR THE MARKS “LIONS,” “LIONS CLUB,” “LIONS INTERNATIONAL” OR “LIONS CLUBS INTERNATIONAL”

1. The board of directors shall and hereby does authorize and direct the general counsel to grant permission and license to Lions clubs to use the association emblem and the marks “Lions,” “Lions Club,” “Lions International” or “Lions Clubs International” in connection with any lawful activity project of a club so long as it is not used on any sale item nor on any item available through the Club Supplies and Distribution Division.
2. The association’s emblem and the marks “Lions,” “Lions Clubs,” “Lions International” and “Lions Clubs International” may be used in connection with the name and/or emblem of a sponsor of a Lions club project upon the following terms and conditions:
 - a. If the project is a club(s) and/or district (single or sub) project, that the sponsor be approved by the respective district cabinet and the association’s general counsel.
 - b. If the project involves more than one sub-district and/or multiple district that the sponsor be approved by the respective multiple district council and the association’s general counsel.

3. ELECTRONIC DISSEMINATION OF LIONS CLUB EMBLEM

Any reproduction of the Lions Clubs International Emblem or other emblems of Lions Clubs International may be downloaded by Lions members from the official format emblems provided on the association’s Worldwide Web (WWW) site. These are the only emblems that may be reproduced electronically or otherwise, including sites on the WWW and other areas on the internet.

Downloaded (or those procured electronically) official emblems may only be used according to the emblem use policy of Lions Clubs International. Generally, Lions clubs and districts have license to use the emblem on stationery, web page and other printed material. No Lion, Lions club, or Lions district may use the association emblem on any item sold to Lions or the general public for fundraising purposes. No manufacturer, printer, producer, promoter, publisher, entrepreneur may use the association’s name, goodwill, trademarks, service marks, or the Lions Clubs International Emblem in any manner except upon license granted by the association. Interested persons are directed to contact the association’s general counsel or the Club Supplies and Distribution Division for information about securing a license.

4. NON-DUES REVENUE PROGRAMS AND USE OF THE LIONS NAME AND EMBLEM

The association, from time to time, will offer special non-dues revenue programs and services to all members, wherever feasible. Royalty income derived from the use of the Lions Clubs International name and emblem on such offerings will accrue to the general fund.

A district (single, sub-, transitional, provisional and/or multiple, hereinafter referred to as “district”), Lions-sponsored foundations, Lions Clubs or other Lions-sponsored entities may offer non-dues revenue programs and services within its defined boundaries, subject to the following terms and conditions:

- a. The non-dues revenue program or services will not compete or otherwise conflict with an existing program, existing at the April 10, 2000 adoption of this policy, sponsored by Lions Clubs International. Except as authorized by the International Board of Directors, permission will be granted to use the Lions name and

emblem in connection with the sponsorship of said programs only where a similar program is not currently in existence.

- b. The district, foundation or Lions entity interested in sponsoring a non-dues revenue program or service shall be required to apply for use of the Lions name and emblem. The application shall include a resolution of support by the sponsoring multiple district's council of governors or district cabinet, respectively. The association may require such other documentation as it deems necessary to consider the application.
- c. If authorization is granted to use the Lions Club name or emblem, the sponsoring district, foundation or entity agrees to review all solicitation materials, including any Internet web-site content, to ensure that the same are consistent with appropriate standards. Before solicitation begins, all material including proposed web-site design, must be submitted to the international office for approval.
- d. The identity of the sponsoring Lions district, foundation or entity must be clearly identified on the solicitation materials or web site.
- e. The sponsoring district, foundation or entity and the non-dues revenue vendor, through which the offering is sponsored, agree to pay a royalty of 10% of the lesser of the gross revenue or net profit received by the Lions district, foundation or entity from the vendor as a royalty for use of the association's name and emblem. The Finance Division at Lions Clubs International will communicate with each licensed district annually to determine royalty owing to the association. Each district, foundation and sponsoring Lions entity is encouraged to reserve the right to inspect all relevant records and documentation of the vendor to verify the accuracy of the royalty.
- f. The International Board of Directors reserves the right to cancel the license to use the Lions Club name and/or emblem upon giving notification to the sponsoring district, foundation or Lions entity and, if known, any vendor. If appropriate and feasible, any such termination would take into consideration opportunities for contract mitigation.

In the event Lions Clubs International cancels the license to use the association's trademarks, the vendor is required immediately to cease and desist from promoting the availability of the non-dues revenue offering.

- g. Any district, foundation, or Lions-sponsored entity which at the time of adoption of this policy is sponsoring a non-dues revenue program or offering incorporating the Lions Club name or emblem will be permitted up to six (6) months to comply with this policy.

C. ASSOCIATION, AS A NAME

The international board disapproves the use of the word "Association," or any translation thereof, in connection with any club, region, district, state or province organization, which may presently exist in our organizational procedures, and a directive shall be issued to all organizations which may be using the word "association," to change their names at the earliest possible opportunity.

Appendix E

Labeling Instructions for Single Vision Eyeglasses

Single Vision Bags – Sample Label

			LS
R:	+1.25 (SPH)	-0.75 (CYL)	X 106 (AXIS)
L:	+1.75 (SPH)	-1.25 (CYL)	X 109 (AXIS)
PD			

Labeling of single vision bags should include:

1) **Category**

(Please use ONLY the following categories when labeling the bags)
Determine the category for each pair of single vision glasses.

LS = Ladies Single MS = Mens Single CS = Childrens Single

2) **Prescription**

Right Lens Prescription = always on top Left Lens Prescription = always on bottom
Each prescription should contain three things: Sphere, Cylinder, Axis

3) **Sphere** (always first number in script)

Write the sphere of each lens in the appropriate place.
Be sure to use either + (plus) or – (minus)

4) **Cylinder** (always second number in script)

Write the cylinder of each lens in the appropriate place.
Cylinder is ALWAYS in a minus power (i.e., -2.00).
If lenses do not have a cylinder or axis, write “SPH.”

5) **Axis** (always third number in script)

Write the axis of each lens in the appropriate place.
Axis numbers are preceded by an “X.”

6) **Pupillary distance (PD)** is the measurement in millimeters between the right pupil and the left pupil. When dispensing lenses, it is important to center the lenses correctly with respect to the pupil centers.

Appendix F

Labeling Instructions for Bifocal Vision Eyeglasses

Bifocal Vision Bags – Sample Label

			MB
R:	+1.25 (SPH)	-0.75 (CYL)	X 106 (AXIS)
L:	+1.75 (SPH)	-1.25 (CYL)	X 109 (AXIS)
PD			ADD +1.25

Labeling of bifocal vision bags should include:

1) **Category**

(Please use ONLY the following categories when labeling the bags)
Determine the category for each pair of bifocal glasses.

LB = Ladies Bifocal MB = Mens Bifocal

2) **Prescription**

Right Lens Prescription = always on top
Left Lens Prescription = always on bottom
Each prescription should contain sphere, cylinder, axis and add

3) **Sphere** (always first number in script)

Write the sphere of each lens in the appropriate place.
Be sure to use either + (plus) or – (minus).

4) **Cylinder** (always second number in script)

Write the cylinder of each lens in the appropriate place.
Cylinder is ALWAYS in a minus (i.e., -2.00).
If lenses do not have a cylinder or axis, write “SPH.”

5) **Axis** (always third number in script)

Write the axis of each lens in the appropriate place.
Axis numbers are preceded by an “X.”

6) **Add** (always on the bottom right corner)

Add power should be present for each pair of bifocals.
The add power is always a +(plus) power (i.e. +2.50).

7) **Pupillary distance (PD)** is the measurement in millimeters between the right pupil and the left pupil. When dispensing lenses, it is important to center the lenses correctly with respect to the pupil centers.

Appendix G

Lions Recycled Eyeglass Request Form

We have been informed that you are interested in receiving recycled eyeglasses for distribution to needy people in a developing country. Eyeglasses are provided free of charge. However, please note that you are responsible for:

- assuring that the eyeglasses are provided free-of-charge to needy people;
- providing shipping instructions;
- paying for shipping of eyeglasses;
- arranging for customs clearance;
- publicizing Lions involvement in provision of the eyeglasses;
- reporting to the recycling center the number of people (a) served; (b) fitted with eyeglasses.

Please provide the following information (type or print clearly)

Applicant name: _____

Address _____

Telephone: _____ Fax: _____ E-Mail: _____

Ship to: (provide person's name, address and telephone number):

Date of mission (please allow 4-6 weeks for delivery):

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

Each box contains 50 pairs of eyeglasses. Indicate the number of boxes needed.
MEN'S EYEGASSES

<i>SINGLE Strength</i>	#BOXES	<i>SINGLE Strength</i>	#BOXES
+0.00 to +0.25		-0.25 to -0.75	
+0.50 to +0.75		-1.00 to -1.75	
+1.00 to +1.75		-2.00 to -2.75	
+2.00 to +2.75		-3.00 to -3.75	
+3.00 to +3.75		-4.00 and up	
+4.00 and up		Frames only	

<i>BIFOCAL Strength</i>	#BOXES	<i>BIFOCAL STRENGTH</i>	#BOXES
+0.00 to +0.25		-0.25 to -0.75	
+0.50 to +0.75		-1.00 to -1.75	
+1.00 to +1.75		-2.00 to -2.75	
+2.00 to +2.75		-3.00 to -3.75	
+3.00 to +3.75		-4.00 and up	
+4.00 AND UP		Frames Only	

WOMEN'S EYEGASSES

<i>SINGLE Strength</i>	#BOXES	<i>SINGLE Strength</i>	#BOXES
+0.00 to +0.25		-0.25 to -0.75	
+0.50 to +0.75		-1.00 to -1.75	
+1.00 to +1.75		-2.00 to -2.75	
+2.00 to +2.75		-3.00 to -3.75	
+3.00 to +3.75		-4.00 and up	
+4.00 and up		Frames only	

<i>BIFOCAL</i>	#BOXES	<i>BIFOCAL</i>	#BOXES
+0.00 to +0.25		-0.25 to -0.75	
+0.50 to +0.75		-1.00 to -1.75	
+1.00 to +1.75		-2.00 to -2.75	
+2.00 to +2.75		-3.00 to -3.75	
+3.00 to +3.75		-4.00 and up	
+4.00 and up		Frames only	

CHILDREN'S EYEGASSES

<i>SINGLE</i>	#BOXES	<i>SINGLE</i>	#BOXES
+0.00 TO +0.75		-0.25 TO -0.75	
+1.00 and up		-1.00 and up	
		Frames only	

RETURN THIS FORM TO:

Program Development Department
300 W 22nd Street
Oak Brook, Illinois 60523-8842 USA
Phone: 630-571-5466, ext. 318
Fax: 630-571-1692
E-mail: executiveservices@lionsclubs.org

NOTE: Please allow 4-6 weeks for all requests

Appendix I

Lions Recycling Guidelines

	CALIF	INDIANA	NEW JERSEY	TEXAS	VIRGINIA	WASH	WISC	AUSTRALIA	CANADA	FRANCE	ITALY	S. AFRICA	SPAIN
recycled hearing aids		X	X	X		X	X		X	X			
eyeglass cases		X		X					X (soft only)				
safety glasses		X	X	X		X			X				
recycled eyeglasses (frames & lenses)	X	X	X	X	X	X	X	X	X	X	X	X	X
frames only (no lenses) recycled	X	X		X		X	X		X	X	X	X	X
frames only (no lenses) – new	X	X	X	X		X	X		X	X	X	X	X
lenses only – uncut*		X		X			X		X	X	X	X	X
sunglasses – non-prescription (clip-ons are ok)	X	X	X	X	X	X	X	X	X	X	X	X	X
sunglasses – prescription	X	X	X	X	X	X	X	X	X	X	X	X	X

(X) = item is accepted by these centers

1. PLEASE SEND BOTH PLASTIC AND METAL FRAMES. REMOVE LOOSE AND BROKEN LENSES OR DAMAGED LENSES AND FRAMES. *RATHER THAN STORE GLASSES FOR A LONG TIME, SEND AS SOON AS POSSIBLE TO ONE OF THE LIONS EYEGLASS RECYCLING CENTERS (time, extreme temperature and weather conditions cause damage to frames and lenses, often rendering them useless.)*
2. PACK EYEGLASSES IN STURDY CORRUGATED CARDBOARD BOX. LAYER ROWS OF EYEGLASSES WITH TISSUE PAPER, NEWSPAPER OR STYROFOAM. (Please avoid using shredded packing materials or styrofoam “peanuts.”)
3. SEAL BOX WITH STRAPPING TAPE.
4. BE SURE LABEL IS LEGIBLE AND INCLUDE YOUR RETURN ADDRESS.
5. USED EYEGLASSES ARE OF NO COMMERCIAL VALUE; THEREFORE, CHOOSE THE LEAST EXPENSIVE MEANS OF SHIPPING TO THE RECYCLING CENTERS (USUALLY THIRD OR FOURTH CLASS MAIL). LABEL THE BOX, “NO COMMERCIAL VALUE.”
6. PLEASE NOTIFY CENTER BEFORE SENDING LARGE SHIPMENTS OF GLASSES

* uncut lenses – lenses have never been used in frames; need a peripheral cut to fit into frame; need edge grinding; usually obtained through optical shops which are closing



THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
300 W. 22ND STREET
OAK BROOK, IL 60523-5466
USA