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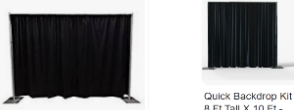




Use this list to calculate your supply cost for your discipline. Unused, non-disposable items should be collected at the end of the event and stored in a climate controlled environment to support future events. Conduct an inventory at the culmination of the screening to determine what items you will or will need to obtain for your next event. Contact [Opening Eyes Program Manager](#) for additional Guidance






Opening Eyes

Standard Supply Item	Example Picture	Recommendations/ Comments	Quantity Advised	Available From	Estimated Cost
Signage, Clinical Supplies & Forms					
Opening Eyes Horizontal Program Banner Recommended		Ensure proper branding (including program name, sponsors already included) US banner displayed, see branding guidelines for non-US programs ROLL BANNERS & STORE IN TUBE, DO NOT FOLD	2	OE PNF horizontal banner available for US through PNF ; Global see Branding on Resources page	varies for location & type, US programs provided at n/c, non-US programs <\$50; see clips below for hanging on front of tables
Opening Eyes Vertical Banner (Optional)		Vertical Banner available when horizontal banner cannot be hung, US & non-US displayed	1	source locally or for US program can source from ASAP fulfillment center, Bambi Mayer bmayer@asapfast.com	<\$150
Opening Eyes T-Shirt - US includes CDC logo		1 per volunteer, US programs provided through PNF	1	OE PNF	N/C for US programs through PNF, not approved to source locally
Opening Eyes T-Shirt -Global		1 per volunteer, global programs access branding guidelines, source locally	1	source locally	\$6-\$10 (varies depending on geographical location) source locally, should not exceed \$10
OE Clinical Director Polo - US (Optional)		1 per Clinical Director; only if CD not wearing standard volunteer t-shirt best practice to showcase OE global partners, can be customized with program name	1	source locally using branding guidelines or can be sourced through CSM, Kathy@csmpromotion.com	\$20
OE Clinical Director Polo - non-US (Optional)		1 per Clinical Director; only if CD not wearing standard volunteer t-shirt best practice to showcase OE global partners, can be customized with program name	1	source locally using branding guidelines	\$20 (may vary on geographical location)
Opening Eyes Station signs (1/station)		Ensure proper station identification and athlete screening flow/ Can combine, Check In & History; Distance & Near VA's; Lensometry, Autorefraction & Tonometry at one station following stereo. Can combine Intermediate & Final Check Out as one station. Individual station signs & template available. Table sign recommendation 24"x24" Easel signage recommendation 24"x36"	1 per station	See file in OE Resources page; For US programs, can be sourced locally or through CSM; for global programs source locally	Easel signage \$17 Table signage \$14



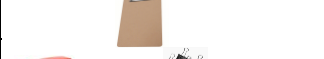





Final Check out Eyewear Fitting & Dispense					
HAS Screening Form (if not using tablets)		Tablets preferred if regionally available; updated HAS form coming soon	1 HAS form per athlete	General tablet information https://resources.specialolympics.org/health/healthy-athletes-system?locale=en	
Distance Lea Chart		Distance VA & Refraction stations; Keep supplies in a climate controlled environment to maintain quality & integrity	1 per D VA; 1 per Refraction Lane	OE PNF for Lea Chart; Occluders source locally or can use index cards if necessary	
Near Lea Chart		Keep supplies in a climate controlled environment to maintain quality & integrity; ensure near VA card has measuring cord	1 per D VA lane; one per refraction lane; 2-3 per N VA station	OE PNF	
Lensometer		Manual/Auto-lensometer	1 to 2	CD Source Locally	
Stereo Pass Test		Keep supplies in a climate controlled environment to maintain quality & integrity	2 to 3	OE PNF	
Color Vision		Currently unavailable Color Vision Testing being removed from screening protocol - end of 2024	Zero	Unavailable	
Autorefractor		Autorefractor Station, hand held Retinomax preferred, available through SOI; source tabletop model locally through CD	1 to 2	OE PNF, source locally 1st	
Tonometer		Intraocular Pressure (IOP), hand held Icare available through SOI; tabletop NCT model source locally through CD	1 to 2	OE PNF, source locally 1st	
Icare Probes		100 probes per box Please order only what is needed	1 box per 100 screenings	OE PNF	
Slit Lamp		Internal & External Stations, handheld slit lamps available through SOI, desktop models & panoptic ophthalmoscope source locally through CD	1 to 2 per Internal & External Eye Health station, depending on screening size	OE PNF, source locally 1st	














Volk 90 Lens		Internal Eye Health	1 to 2	CD Source Locally
Cover Test		Occluders, penlights, finger puppets, wall target needed for Cover test.	varies depending on size of venue/# of screenings	Source Locally
Phoropter		Refraction	2 to 3	CD Source Locally
Phoropter Stand		Refraction if Clinician uses phoropters; if Clinician uses trial lens set, stand is not needed	1 per refraction lane if using phoropters; 1 phoropter stand available through HAG application in 2024	OE PNF for loan in US ; source locally 1st;
Trial Lens Set w/trial frames		Retinoscopy & Refraction	1 per lane	CD Source Locally
Prism Bars/Sciascopy Bars		Retinoscopy & Refraction	1 set per refraction lane	CD Source Locally
Ophthalmoscopes & Retinoscopes		Retinoscopy & Refraction/Internal, charging stations and/or batteries	1 retinoscope per refraction lane, 1 ophthalmoscope per CD in Internal station/Panoptics	CD Source Locally
Fundus Camera (Optional)		Retinal Imaging (Internal Eye Health)	Optional	CD Source Locally, if accessible
Pupilometer		Eyewear Fit & Dispense	2+	CD Source Locally
PD Rulers		Eyewear Fit & Dispense	6	CD Source Locally





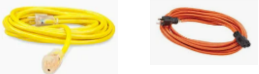


Lens Marking Pens		Used in eyewear fitting station & on-site edging, fitting heights & lens marking	6	Amazon; CDs
Eyewear Dispensing Tools		Eyewear Fit & Dispense Station; Frame warmer, adjusting tools, frame trays, screws, mirrors, Lens clock	1 frame warmer, 24 frame trays	CD Source Locally
Contact Lens Solution/Case		For athletes to remove contact lenses	1 bottle per event, 1 dozen contact lens cases	source locally
Eyewear Cases		Fit & Dispense, Large & Small Cases	50+ Large, 50+ Small	OE PNF
Laptop, Printers & Wi-Fi		Eyewear Data Entry - On-line Prescription Lens Ordering	2+ Laptops, Wireless Printers, Wi-Fi can be sourced from educational institution, or hot spot	Source Locally, Local U.S. Programs
Pipe & Drape		Darken Area/Internal Clinical Station: Required Use as dividers for Refraction/DVA, optional	varies depending on size of venue/# of screenings	Rent locally
Eyewear		Dress Eyewear Frames, Plano Sunglasses, Sport Goggles, Specs4Us, Swim Goggles available through PNF; do not accept outside donations. <u>Products are for Athletes Only</u>	Athletes receive Rx dress eyewear when RX indicated. Athletes who do not need a RX will receive plano sunglasses, plano sunglasses are not given out when an RX is presented. Athletes receive sport goggles when participating in SO contact sport. Unified partners, eligible for screening only & do not receive products.	OE PNF, Safilo frames, Liberty Sport Goggles, & Specs4us are the only approved products. Do not accept outside donated frames. Exceptions made with prior authorization.
Edger/Blocking system/blocks/blocking pads/de-blocker/hand edger/lenses/5 gallon bucket & Technician; dotting pens/china markers		For on-site edging when available Optional source locally	For on-site edging can source edger/Tech locally, Santinelli/Essilor Instruments Tech will need Optician/optical Tech to assist.	Stock lens request must be placed minimum one (1) month in advance of delivery date for event. Access form through resources on Changing Life Through Lenses portal. No paper orders accepted.
Tickets, post-its, container/box		To ID which athletes receive plano sunglasses and to keep track of dispensing sunglasses	depends on screening numbers	Varies
Eyewear Sanitization UV-C Sterilizer Ultra-Sonic Cleaner Hydrogen Peroxide/Dish Soap & Water Isopropyl Alcohol		If Using ISOPROPYL ALCOHOL (60%) Use on a cotton pad, or as a disinfectant wipe Use sparingly on plastics. If using it on a frame multiple times a day the material can dry out and eventually turn white Polish frame with a dry, clean microfiber cloth if necessary	depends on screening #	local store/online (e.g amazon)

Insurance & Hold Harmless Agreement		Completion Required each day of event	varies depending on # of volunteers	https://media.specialolympics.org/resources/health/disciplines/Hold-Harmless-Agreement.pdf?_ga=2.161530234.730861283.1682362446-1693204703.1632231545
Vision Report Card		One Pager	1 per athlete	https://resources.specialolympics.org/health/opening-eyes?locale=en
Congratulations on your new Glasses		New Glasses Form	1 per athlete	https://resources.specialolympics.org/health/opening-eyes?locale=en
Quality Assurance Checklist		To be used before and during event	1 per athlete	https://resources.specialolympics.org/health/opening-eyes?locale=en
Product Needs Form (PNF) Link Post Event Data Evaluation Link		Pre & Post Links	PNF Required: US 60 Days Outside the US 90 Days Data: Report Post Event within 2 weeks	PNF: https://app.smartsheet.com/b/form/731dd0fed0174d4aa2750f362967d1a5 Data Evaluation: https://app.smartsheet.com/b/form/a0648245f6114c5f8e34ac9971d7acea

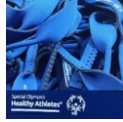
General Supplies

Large Cardboard Boxes		used for shipping frames to lab	1 to 3	local store/online (e.g amazon)	varies
Black & Red pens/Highlighters		Lens Ordering Station/used to fill out forms	12 to 24		
clipboards (only needed if no tablet)		for volunteers/athletes to complete HAS	20 per 100 athletes		
stapler & staples / paper clips / post-it notes / paper (A4)		Use at Lens Ordering Station	2 to 4		
tape (packing, masking, ducktape)		packing boxes, cord management	2 roll each		
heavy string, zip ties, nylon cord, S hooks, Table Cloth Clips, velcro		for hanging signs/cords	1 roll / box		
scissors, box cutter, rubber bands		Lens Ordering Station & boxes	2 to 4		
Hand Sanitizer		help with hand hygiene between volunteers and athletes and between stations	15 (at least 1 at each station)		

Disinfectant Wipes		used to clean materials/equipments	15 (1-2/station)	local store/online (e.g amazon)	varies
Batteries		Batteries for equipment; AAA & AA	2 to 4 packs		
Trash Bags		clean up and for waste during screenings	1-2 per station		
Storage Box		Store Frames & Optical accessories, General Office Supplies/store and maintain forms for data collection	1 to 12/as necessary		
Tissues / Paper towels		used to wipe possible spills	1-2 per station	local store/online (e.g amazon)	varies
Gloves, non-latex, powder free small,medium,large		help with hand hygiene between volunteers and athletes and between stations	1-2 per station of each size	local store/online (e.g amazon)	varies
Tape Measure		measure distances for DVA & Refraction	1	local store/online (e.g amazon)	varies
First Aid Kit		general, should include sterile saline, gauze, tape, & fox shield	1	local store/online (e.g amazon)	varies
Name Badges/Tags	to provide volunteers for day of operations	optional	1 per volunteer	local store/online (e.g amazon)	varies
Screening Station Supplies					
Straight Back Chairs		need stable chairs for waiting area, check in/out and stations	35 per 80 athletes	<i>Contact Health Program Manager to procure from venue</i>	
Tables		Utilized for check in, check out, data review, <i>stations amount may vary based on use of mat table availability</i>	183cm (6ft) tables - 12 per 80 athletes	<i>Contact Health Program Manager to procure from venue</i>	
Chair on wheels		Retinoscopy & Refraction lanes, optional	varies	borrow or source locally	
Table Cloths (Branded optional)		Generic table cloths used to cover tables; Branded table cloths used for Check In station table, and eyewear fitting & dispense table.	based on table #; branded table cloths should only be used for Check in and eyewear fitting & dispense station.	local store/online (e.g amazon) Branded can be sourced from CSM	varies for generic/\$62.45 for branded
Table Cloth Clips (velcro)		used to hang horizontal banner in front of table if unable to hang banner in venue. Will need	1 set	Amazon, CSM	\$12-\$15

Velcro (Optional)		If hanging banners on tables; Hook & Loop Tape Sticky Back, 3 in. x 4 in. Double-sided Adhesive Strip, Heavy Duty, White	1 set of 16	Amazon	\$6.00
Lamps		Illumination for Lea Charts, clinician in refracting station; near & stereo station	varies on venue lighting	local store/online (e.g amazon)	varies
Miscellaneous Signage (optional/only if necessary)		Optional signage for outdoor events, 9ft feather flag kit	1 For outdoor events only to identify OE Tent	local or CSM	\$90.00
Miscellaneous Signage (optional/only if necessary) Floor Decals		For directional use only, Adhesive 12" round reusable	Max. 20	local or CSM	\$5.97 each
Miscellaneous Signage (if necessary) for directional use		For directional use only	One only	local or CSM	51" W x 26" H \$199.00 24" w x 36" H \$143.00
Electrical Supplies					
Electrical power cords		power clinical equipment, lamps, laptops, printers, charging tablets. Please refer to 2024 floor plan for reference for stations that require electricity.	different sizes, with safety (orange) for outdoor use (depends on room layout) 4 x 3 meters / 10 ft and 4 x 5 meters / 16 feet	online (e.g amazon)	varies
Power strips with 4 to 6 grounded receptacles preferable with on-off switch		For stations requiring power, Please refer to 2024 floor plan for reference for stations that require electricity.	varies	online (e.g amazon)	varies
Athlete Educational Giveaway Items					
<i>These are examples. Work with local companies to see what you might be able to get donated.</i>					
Waterbottles		these are examples of options that can be used but non exhaustive	at least 1 giveaway per athlete	often donated from local groups or get from local stores	varies
Pens					
Drawstring bags					

Eyewear Strap (Branded)



Optional for athletes going through Opening Eyes
Screening, quantities are limited

requested through PNF

n/c