

Aloha D50 Vision & Screening Coordinators:

[Here is a link to a Google Sheet \(D50 Lions Vision & Hearing Master Calendar for 2025-2026\)](#) that was created to minimize the scheduling of Vision and Hearing projects on the same day as these projects often use the same volunteers and at least some of the Hearing Screening equipment can only be in one place at a time (Oahu vs Neighbor Islands). I hope you will find it useful.

Please make sure to continue to schedule Hearing Screenings with PDG Shannon Ching as you have been doing, I just take his Word document and input the new items in this calendar as well.

If there are two (or more) clubs scheduling events on the same day, I will highlight the event in yellow. If they are large events, or I think it will be hard to raise adequate volunteers I will highlight them in bright yellow in the Master Calendar and attempt to make sure each club is at least aware of the situation.

Neighbor Island projects will be highlighted in light grey with red lettering for the schools, just for differentiation and to make it easier for the neighbor islands to find the information pertinent to them, should they choose to use this Calendar.

If any of you have any questions on this, or have trouble inputting information, feel free to reply to this email. I can input it for you.

If you do elect to use this Calendar, but think you may have "messed something up", please call or text me as soon as possible. I can correct it, or if necessary, revert the whole calendar back to a previous date.

I apologize this sheet is made to be viewed and used on a computer screen.

I do not have the technical expertise to make something that is meant to be used on a phone, though it can be done. The "frozen columns" on the left may need to be minimized to be used on smaller screens.

Explanation of the Sheet:

- Column titles (in grey)
 - Requested arrival time: when the school is okay with having volunteers arrive
 - I also often have a "setup"(arrival) time and a "start" time when the first students are expected to be showing up
 - Screening Type:
 - please type in either Vision or Hearing, the "conditional formatting" will automatically color that cell either green for Hearing or purple for Vision
 - School or Location
 - please enter the name of the school or the name and location of the community event
 - School Contact
 - please type in the name of the Principal/Health Aide/designated point person for the school
 - Coordinating Club

- please enter your Club name (if you are the Coordinator)
- Coordinator (your name)
- Contact phone (your number)
- Contact email (your email)
- Hawaii Keiki Nurse (name / contact information)
 - please enter the Hawaii Keiki Nurse assigned to that school (if you know it). Hawaii Keiki Nurses have had reductions in staffing, but it seems **they can often still assist with one or two personnel for Title I schools.**
 - [This is a link to the website I have been using to find the Hawaii Keiki Nurses](#) in my area. They have been very helpful in pointing me in the right direction if and when I initially contact the wrong one.
- The light Red highlighted lines are meant to designate days with no school
- The light Orange dates are days where the audiologist has indicated in advance there will not be any hearing screenings. These rows should also have an "Open for Vision only" in the first column (column "A").
- Please enter your school or events information on the same row as the day the event is to take place.
 - **Do NOT enter if there is already information on that row**
 - if you will be having your event after one that is already scheduled or if more than one school / event will take place for another reason, please add another row or contact me so we can discuss how we can handle the situation.

Even if you elect NOT to use this, please let me know the dates of your Vision & Hearing Screenings by replying to this email so that other Coordinators can avoid scheduling on the same days you are.

Much mahalos!

Yours in Service,

Gavin Hall