

# INTERVIEWER'S RECORD – REQUEST FOR ASSISTANCE

LIONS CLUB OF .....

DATE ..../..../....

Applicant's Name		D.O.B. if a child	/	/
Identified by	Licence / Passport / Other	Phone number		
Street Address		Town		
Marital Status	Married / Widowed / Single / Divorced	Postcode		

A Lions Foundation (or other organisation) may be approached for additional help. The following information will then need to be supplied in full. The **Interviewer** should complete these questions *and seek assurances from the applicant that the answers will be supplied in full should the request need to proceed further.*

Full Description of Request: (Interviewer to stress that LIONS normally pay on invoice rather than hand over cash)			
What other Organisations have been approached for assistance?			
What was the result of those approaches?			
Does the applicant receive help from PAPD or other health care support agency?		YES / NO	
Details:			
Is there an outstanding or completed insurance claim associated with this request?		YES / NO	
Details:			
Is there any outstanding legal action pending associated with this request?		YES / NO	
Details:			
Have quotes been obtained for the request? (3 quotes necessary for Foundation grants)		YES / NO	
Details:			
What is the financial status of the recipient?		Verified?	YES / NO
Details:			
In whose name would any equipment be held?			
Will it be adequately insured:		YES / NO	and maintained YES / NO
What contributions will be made towards the request?			
Family		Others LIONS	

PLEASE TURN OVER

What will happen to any equipment when it is no longer in use or required?

Please allow the applicant to read and sign the Privacy Statement below (or read it to them if necessary):

Your privacy is respected by our Lions Club. The personal information you provide including any sensitive information will only be used to assess your eligibility for assistance. It may be provided to other organisations or Lions Clubs that assist us, or as required or authorised by Law. We will not use any of your sensitive information for marketing purposes and will always request your permission before organising any publicity for fund raising activities that may be organised to support your request.

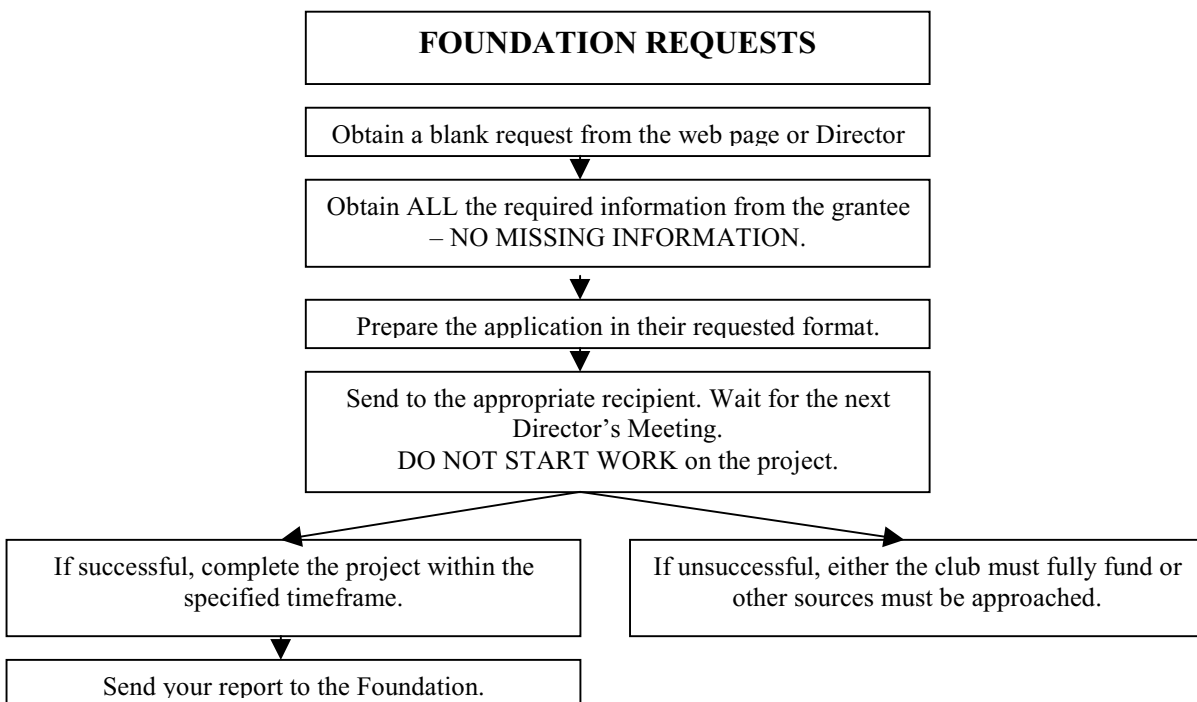
I acknowledge that I understand the Privacy Statement.

Signature

Date

The following information is for the Lions Club records:

Name of Interviewer/s	Request received	/	/
How / why were LIONS contacted for this request?			
What is the benefit of this request:			
Recommended by Committee:	YES / NO	Date	/ /
Adopted by Board:	YES / NO	Date	/ /
Additional Assistance / Grants needed	YES / NO	Club / Zone / District / Foundation	
Request Fulfilled	...../...../.....		



Please attach any additional papers to the rear of this form.