



301 East Muhammad Ali Blvd Louisville, KY 40202-1594  
502.583.0564 Fax 502.852.6596 1.800.232.5308

## **READ THIS LETTER BEFORE FILLING OUT YOUR PATRON TRUST APPLICATION.**

Dear Sir or Madam:

Enclosed you will find the Patron Trust application for assistance you requested from the Kentucky Lions Eye Foundation. **Please make sure you fill the form out completely and provide the information requested.**

The Patron Trust Fund is set up by the Lions of Kentucky to help assist in payment of hospital and surgery bills. Requests for help will be considered by a committee of Lions Club members who have been selected to manage the Patron Trust Fund under the direction of the Kentucky Lions Eye Foundation. The Patron Trust Committee will discuss any application requests. After their discussion you will be informed by phone or letter if your application has been approved or not.

- You must provide documentation of your monthly support. If you have a place to live (other than a homeless shelter), you have support coming in every month. Please make sure you attach some kind of documentation. Some examples: food stamp letter, disability letter, or paycheck stub. **PLEASE DO NOT MAIL ORIGINALS.**
- If you have been told that you need surgery, please make sure to **send copies** of any referrals with your application and make sure to let us know what type of surgery is needed.
- You must mail the application back in to the Kentucky Lions Eye Foundation office address which is on the bottom of the application.

Failure to do any of these things will result in a delay of processing for your application. Feel free to use this letter as a checklist to make sure you have completed all of the necessary steps.

Thank you,

Kentucky Lions Eye Foundation



## Kentucky Lions Eye Foundation Guidelines for Utilizing Patron Program Funds

Any Lions Club in good standing within Multiple District 43 may request funds from the Patron's Program. These funds are to be used to assist in payment of hospital bills related to individuals who have been referred to KLEF by that Lions Club. All requests for funds must be forwarded to the Kentucky Lions Eye Foundation, ATTN.: Wenda Owen, Executive Director, 301 E. Muhammad Ali Blvd., Louisville, KY 40202-1594. Disbursement of Patron's Program funds will be in accordance with guidelines developed and approved by the KLEF Trustees.

### Priority System for Assistance

- 1) Assistance will be provided within the funds available on a first come first served basis.
- 2) In the event that two Lions Clubs request assistance and available funds can only provide assistance to one, the following procedure will be used to determine which patient receives priority. On the first request from a Lions Club, the patient's needs, as stated by the Physician, will be the first priority in determining which patient receives assistance. If the request is the second request from either Lions Club, the patient referred from the Lions Club whose members have contributed to the Patron's Program will receive priority for assistance.
- 3) **All sources for payment of hospital bills must be utilized before the KLEF Patron's Fund will be used to pay any hospital bills.** The KLEF Patron's Fund will be the last source of funding considered.

### Monitoring of Assistance Costs

- 1) KLEF in cooperation with the surgeon and the hospital will insure that the most efficient and economical hospitalization and treatment is obtained.
- 2) Arrangements will be made with the hospital to insure that KLEF does not become obligated for hospital cost beyond those for which the patient originally entered the hospital.
- 3) The Lions Club sponsoring the patient will be responsible for patient transportation to and from the hospital.

**If at all possible, Lions Clubs requesting and receiving assistance from the Patron's Fund are encouraged to repay the Patron's Fund for the assistance received.**

### History

The Patron funds are not used unless all other resources are exhausted.