

## **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.

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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?                      

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)?                      

**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"/>	_____

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

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.**

FORM 3:

### SCHOOL QUESTIONNAIRE

[This section is to be completed (with the school) *ONLY* if requested equipment is for use at school]

1. Please outline how the applicant's Individual Program Plan directly incorporates the use of (and instruction with) the requested equipment or software:

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2. Please outline *how, when, and by whom* the applicant will be trained in the use of the requested equipment at school:

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3. If [the trainer named above] does not have an adequate level of proficiency in the use of the requested equipment, how will the school upgrade the trainer's skills?

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4. Does the applicant have other disabilities that would limit the applicant's ability to use the requested equipment? If yes, explain:

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**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 Loan Agreement  
between the  
Alberta Society for the Visually Impaired  
and

\_\_\_\_\_  
[Parent/Guardian(s)]

\_\_\_\_\_  
Date

This agreement is intended to serve as a guideline for the future use and enjoyment of the equipment items (as listed below) for \_\_\_\_\_  
(Name of User)

This agreement refers to the following equipment that was purchased by Alberta Society for the Visually Impaired (ASVI). ASVI retains ownership of all materials that have been provided for the benefit of the User. This loan agreement conveys the right to use and does not transfer property rights to the User. At the end of the term, the equipment remains the property of ASVI.

The equipment includes the following items:

\_\_\_\_\_  
\_\_\_\_\_  
*Terms of usage include the following items:*

1. Ownership of equipment at all times remains that of ASVI and the User is granted use of the equipment in accordance with the terms of this agreement.
2. The parent / guardian(s) agrees to provide sufficient insurance to cover the replacement cost of the item should the item be lost, stolen, or otherwise damaged throughout the term of the usage agreement. In most cases, specific notice must be given to the underwriter to ensure that sufficient coverage is required.
3. The parent / guardian(s) agrees to return the equipment to ASVI at a time when the equipment is no longer used or is no longer a benefit to the User.
4. The parent / guardian(s) will not be levied any monetary fees or charges for normal wear or related depreciation costs incurred through the use of the equipment.
5. ASVI will provide the equipment only as described and does not provide any other service or funding with respect to the equipment.
6. The User must maintain the equipment in good working condition at all times, and allow ASVI the right of inspection at reasonable times.
7. The lease may be terminated at the end of the term, upon breach of the agreement by the User or at any time by ASVI giving written notice, and equipment must be made available within 7 days after such notice to ASVI.
8. Consideration has been paid by the user, the amount being \$1, receipt of which is acknowledged as received.
9. The term of the agreement is five (5) years. At the end of the term the User is required to return the equipment to ASVI at the expense of the User. Arrangements may be made to renew the agreement for a further five-year term.
10. This agreement cannot be assigned by the User to any other party.
11. The User must notify ASVI within 30 days of any equipment malfunction that requires repair by the manufacturer.
12. The User agrees to complete an Equipment Use Evaluation Form upon request and subsequently forward the information to ASVI.

In addition, the following guidelines direct ASVI in the distribution of other equipment:

1. The parent / guardian(s) acknowledges that subsequent requests for further equipment may be made to ASVI and that ASVI may request evidence of utilization. Such evidence would be recognized by ASVI when it is provided from the child's principal or designate and/or an educational consultant for the blind and/or any other such authority who is able to offer evidence of effective use of the equipment. This evidence would need to be provided prior to granting of further requests for equipment.
  2. ASVI may request that previously loaned equipment be returned to ASVI inventory prior to the issuance of further equipment. If ownership of the equipment was transferred from ASVI to the User then ASVI may request that transfer of ownership be made back to ASVI at no cost to ASVI prior to the issuance of further equipment.
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\_\_\_\_\_  
Parent / Guardian(s) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
ASVI designate signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

**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: \_\_\_\_\_

\_\_\_\_\_  
If return made, received by: \_\_\_\_\_ Date returned: \_\_\_\_\_

Condition when returned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_