Saving Sight Handbook
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About Saving Sight

**Mission**
We change lives by saving sight.

**Vision**
To be the global partnership model for how eye banking and charitable vision services can most effectively serve people and communities.

**Values**
- **Stewardship of Gifts** – responsibly handling financial and tissue donations; recognizing and respecting selfless gifts of others by honoring their intended use
- **Integrity** – being trustworthy; acting in an ethical way; being authentically mission-driven
- **Collaboration** – working with others to achieve our goals, including Lions clubs; seeking long-term partnerships to support our mission
- **Teamwork** – working together for a common goal; committing to each other; understanding and respecting each other and other departments; creating synergy
- **Leadership** – influencing the industry; being knowledgeable and confident; being calculated risk takers; being recognized as having opinion leaders; being a think tank for the industry
- **Accountability** – exhibiting capable stewardship through transparency; taking responsibility for our decisions and action

**History**
In 1960, the Missouri Lions partnered with the University of Missouri-Columbia to form the Lions Eye Tissue Bank. The Lions provided financial support, and the University supplied equipment, laboratory space, and staff. This allowed the "Gift of Sight" to become available in Missouri by providing the means to donate eyes, evaluate and distribute the corneas for corneal transplant surgery, and utilize non-transplantable parts of donated eyes for research and medical education.

As corneal transplant surgery moved from an experimental technique in a university setting to a fairly common surgical procedure, it was recognized that a larger, "free-standing" facility was needed to serve university and private-practice surgeons alike.

The 1970s laid the groundwork for what would eventually become Saving Sight. In 1972, The Eye Research Foundation of Missouri was formalized as a publicly owned, nonprofit organization.
In that same year, the Board of Trustees of the Bethesda Eye Foundation (BEF) in Bethesda, MD agreed to name the Eye Research Foundation of Missouri as its successor and contributed $850,000 to the newly formed organization. By 1974, Saving Sight began construction on its new facility in eastern Columbia, using the BEF resources, $250,000 contributed by the Missouri Lions, and six acres of land donated by Byron and Gail Keene. The organization moved to its current location and the Missouri Lions continued to support the eye banking activities while Saving Sight added several programs, such as ocular research and glaucoma screening.

At the 1987 State Convention, the Missouri Lions voted to accept financial responsibility for all programs at the Eye Research Foundation, renaming it the Missouri Lions Eye Research Foundation.

Saving Sight continued to grow throughout the years. St. Louis Children’s Hospital and St. Louis-area Lions piloted an amblyopia screening program in 1995 that Saving Sight then grew statewide. Today, that program is called KidSight, and its technicians and volunteers screen nearly 45,000 Missouri children each year for amblyopia and other common causes of childhood vision loss.

In 1997, cornea donation operations expanded into central Illinois and Kansas. With cooperation from the Illinois and Kansas Lions, this growth prompted the creation of Heartland Lions Eye Banks, which soon became one of the largest providers in the world of human corneas for transplantation and eye tissue for medical research. To date, Saving Sight has provided tissue for more than 40,000 cornea transplant surgeries and is one of largest eye banks in the U.S.

In 2013, the Board of Directors passed a motion to change the name of the organization to Saving Sight. Uniting the eye bank and charitable programs under a single brand identity was a key first step in implementing the organization’s strategic plan. That year, vision screening for children was rebranded as KidSight to demonstrate its similarities with other Lions-supported programs across the country. The board also voted to phase out the Eye Care Assistance program in 2014 in order to invest its resources in KidSight’s referral process.

The Saving Sight organization has undergone many transformations over the past 54 years and under the strategic plan it will undergo many more, but the mission remains the same: we change lives by saving sight.
By-Laws

Board of Directors By-Laws

Board of Directors Membership, Election and Terms
The Board of Directors of MLERF shall number thirteen (13). Seven (7) of the thirteen (13) Directors shall be elected from the seven districts comprising Missouri Lions Multiple District 26. Any member in good standing of a Lions Club in good standing in the District from which he/she is to be elected shall be eligible to serve as a Director. The Director of each District shall be elected at the annual Multiple District 26 Convention, unless previously elected in a District Convention. The nomination and election procedures applicable to the election of District Governors as provided for in the Constitution and By-Laws of Missouri Lions Multiple District 26 shall apply to the election of Directors of MLERF. Two (2) of the thirteen (13) Directors shall be the current Chairperson and Vice-Chairperson of the Council of Governors of Missouri Lions Multiple District 26. Four (4) of the thirteen (13) Directors shall be elected by the Board of Governors of the Missouri Lions Eye Research Foundation. These four (4) Directors shall not be members of Lions Clubs International. Each Director shall have one vote on any matter being considered by the Directors.

All Directors except the current Chairperson and Vice-Chairperson of the Council of Governors, shall be elected to three (3) year terms, except that Directors elected by Districts M1 and M3 in the year 2008 shall serve for a one-year term, those elected by Districts M2, M4, and M6 in the year 2008 shall serve for a two (2) year term, and those elected by Districts M5 and M7 in the year 2008 shall serve for a three (3) year term. All directors elected by the respective Districts thereafter shall serve for a three (3) year term. No Director shall serve for more than two (2) consecutive three (3) year terms.

Any Active Member Lion in good standing of a Lions Club in good standing within the District may seek the office of District MLERF Director by making such intention known in writing to the District Governor in the same manner and within the same time limitations as a candidate for District Governor.

In the event a vacancy occurs in any of the seven (7) Director positions elected from the Districts comprising Missouri Lions Multiple District 26, the District Governor from the respective District where the vacancy occurs shall appoint another Lions Club member from that District to fill the vacancy until the next District convention, at which convention a Director shall be elected to fill the unexpired term. In the event a vacancy occurs in any of the four (4) Director positions elected by the Board of Governors of the Foundation, the Executive Committee of the Board of Directors shall appoint a member of the Board of Governors to fill the vacancy until the next annual meeting of the Board of Governors, at which time the Board of Governors shall elect a member, who shall not be a member of Lions Clubs International, to fill the unexpired term.
The Director of each District shall be elected at the annual Multiple District 26 Convention, unless previously elected in a District Convention. The election shall be by secret written ballot, unless there shall only be one candidate, in which event a voice vote may be taken. The candidate receiving the largest number of votes shall be declared elected. In case of a tie, balloting shall continue until the Director is elected. In the event that the number of Lions Districts in Multiple District 26 changes, each District-elected Board member that is seated at the time that the change becomes effective may complete his/her term on the Board. In the event that this results in two board members serving as representatives of any one district and one resigns for any reason, there shall not be a replacement named for that member who resigns.

There is hereby created an Honorary Board of Directors whose number and term shall be at the discretion of the Board of Directors. Any individual who has demonstrated a special interest or commitment to the Foundation is eligible for election to the Honorary Board of Directors. Members of the Honorary Board of Directors shall be elected by a vote of at least two-thirds of the Board of Directors. Members of the Honorary Board of Directors shall be permitted to attend all meetings of the Board of Directors but shall receive no compensation for their attendance nor be entitled to vote on any matter coming before the Board of Directors.

Meetings and Quorum
The Board of Directors shall meet quarterly, unless it determines otherwise, on a day and time acceptable to the majority.

Elections of officers shall take place in July after election of the Board for the coming year.

The Board shall also meet for the transaction of any business at such other times as it may be called by the President, or at the request of any three Directors.

A majority of all Directors holding office shall constitute a quorum for any meeting.

The approval of any item of business shall require the affirmative votes of a majority of all the Directors holding office, except where special provisions of the By-Laws provide otherwise.

General Functions of the Board
The Board of Directors is the governing body of the Foundation. As such it shall perform the following functions, in addition to any others that it chooses:

- Determine policy
- Establish an operating organization
- Define or reorganize its departments

Officers and Their Duties
The Directors shall elect from the seven (7) Directors elected from the Districts comprising the Missouri Lions Multiple District 26 the following officers: President, Vice-President, Treasurer and Secretary.
Officers once elected shall take office immediately and shall serve until the following July or until successors have been duly elected and qualified.

The President shall preside at all meetings of the Board of Directors and shall call meetings other than the state meeting at his discretion. In the event of the absence of the President from any meeting which has been duly called and at which a quorum is present, the Vice-President shall serve as Chairman. In the absence of both President and Vice-President, the Directors shall designate a chairman pro tempora.

The Treasurer shall have custody of the monetary funds and investments of the Foundation, shall see that proper financial records are kept, shall institute adequate safeguards for cash or other assets, shall render periodic reports to the Board of Directors, and shall act to file all necessary tax and information returns.

The Secretary shall maintain proper minutes of meetings of the Board of Directors, shall receive communications in the name of the Foundation, and shall issue notices of meetings when requested by the President, or by any three Directors.

No Director shall receive compensation for serving as Director or as officer, but he may be allowed reimbursement of actual expenses incurred, and may be allowed a reasonable compensation for duties performed that are of an administrative or professional nature.

**Executive Committee**

The current officers of the Board of Directors and the current Chairman of the Council of Governors shall comprise the Executive Committee. The Executive Committee shall act to fill any vacancies occurring in the four (4) Directors elected by the Board of Governors of the entire Board of Directors as is authorized by the Board.

**Powers Reserved by the Board of Directors**

The Board of Directors shall reserve to themselves the right to appoint, dismiss, and to fix the compensation of an Executive Director and such other administrative personnel as are necessary to oversee the day-to-day operations of the Foundation. The Executive Director may, with the advice and consent of the Board of Directors, hire such administrative personnel as are necessary to assist the Executive Director in overseeing the day-to-day operations of the Foundation.

The Directors shall designate a bank and/or other financial institutions as depositories of the funds and investments of the Foundation, and shall delegate control over such deposits to such officers and administrative personnel as they may direct.

The Directors shall approve in advance all purchases and sales or exchanges of investments and real estate, or commitments for leases to be held in the name of the Foundation. The Board of Directors may, if it wishes, appoint a Committee on Investments, whose membership need not
be limited to Directors, with full or limited authority (as the Board directs) to act for the Board on all investments other than real estate.

The Directors may delegate authority for the approval and execution of disbursements of a routine nature, but shall fix in advance the salary of fixed retainer to be paid to any Director for services of an administrative or professional nature. No payment of any kind shall be made to any Director without prior approval of the Board, either of a specific or of a categorical nature.

The Directors shall develop and approve a budget that may, if they so direct, limit payments for any or all purposes, subject to specific later amendment.

**Amendments to the By-Laws**
These By-Laws may be amended at any regular or called meeting of the Board of Directors, by a vote of two-thirds of all the Directors then holding office; provided that notice of the substance of the proposed amendment shall have been given to all Directors at least ten days prior to the date of the meeting; and provided further, that this requirement of advance notice may be waived as to any particular amendment by unanimous consent of all the Directors. In addition, all amendments to these By-Laws or the Foundation’s Articles of Incorporation must be approved by at least two-thirds of the members of the Lions Multiple District 26 present at a scheduled meeting of said Lions.

**Board of Governors By-Laws**

**Membership**
The Board of Governors is composed of all Lions in good standing in Multiple District 26 and other individuals who have an interest in and commitment to the objectives of the Missouri Lions Eye Research Foundation (aka, Eye Research Foundation of Missouri, Inc.) (hereinafter “Foundation”). Its membership is potentially unlimited in number and individuals are admitted to membership for indefinite terms.

**Meetings and Quorums**
The Board of Governors shall meet at least annually and at such other times, as it deems necessary. A meeting may be called at any time by the Chairman, or at the request of three or more Governors.

Those members of the Board of Governors in attendance shall constitute a quorum for any meeting.

The approval of any item of business shall require the affirmative votes of a majority of all Governors in attendance.
**General Functions of the Board**

The Board of Governors shall elect four (4) of the thirteen (13) Directors of the Board of Directors of the Foundation from the membership of the Board of Governors. These four (4) Directors shall not be members of Lions International.

The Board of Governors shall advise the Directors, assist in public education and promotion of the Foundation, take part in fundraising activities and promote the general welfare of the programs. Any amendments to the Foundation’s Articles must be approved by at least two-thirds of the members of the Lions Multiple District 26 present at a scheduled meeting of said Lions.

**Offices of the Board of Governors**

The Board of Governors shall, at its annual meeting, elect a Chairman and a Secretary. These officers shall take office immediately upon election and shall serve until the following annual meeting or until successors have been duly elected.

No member of the Board of Governors shall receive compensation for serving as a member of the Board of Governors. Actual expenses of meetings shall be approved by the Board of Directors and paid by the Treasurer of the Foundation.

**Committees of the Board of Governors**

The Board of Governors may, with the approval of the Board of Directors of the Foundation, appoint committees to assist in public relations, fundraising and other activities in support of the Foundation.

**Amendments to the By-Laws**

These By-Laws may be amended at any regular or called meeting of the Board of Governors, by a vote of two-thirds of all the members of the Board of Governors in attendance; provided that notice of the substance of the proposed amendment shall have been given to all Governors at least ten days prior to the date of the meeting; and provided further that any change in the By-Laws must not conflict with the By-Laws and/or articles of incorporation of the Foundation.

**Excerpt from the Missouri Lions, Multiple District 26, Constitution and By-Laws**

*NOTE: all references to “Missouri Lions Eye Research Foundation” will change to “Saving Sight” per the vote held at the state convention in April 2014.*

**Article VII: Missouri Lions Eye Research Foundation**

Section 1. The Missouri Lions Eye Research Foundation, (hereinafter referred to as MLERF), is an activity of the Multiple District 26 Lions. It is a non-profit Missouri corporation governed by its own By-Laws, which are subject to the approval of the Multiple District 26 Lions.
Section 2. The Board of Directors of MLERF shall number thirteen. Seven of the thirteen Directors shall be Lions, elected, one from each of the Districts that make up Multiple District 26. Two of the thirteen Directors shall be the current Chairperson and Vice Chairperson of the Council of Governors of Missouri Lions Multiple District 26. Four of the thirteen Directors shall be elected by the Board of Governors of The Missouri Lions Eye Research Foundation. These four Directors shall not be members of Lions Clubs International. Each Director shall have one vote on any matter being considered by the Board of Directors.

Section 3. All Directors, except the current Chairperson and Vice Chairperson of the Council of Governors, shall be elected to three year terms, except that the Directors from District M1 and District M3 if elected in 2008 will serve for a term of one year and in 2009 will be elected for a full term, and those Directors from District M2, District M4 and District M6 if elected in 2008 shall serve a term of two years and in 2010 will be elected for a full three year term, and those Directors from District M5 and District M7 if elected in 2008 shall be elected for a three term. This rotation shall be followed and will serve to keep the Directors terms staggered. No Director shall serve more than two consecutive three terms. Those Directors elected to serve less than three years may still serve two full three year terms.

Section 4. Any active member in good standing of a Lions Club in good standing within the District may seek the office of MLERF Director from such District by making his/her intention known in writing to the District Governor in the same manner and within the same time limitations as a candidate for Vice District Governor.

Section 5. In the event a vacancy occurs in any of the seven Director positions elected from the Districts comprising Missouri Lions Multiple District 26, the District Governor from the respective District where the vacancy occurs shall appoint an other Lion Club member from the District to fill the vacancy until the next District Convention, at which convention a Director shall be elected to fill the unexpired term.

Section 6. The Director from each District shall be elected at the annual Multiple District Convention, unless previously elected at a District Convention. The election shall be by secret written ballot, unless there is only one candidate, in which event a voice vote may be taken. The candidate receiving the largest number of votes shall be declared elected. In the event of a tie vote, balloting shall continue until one candidate is elected.

Section 7. In the event that the number of Lions Districts in Multiple District 26 shall change, each District elected Director that is seated at the time the change becomes effective may complete his/her term on the Board. In the event that this results in two Board members serving as representatives of any one District and one resigns for any reason, there shall not be a replacement named for that member who resigns.
Board of Directors

Board Member Roles and Responsibilities

Purpose:
To serve as a voting member of the board of directors with full judiciary responsibility to develop operational policies; monitor organizational financial health, programs, and overall performance; and to provide the chief executive officer with the resources needed to accomplish the overall goals of the organization. The board delegates full authority to the chief executive officer to implement and manage the day-to-day operations of the organization. Individual board members have no authority to act independently of the full board.

The Full Board’s Responsibilities:

- Create and review a statement of mission and purpose that articulates the organization’s goals, means, and primary constituents served.
- Select, support and evaluate the chief executive officer.
- Actively participate in an overall long-range planning process and assist in implementing and monitoring the plan’s goals.
- Secure adequate financial resources for the organization through programs and/or contributions
- Adopt key organizational policies.
- Determine which programs and services are consistent with Saving Sight’s mission, and monitor their effectiveness
- Protect assets and provide financial oversight, ensuring that proper financial controls are in place
- Articulate essential requisites for board candidates, orient new members and periodically evaluate board performance.
- Ensure legal compliance and ethical integrity
- Select and support the organization's board officers.

Individual Board Member's Duties:

- Attend board and committee meetings, special events and activities.
- Be knowledgeable about the organization’s mission, services, policies and programs, and keep up-to-date on current issues in the organization’s field of work.
- Review agenda and supporting materials prior to board and committee meetings. Actively contribute to meetings by expressing one’s point of view, consider other points
of view, make constructive suggestions and help the board make decisions supporting the overall interest of the organization.

- Serve on at least one committee or taskforce.
- Enhance the organization’s public standing by articulating the mission, accomplishments, and goals to the public, other organizations and Lions Clubs in a positive and professional manner.
- Support the organization through a personal financial contribution and commit to making Saving Sight a top charitable priority.
- Assist the board in carrying out its fiduciary responsibilities.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Assume board leadership roles when asked.
- Follow all policies relating to conflict-of-interest and confidentiality.
- Refrain from making special requests of the staff.
- Keep the chief executive informed about any concerns the board may have.

Board Meetings

Meeting Dates
The Board of Directors meets four times a year, typically in June, September, December and late March or early April. Dates for future meetings are set by the board approximately 6 months in advance. An email will be sent to each director a month prior to the next meeting reminding them of the upcoming meeting. In addition, upcoming meeting dates will be posted on Saving Sight’s website at www.saving-sight.org/calendar. Board meetings are open for Lions and other stakeholders to attend.

Hotel arrangements for out-of-town directors will be made in advance of each meeting. Information regarding rooming and any other events for the meeting will also be included in the meeting memo. If a director will not be attending the meeting, he/she should alert Saving Sight’s development staff at 800-283-1982 x107 so that the hotel room may be canceled.

Materials & Meeting Agenda
One week prior to the Board meeting a packet and agenda will be mailed to each Board member. The meeting packet will include the most recent year-to-date:

- Detailed financial statements
- Substantial giving report (gifts over $1,000 since last board meeting)
- Cornea Donation & Transplantation program report
- Vision Screening program report
- Eye Care Assistance program report
- Strategic Plan Dashboard
Additionally, the June packet will include the upcoming fiscal year proposed budget and the September packet will include the previous fiscal year’s audited financial statements. Each packet will also include the most recently updated staff contact list.

Meeting Minutes
Board of Director meeting minutes will be distributed to all Directors no later than 30 days after the meeting. Minutes from the previous Board meeting will also be included in each Board meeting packet.

Communications

Board Portal
Beginning with the 2014-2015 fiscal year, the Board of Directors will have personalized private access to a portion of the Saving Sight website specifically designed as an interactive repository for Board Member information. Statistics, meeting minutes, financial reports, and other relevant documentation will be made available in the Board Portal, and each member will receive unique login information. For questions about the portal or additional information, directors should call the development department at 800-283-1982 x107 or email pr@saving-sight.org.
Honorary Board of Directors

Board Member Roles and Responsibilities

Purpose and Selection:
Any individual who has demonstrated a special interest in or commitment to Saving Sight, and who has been recommended by the Board of Directors is eligible for election to the Honorary Board of Directors. Members of the Honorary Board shall be elected by a vote of at least two-thirds of the Board of Directors, at whose discretion the number of members and term shall be determined.

The Honorary Board of Directors is comprised of retired Saving Sight board members and other esteemed leaders with a longstanding connection to the organization. They are called to assist the organization in a variety of ways, drawing from their knowledge and historical leadership at Saving Sight, as well as their influence among Lions Clubs and other key stakeholders. While honorary board members are invited and encouraged to attend regular board meetings, they receive no compensation for their attendance nor are entitled to vote on any matter coming before the Board of Directors.

All Honorary Board members will receive items to support their status and role, including a visible mark, business cards and an Ambassador toolkit.

The Full Honorary Board’s Responsibilities:
- Enhance the public standing of Saving Sight among key stakeholders.
- Serve as a body of knowledge and expertise to the current board.

Individual Honorary Board Member’s Roles:
- Be knowledgeable about the organization’s mission, services, policies and programs, and remain informed on current issues in the organization’s field of work. Saving Sight’s leadership will regularly communicate information about issues and ongoing business being addressed by the Board and the organization.
- Enhance the Saving Sight’s public standing by articulating the mission, accomplishments, and goals to the public, other organizations and Lions Clubs in a positive and professional manner.
- At the request of the Board of Directors, participate in mentoring and orientation opportunities for new board members with regard to the mission, history, policies, and operating practices of the organization.
- Complete critical Board work through committee membership as requested by the Board.
- Attend special events and activities held by Saving Sight. Utilize personal network to encourage attendance of others.
- Commit to making Saving Sight a personal top charitable priority.
  - Consider a meaningful annual financial contribution.
  - Consider establishing a gift through a will, trust, insurance, or other planned gift.
- Participate in Lions LEAD Weekend (or equivalent training) annually
- Assist in the process of identification, cultivation, and recruitment of potential new board members and ambassadors of the organization.
Communications & Fundraising

The Missouri Lions help spread the word about Saving Sight’s programs. The state sight project of the Missouri Lions can change even more lives by saving sight when Lions leaders inform their clubs and communities about our programs.

Over the years, Saving Sight has depended upon the Board of Directors and other elected Lions leaders to lead their district in supporting our organization – both financially and in the community. The key is to provide club members with accurate and relevant information about Saving Sight programs so they can develop a sense of ownership and pride in the work we do together.

Resources

Tours
A great way to increase understanding of involvement in Saving Sight programs is to schedule a tour for your club at the nearest Saving Sight branch (Columbia, St. Louis, Kansas City, or Springfield). Tours are given to Lions clubs, students, individuals and organizations, and can be arranged for any time, availability permitting. Just contact the development department at 800-283-1982 ext. 107, and we would be happy to schedule one for you.

Presentations
Presentations on Saving Sight’s programs are given to Lions clubs year-round at their regular meetings, special functions and district conventions to help members stay up-to-date on all the happenings at Saving Sight. To arrange a presentation, please contact the development department.

Promotional Videos
The Saving Sight recipient video is available to all Lions clubs, both on DVD and online at www.vimeo.com/WeAreSavingSight. This video depicts three compelling stories that show the impact that Saving Sight programs have on their recipients. By supporting Saving Sight, the Missouri Lions are part of that success, so this video can be a great way to engage Lions in your district. To obtain additional copies of the DVD, please contact our development department at 800-283-1982 x115.

Sightlines
All Lions with an email address are encouraged to sign up for Sightlines, Saving Sight’s monthly e-newsletter. To receive Sightlines:
2. Enter your email address, first name, and last name into the fields.
3. Check your email inbox the first Friday of each month for your monthly issue

**Perspectives**

Three to four times per year, Saving Sight distributes *Perspectives*, a printed magazine-style newsletter that includes recent news, recipient stories, eye donation statistics, a financial donor listing, and other relevant news. Each Lions club president receives a copy by mail. The newsletter is now also available in digital format online at https://issuu.com/saving-sight, and a link to it is distributed to all *Sightlines* subscribers at date of publication. Sharing this newsletter with Lions clubs is a great way to show how together we are changing lives by saving sight.

**Missouri Lions Listserv**

Saving Sight occasionally distributes news through the MOLIONS listserv, a list consisting of Missouri Lions. Email offers a cost-effective way to communicate, so we encourage Lions leaders to share this free resource with Lions in their district. By subscribing to the listserv, Lions can share and receive news that’s relevant to the Missouri Lions. To subscribe, send an email to molions@freelists.org.

**Social media**

An easy way to stay in touch with Saving Sight is to follow us via social media. You can follow Saving Sight on Facebook at www.facebook.com/WeAreSavingSight. And if you are on Twitter, follow us @WeSaveSight. We are also listed on LinkedIn (www.linkedin.com/company/saving-sight). If you have any upcoming fundraisers for Saving Sight, please let us know at pr@saving-sight.org so that we can promote your event through these outlets.

**Missouri Lions Publications**

Saving Sight contributes articles to the *Missouri Lion* and each district’s monthly newsletter. Since all Missouri Lions receive these publications, Saving Sight uses them as an opportunity to communicate about programs and news.

**Brochures**

Saving Sight offers brochures about the organization, the KidSight program, and the eye, organ, and tissue donor registry. To request brochures for your club or event, please call 800-283-1982 x115 or submit a request at https://www.saving-sight.org/request-brochures. Brochures are also available for free digital download at that address.

**Press Releases**

Saving Sight’s public relations staff is available to assist Lions clubs in promoting any Saving Sight fundraising or screening event through press releases. Press coverage can help generate higher public attendance at your event by notifying the community via local media. Simply contact the
communications staff at 800-283-1982 ext. 115 with the who, what, where and when, and we will create and distribute a press release to your local media. There is no guarantee that the media will publish the story, but if you have a pre-existing relationship with a news outlet, that can be very helpful, so let us know!

**Lions Volunteerism**

Lions serve, and Saving Sight depends on the Missouri Lions to volunteers at events in their communities. Without your time and dedication, Saving Sight would have difficulty serving those most in need throughout the state of Missouri.

Volunteer opportunities are always available for students, church groups and community groups, but most especially for Lions members. By volunteering just two to eight hours a month (or more) as a Sight Ambassador, you can help us preserve and restore sight to people in your community. Opportunities are available during the week and on weekends, and can be a long-term commitment or a one-time event.

Here are some ways you can volunteer with Saving Sight:

- Identify or assist at a KidSight screening in a local childcare facility or community event.
- Identify or assist at a Healthy Vision screening in a senior center or community event.
- Host an eye, organ, and tissue donor registration drive in your community.
- Hold a special fundraising activity and donate the proceeds to Saving Sight.
- Collect eyeglasses and give them to Saving Sight for Eyeglass Recycling.

Our online calendar at www.saving-sight.org/calendar shows upcoming events, so you can find one in your region and volunteer. We also notify Lions about upcoming screening events through the MOLIONS listserv (molions@freelists.org).

To learn more about volunteering with Saving Sight, visit us online at www.saving-sight.org/lions or contact the communications & development department at 800-283-1982 x115 or pr@saving-sight.org.

**Lions Recognition & Awards**

**Outstanding Contributors**
This award recognizes the five Lions clubs that make the largest financial contributions to Saving Sight in a single fiscal year. Each of these top clubs is honored with a plaque commemorating their outstanding support of Saving Sight, and a representative visits the club to present the plaque and thank them in person for their support.
**Sight Savers Award**
This recognition is given to those Lions clubs that donate $2,000 or more during a single fiscal year. These clubs receive a certificate and are added to the Sight Savers plaque that is on prominent display in Saving Sight’s library in Columbia.

**Top-Giving Lions Clubs & Organizations**
Each month, Saving Sight calculates the top-giving Lions clubs and Lions organizations for the fiscal year and updates the list on the Saving Sight website. The top 10 Lions clubs in giving, fiscal-year-to-date, and any substantial gifts from Lions organizations are publicized at https://www.saving-sight.org/monthly-stats. These statistics are also made available through *Sightlines*, the e-newsletter (subscribe at www.saving-sight.org/sightlines).

**Letter of Appreciation**
To recognize Lions clubs’ financial contributions to Saving Sight for the previous fiscal year, a special letter of appreciation is sent out. Signed by the CEO, Board Chair, and Sight Committee Chairperson, this letter acknowledges the club’s continued support of Saving Sight, while providing an update of how their donations contributed to Saving Sights programs.

**The Haywood Snipes Society**
The Haywood Snipes Society was established in order to recognize clubs for reaching milestones in their financial support of their State Sight Project. Each time a Lions club accumulates $10,000 in donations to Saving Sight, since July 1, 1987, the club is invited to elect a person to this society to recognize his/her contribution to sight preservation. A prestigious plaque, inscribed with the name of the person or club being honored, is awarded to the club, and the names of each recipient is included on a poster in the Columbia office library.

The award is named after the late PDG Haywood Snipes of Poplar Bluff who chaired the Missouri Lions Sight Committee through the 1960’s and early 1970’s. PDG Snipes was instrumental in the formation of Saving Sight. During his time, funds were raised to enlarge the Missouri Lions Eye Bank and to build what we now know today as Saving Sight. He was a man of great vision, energy and determination. We are happy to honor his memory and legacy to the Missouri Lions through this prestigious award.

Learn more at https://www.saving-sight.org/haywood-snipes-society.

**Byron Keene Society**
Acknowledgment of $10,000 of accumulated giving to Saving Sight by an individual or non-Lions club entity earns membership in the “Byron Keene Society,” which involves the awarding of a special plaque and special invitations to Saving Sight functions.

This society is named for Lion Byron Keene. Lion Byron was a member of the Columbia Host Lions Club who was extremely active in his Lions club, district, state, and international-level
functions. His commitment to service was demonstrated by investment of his personal assets in Lion projects, including Saving Sight.

Lion Byron and his wife Gayle donated the six acres of land on which Saving Sight’s Columbia office rests. He served on the Eye Research Foundation Board of Directors, was responsible for securing several bequests from others, and gave an additional $25,000 as a bequest upon his death. Lion Byron is a role model for the Missouri Lions.

The society was established officially on July 1, 1987; Credit for the Byron Keene Society is given for all past individual donations to Saving Sight;

**Distinguished Service Award**
This award recognizes those Board Members and Sight Chairpersons who are retiring from their position on the Board or Sight Committee. A commemorative plaque is awarded to the retiring member at the June Board of Directors meeting by the Chief Executive Officer and Board President.

**Bequests**
A plaque, located in Saving Sight’s Columbia office lobby, honors those people who bequeathed funds to support the work of Saving Sight.

**Memorials**
Many Lions clubs and individuals have established memorials to those who have held a special place in their lives. All those distinguished by a memorial to Saving Sight live on, in a sense, in the recipients of Saving Sight’s life-changing programs.

Memorials are a thoughtful and generous way to remember a friend or loved one. Saving Sight has been the grateful recipient of many such memorials. Letters of thanks are sent to donors, and acknowledgments are sent to the deceased’s family (when contact information is provided) to notify them of the gift.

Memorial funds that total $500 or more are permanently recognized on a memorial plaque in Saving Sight Library for all visitors to see.
Financial Reporting

Budget
The present Saving Sight budget is nearly $10 million. Saving Sight receives the majority of its income processing fees and medical services (approximately 98%). Donations from Lions Clubs, the public, and grant-making organizations comprise the remainder of the budget.

Financial and Program Information
When the Lions voted to assume responsibility for Saving Sight, they designated it as the Lions’ official State Sight Project. Saving Sight adopted a July-June fiscal year to coincide with the Lions calendar, beginning on July 1, 1998.

In May of each year, Saving Sight staff proposes a budget for the upcoming year that precisely details the projected spending on each program area (i.e., cornea donation, KidSight etc.), and the expenses within each program area (e.g. salaries, supplies, travel). The proposed budget is sent to the members of the Board of Directors prior to the June meeting. At that meeting, the budget is amended by the directors as necessary and subsequently approved. The proposed budget then becomes the financial plan for the next fiscal year.

Program statistics are updated monthly and distributed through the Sightlines monthly e-newsletter. These statistics are available online as well at https://www.saving-sight.org/monthly-stats.

At the end of each fiscal year, Saving Sight’s finances are audited by a C.P.A. firm chosen and approved by the Board of Directors. The IRS may also conduct unannounced audits approximately every five years. Saving Sight has passed previous such audits.
## Contact Information

### Office Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Office Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Columbia, Missouri Office</strong></td>
<td>404 Portland St.</td>
<td>1-800-753-2265 (toll free)</td>
</tr>
<tr>
<td></td>
<td>Columbia, MO 65201</td>
<td>1-800-331-2636 (DSC line)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>573-443-1471 (phone)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>573-443-1657 (fax)</td>
</tr>
<tr>
<td><strong>Kansas City, Missouri Office</strong></td>
<td>10100 NW Ambassador Dr., Suite 200</td>
<td>816-454-5454 (phone)</td>
</tr>
<tr>
<td></td>
<td>Kansas City, MO 64153</td>
<td>816-454-5446 (fax)</td>
</tr>
<tr>
<td><strong>St. Louis, Missouri Office</strong></td>
<td>10801 Pear Tree Lane, Suite 170</td>
<td>1-800-283-1982 (toll free)</td>
</tr>
<tr>
<td></td>
<td>St. Ann, MO 63074</td>
<td>314-428-4373 (phone)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>314-428-3751 (fax)</td>
</tr>
<tr>
<td><strong>Springfield, Missouri Office</strong></td>
<td>3506 S. Culpepper, Suite D &amp; F</td>
<td>417-882-1532 (phone)</td>
</tr>
<tr>
<td></td>
<td>Springfield, MO 65804</td>
<td>417-882-8206 (fax)</td>
</tr>
<tr>
<td><strong>Hutchinson, Kansas Office</strong></td>
<td>2 East 12th Ave.</td>
<td>620-259-7300 (phone)</td>
</tr>
<tr>
<td></td>
<td>Hutchinson, KS 67501</td>
<td>620-259-7323 (fax)</td>
</tr>
<tr>
<td><strong>Springfield, Illinois Office</strong></td>
<td>400 Chatham Rd., Ste. 103</td>
<td>217-679-2987 (phone)</td>
</tr>
<tr>
<td></td>
<td>Springfield, IL 62704</td>
<td>217-670-0800 (fax)</td>
</tr>
</tbody>
</table>

### Social Media

- Facebook.com/WeAreSavingSight
- Twitter.com/WeSaveSight
- LinkedIn.com/company/Saving-Sight
- Vimeo.com/WeAreSavingSight
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Cornea Donation Service Area Map
KidSight Screening Technician Area Map

Commonly Used Acronyms

<table>
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<th>Acronym</th>
<th>Definition</th>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AOC</td>
<td>Administrator On Call</td>
<td>GOH</td>
<td>Gift of Hope</td>
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<td>CBNR</td>
<td>Consented But Not Recovered</td>
<td>HLEB</td>
<td>Heartland Lions Eye Banks</td>
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<td>Centers for Medicare and Medicaid Services</td>
<td>Med Soc/MSI</td>
<td>Medical Social History Interview</td>
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<td>COD</td>
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<td>MTS</td>
<td>Mid-America Transplant Services</td>
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<td>CEBT</td>
<td>Certified Eye Bank Technician</td>
<td>NCU</td>
<td>Non-clinical Use</td>
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<td>DSAEK</td>
<td>Descemet’s Stripping Automated Endothelial Keratoplasty</td>
<td>NOK</td>
<td>Next of Kin</td>
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<td>Donor Services Center</td>
<td>OD</td>
<td>Right Eye</td>
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<td>EBAA</td>
<td>Eye Bank Association of America</td>
<td>OPO</td>
<td>Organ Procurement Organization</td>
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<td>FDA</td>
<td>Food and Drug Administration</td>
<td>OS</td>
<td>Left Eye</td>
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<tr>
<td>FMP</td>
<td>File Maker 9 Pro</td>
<td>OU</td>
<td>Both Eyes</td>
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<td>First Person Consent/First Person Authorization</td>
<td>PRC</td>
<td>Partner Relations Coordinator</td>
</tr>
<tr>
<td>FSC</td>
<td>Family Services Coordinator</td>
<td>S&amp;LC</td>
<td>Screening &amp; Logistics Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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