

ASVI- Edmonton Equipment Loan Guidelines and Application

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) for our email list.

Criteria for Approval of ASVI Equipment Loans:

Eligibility

1. Applicants must be members of ASVI in good standing. Member in good standing is defined as membership dues are paid in full

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
 - f. parent involvement (membership fees and volunteer commitment)
 - (iii) The committee will review previous approved loans to evaluate if equipment is being utilized and/or requires servicing
 - (iv) Loan applications must be filled out and submitted by the parent
4. Successful applications (approved by the Equipment Committee) are subject to approval by the Executive.
5. 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
 - (viii) should your membership not be maintained the equipment may be requested back

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

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:

Grade:

Parent/Guardian(s):

Address:

Telephone/Fax #:

Email Address:

School name:

School address:

Telephone/Fax #:

Teacher's name:

Teacher Assistant:

Consultant/Itinerant:

Telephone/Fax #:

Equipment Requested

For use at:

	Home	School	Both	Date provided

Form 2:

PARENT/GUARDIAN(S) QUESTIONNAIRE

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

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 either parent of the child completed the "Mastering Literary Braille" course?

Circle: YES NO

Please list anyone in the child's home environment completed the "Mastering Literary Braille" course?

Name	Uncontracted	Contracted

3. Has a technology assessment of the child's needs been made?

Circle: YES NO

Assessor's name:
Telephone/Fax #:
Organization:
Assessment date:
(Please attach a copy of the assessment)

4. May ASVI contact the assessor (if required)?

Circle: YES NO

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

Circle: YES NO

Equipment	Provider	Date

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

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

Equipment	Provider	Date

7. What equipment has the School/Board provided for the use at home or school?

Equipment	Home	School	Both	Date provided

8. What equipment have you purchased?

Equipment	Home	School	Both	Date purchased

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

Classroom teacher	Circle:	YES	NO
Consultant/Itinerant	Circle:	YES	NO
Principal	Circle:	YES	NO

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

Circle: YES NO

11. As an applicant the parent/guardian must be willing to participate in fundraising for the requested equipment (example: assist in the ASVI-shared casino or volunteering at social events or other executive)

Parent/Guardian(s) signature

Date:

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?

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

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?

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

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 the equipment?

7. Has equipment been trialed with the student?

Please list what equipment Circle: YES NO

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

8. 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:

9. 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:

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: