

**California Vision Foundations (CVF) Volunteer Checklist  
2016**

Participation in CVP provides an excellent public information vehicle for optometry. Your involvement in the program is crucial to making CVF a success. **Please utilize the following checklist and share with your staff.** These instructions are intended to give you an understanding of your role and responsibilities as a voluntary participant in this public benefit program.

Yes    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A standard eye exam was given on this visit.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The patient selected a donated frame or a Medi-Cal frame to fill their prescription. |
| <input type="checkbox"/> | <input type="checkbox"/> | The patient's lenses order was filled out on VisionWeb and sent via courier          |

to:

Elite Optical – Rancho Dominguez  
1450 W. Walnut Street  
Rancho Dominguez, CA 90220

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the order was sent with the frames while another copy was faxed to the CVF office (916-448-1423) and kept for my records.  |
| <input type="checkbox"/> | <input type="checkbox"/> | The patient <b>DID NOT</b> show up for their appointment during the allotted time. An "X" was drawn through the back of the PIF form and faxed to 916-448-1423 and discarded afterwards. |

Qualified patients receive a letter with their volunteer doctor's name, address, and phone number. They have 60 days to contact the doctor to set up an appointment. Failure to do so results in disqualification. **If a patient makes an appointment and does not show up, please contact CVF and let them know.**

Within 60 days of patient letters being sent, CVF will follow up to make sure the patient has contacted your office with an appointment. Please make sure to follow the instruction by the CVF representative.

If you need more donated frames, please contact the CVF office at 916-441-3990 or at [contact@coavision.org](mailto:contact@coavision.org).

Thank you for participating in the California Vision Project (CVP) of the California Vision Foundation (CVF)! The California Vision Foundation Board of Directors sincerely appreciates your help in achieving the mission of the Foundation: *"The California Vision Foundation is dedicated to preventing vision loss and enhancing eye health through public education and the provision of services to medically underserved Californians."*

The California Vision Foundations is a nonprofit 501© 3 organization and is the official charitable arm of the California Optometric Association. **If you need any additional information or clarification on CVP, contact the office at: California Vision Foundation (CVF) 2415 K Street, Sacramento, CA 95816 Telephone: 916-441-3990, Fax: 914-448-1423 Email: [Contact@coavision.org](mailto:Contact@coavision.org)**