



HERE'S LIFE INNER CITY CHICAGO

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November 1, 2005

Dear Ministry Partner,

This letter explains the process for obtaining free eye exams and free glasses for needy adults in our ministry. The special program called the "Hometown Day" on December 6 is mainly for children and so we will be having the adults get their eye care in a different way. The adults will be able to choose the store closest to them and set up an appointment that is convenient for their schedule. The program with LensCrafters is called the "Gift of Sight" program, and here is how it works:

1. You will need to write a recommendation letter, which includes the adult recipient's contact information and your ministry's tax -exempt number. You can use the sample letter included in this packet to help you know how to write it.
2. Your organization then chooses one of the LensCrafters from the list (included in this packet), and calls the store. You can inform them that you are a not- for-profit ministry that is interested in the Vouchers for the Gift of Sight Program. Let them know that you have identified several adults who are in optical need and financial need and that you would like to fax them letters for these individuals.
3. They will ask you to fax the forms over to them, or give you other directions on how to get the forms to the store.
4. The Gift of Sight Captain at the LensCrafter store will then make an appointment directly with the recipient via phone.

Some of the stores may operate slightly different, but this is the procedure that most of them want us to use. If you have questions about this program you can feel free to call or email me at 773-821-7060 or marc.henkel@ccc.org.

Sincerely In Christ,

Marc Henkel