



Project Officer and School Nurse/Administrator Information Form Instructions

***NOTE:** All Project Officer and School Nurse/Administrator Information Forms are due to NLF a **minimum of 60** days prior to your scheduled screening. If we do not receive the Project Officer Information form 60 days prior to your scheduled screening, we will assume your screening has been cancelled. Exceptions will be made for those who have recently requested a screening on an available date April through August 2012. These groups are expected to return their forms as quickly as possible.

1. Please complete the Project Officer Information Form (POIF) for all screenings.
2. If your club is hosting multiple types of screenings over several days (example: 2 days of school screenings, followed by 1 day of public screenings) please complete 1 form for each type of screening.
3. If you are hosting a school screening please complete one POIF form per school being screened.
4. If you are hosting a school screening please have the school nurse or administrator you are working with complete the School Nurse/Administrator Information Form.
5. Please fill in all sections on each form. If a section does not apply to your screening, please write "N/A" in that section. If you are unable to provide all of the necessary information by the Form deadline please note this, and return the additional information as soon as you have it no later than 30 days prior to your scheduled screening.
6. Note that as the sponsoring group for the LHSU visit, you are not responsible for providing our LHSU driver with Lodging. Many groups in the past have done this. We are simply trying to gather that information ahead of time to make screenings run as smoothly as possible.
7. If you have any questions or concerns, please contact Marsha Rastatter at 800-847-5786 or marshar@nlfoundation.org.

Thank you and Good Luck with your screening.

Sincerely,

Marsha Rastatter
Lions Program Coordinator

