

## **ASVI- Edmonton Equipment Loan Guidelines**

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### *About ASVI*

The Alberta Society for the Visually Impaired was established in 1971 by a group of parents of children with visual impairments or blindness interested in pooling their resources and expertise to help other parents. At the time, many students were being educated outside of their neighborhood school, often in a residential placement. Resources were scarce and these students lacked the support to excel in school and beyond.

ASVI grew to include the vision strategists and educational assistants involved in the education of students with visual impairments. Together the parents, vision strategists, educational assistants and others work to ensure needed resources are available, providing necessary guidance, expertise and access to specialized materials.

Two chapters were formed, one based in Edmonton, serving the city and surrounding areas up to Red Deer, and another chapter based in Calgary, serving the southern part of the province.

ASVI is a non-profit organization; all of its members, its executive and any committee members are volunteers, and none receive a salary, stipend or honorarium for work given.

ASVI has fundraised, primarily through partnerships with Alberta Department of Gaming, to provide equipment loans for children with visual impairments or their families and educators to provide better access to education and recreation. The equipment must be specific to the needs unique to visual impairments; selection is to be based on the recommendations of properly trained personnel as well as review by the Equipment Committee. The equipment is on loan to the families or individuals, with the understanding that items no longer in use are to be returned in good working order, to be redistributed to others as requests arise.

The following criteria have been carefully established and are considered to be comprehensive as of the date of writing. In the interests of providing ASVI with a means to respond to changing conditions and times, the Executive is empowered to expand these criteria, with cause, on the passing of a two-thirds majority vote at a duly constituted meeting of the Executive.

Should you require assistance with the completion of these forms, or with the selection of appropriate equipment, please contact any member of the ASVI board. See the website ([www.asviedmonton.org](http://www.asviedmonton.org)) for our email list, or telephone ASVI at (780) 453-8345.

- A list of funded equipment can be provided upon request

- Also available (soon): *A Parent Step-by-Step Application Guide*

## Criteria for Approval of ASVI Equipment Loans:

### *Eligibility*

1. Applicants must be members of ASVI in good standing.

### *Considerations*

1. Priority will be given to applicants who...
  - (i) are between 0-18 years of age
  - (ii) have not received equipment loans within the last two years
2. Preference will be given to application forms (see Forms 1-3) that are complete (including adequate documentation from a professional knowledgeable about the specific equipment) and received in a timely manner; incomplete applications will not be considered.
3. Loan applications are subject to approval by the Equipment Committee:
  - (i) The committee will consist of (at least)...
    - a. the president of ASVI or his/her designate
    - b. a parent serving on the Executive
    - c. a previous member of the Equipment Committee
  - (ii) The committee will approve or decline requests based upon...
    - a. determined need for (and appropriateness of) the equipment selected
    - b. number of persons who will benefit from the equipment
    - c. cost and availability of the equipment
    - d. willingness of the applicant to assist with fundraising
    - e. availability of ASVI funds
  - (iii) The committee will review previous approved loans to evaluate if equipment is being utilized and/or requires servicing
4. Successful applications (approved by the Equipment Committee) that cost less than \$500 (including tax and applicable charges) are subject to approval by the Executive.
5. Successful applications that cost more than \$500 are subject to approval by both the Executive and General assembly of ASVI members.
6. Equipment purchased by ASVI will...
  - (i) be identified with markings as being the property of ASVI
  - (ii) have the serial number of the equipment kept on record by ASVI
  - (iii) be on loan to the applicant, understanding that it is to be returned in good condition
  - (iv) be covered under the warranty program (if available) as provided by the manufacturer; after the manufacturer warranty expires, it would be the responsibility of the applicant (not ASVI) to maintain the equipment in good working order, as well as for the purchase of any additional warranty period or maintenance contracts
  - (v) have insurance coverage against fire and theft under the applicant's household policy
  - (vi) be returned to ASVI in good working order, should the applicant no longer use the equipment; equipment may be redistributed to another applicant who is able to use it
  - (vii) require a loan contract (see Appendix II) drawn up between the applicant and ASVI, outlining the conditions as indicated above

### *Not Funded by ASVI*

1. Service agreements, including those initially offered by the retailer and/or manufacturer
2. Any non-warranty repair/servicing required during the use (and return) of the equipment (to ASVI)
3. Equipment not specific to visual impairments (see reference list, Appendix I)

**FORM 1: ALBERTA SOCIETY FOR THE VISUALLY IMPAIRED  
EQUIPMENT LOAN APPLICATION FORM**

Applicant Name:

Date of Birth:

Eye Condition:

Parent/Guardian(s):

Address:

Telephone/Fax #

Email address:

Grade:

School name:

School Address:

Telephone/Fax #

Teacher's name:

Teacher Assistant:

Consultant/Itinerant:

Telephone/Fax #

Equipment Requested	For Use At:			Date Provided
	Home	School	Both	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**The information on this application form shall remain confidential, and will not be shared with any other individuals or organization.**

**FORM 2: PARENT/GUARDIAN(S) QUESTIONNAIRE**

1. What visual aids or Braille equipment does your child currently use? Please list all equipment and software with the manufacturer and the model number.

2. Has the child or anyone in the child’s home environment completed the “Mastering Literacy Braille” course?

		Uncontracted (a.k.a. Grade I)	Contracted (a.k.a. Grade II)
Name	-	<input type="checkbox"/>	<input type="checkbox"/>
Name	-	<input type="checkbox"/>	<input type="checkbox"/>
Name	-	<input type="checkbox"/>	<input type="checkbox"/>
Other Courses	-	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
3. Has a technology assessment of the child’s needs been made?		<input type="checkbox"/>	<input type="checkbox"/>

Telephone/Fax #

Assessor’s Name  
Organization  
Assessment Date

**[Please attach a copy of the assessment]**

		Yes	No
4. May ASVI contact the Assessor (if required)?		<input type="checkbox"/>	<input type="checkbox"/>

**The information on this application form shall remain confidential, and will not be shared with any other individuals or organization.**

1. Has your child received equipment from ASVI or any other provider before (with the exception of a School Board)?

Equipment/Software	Provider	Date
		-

2. Have you, or are you, planning to request equipment from another organization?

Equipment	Provider	Date
		-

3. Has your request been rejected by any other organization?

Equipment	Provider	Date
		-

8. What equipment has the School/School Board provided for at Home or at School?

Equipment	For Use At			Date Provided
	Home	School	Both	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p><b>The information on this application form shall remain confidential, and will not be shared with any other individuals or organization.</b></p>
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9. What Equipment have you purchased?

Equipment	For Use At			Date
	Home	School	Both	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10. Have you discussed your request with the following people?

	Yes	No
Classroom Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Consultant/Itinerant	<input type="checkbox"/>	<input type="checkbox"/>
Principal	<input type="checkbox"/>	<input type="checkbox"/>

11. May the ASVI contact the Teacher, Consultant/Itinerant and/or Principal?

Yes       No

12. Would you [the parent/guardian] be willing to participate in fundraising for the requested equipment (example: assist in the ASVI-shared casino)?

Yes       No

Parent/Guardian(s) signature

-

Date

**The information on this application form shall remain confidential, and will not be shared with any other individuals or organization.**



5. What portion (approximately) of the student's schoolwork depends on the use of the requested equipment?

In School

Homework

6. Why is it important that the student/applicant have this equipment?

7. What support is the School currently providing for the student/applicant?

Number of Hours Per Week

Teacher Assistant

Itinerant Teacher for the Visually Impaired

Consultant for the Visually Impaired

Other

8. Do you foresee the level of support changing in the next school year? If so, how?

\_\_\_\_\_

\_\_\_\_\_

Consultant signature

Date

Principal signature

Date

Classroom Teacher signature

Date

Parent/Guardian(s) signature

Date

**The information on this application form shall remain confidential, and will not be shared with any other individuals or organization.**

**LIST OF FUNDED vs. NON-FUNDED ASVI EQUIPMENT  
(SPECIFIC TO VISUAL IMPAIRMENTS)**

***Criteria for Approved Equipment:***

1. Equipment must be specific to the needs and use of persons with visual impairments
2. Equipment must be unavailable for loan or subsidized purchase elsewhere (e.g. MRC, CNIB)

***Categories of Funded Equipment:***

1. Computer software:
  - (i) Optical Character Recognition software (e.g. Kurzweil, OpenBook, Omnipage)
  - (ii) Screen reader software (e.g. JAWS, Connect-OUTloud, OutSpoken)
  - (iii) Magnification software (e.g. ZoomText, BIGSHOT, MAGic, InLARGE)
  - (iv) Braille software (e.g. Duxbury, Braille2000)
  - (v) Others (upon discretion of Equipment Committee)
2. Computerized hardware:
  - (i) Braille writers/notetakers (e.g. Mountbatten, BrailleLite, BrailleNote, PAC Mate)
  - (ii) Magnification devices (e.g. Flipper)
  - (iii) Others (upon discretion of Equipment Committee)
3. Computer accessories:
  - (i) OCR-compatible scanner, when requested in conjunction with OCR software
  - (ii) Braille embossing printers (e.g. Romeo 25, Blazie Blazer)
  - (iii) Computer connection cables, proprietary (e.g. BrailleLite-to-DiskDrive)
  - (iv) Others (upon discretion of Equipment Committee)
4. Low-tech:
  - (i) Braille writers (e.g. Perkins)
  - (ii) Others (upon discretion of Equipment Committee)
5. Other (upon discretion of Equipment Committee)

***Categories of Equipment NOT Funded:***

4. Mainstream available technology:
  - (i) Data storage devices (e.g. Compact Flash cards, card readers, CD writers)
  - (ii) PCMCIA devices (e.g. removable Ethernet adapters, BlueTooth, InfraRed cards)
  - (iii) Computer connection cables, non-proprietary (e.g. USB or serial)
  - (iv) Computer monitors, LCD projectors
  - (v) Printers (except Braille embossers)
  - (vi) Others (as determined by Equipment Committee)
5. Computer systems:
  - (i) Notebooks, a.k.a. laptop computers
  - (ii) Desktops, a.k.a. free-standing CPUs
  - (iii) Others (as determined by Equipment Committee)
6. Low-Tech:
  - (i) Exercise equipment (e.g. stationary bicycles, treadmills)
  - (ii) Others (as determined by Equipment Committee)
7. Other (as determined by Equipment Committee)

**Equipment Use Evaluation Form  
ASVI-Edmonton**

**In accordance with the Equipment Loan Agreement, I hereby validate that**

(Name of User)

**[no longer uses / continues to use]** (circle one)

(Equipment loaned)

**at least once per [day / week / month / year]** (circle one),

**that the equipment is in [need of repair or servicing / good working condition]** (circle one),

**and that our household insurance [no longer covers / continues to cover]** (circle one) **the equipment for loss, theft, fire or other damage.**

**I wish to [return / renew the loan agreement for]** (circle one) **the equipment named above.**

**Parent / Guardian (s) signature**

**Date**

**Printed name**

**Address**

**City**

**Telephone number**

**For ASVI use only:**

Evaluation form received by:

Date received:

If renewal request, follow-up referred to:

Date returned:

If return made, received by:

Condition when returned: