



## **IACLE RESOURCE CENTRE COORDINATOR REGISTRATION / AGREEMENT**

**RESOURCE CENTRE COORDINATOR'S NAME:**

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**EDUCATIONAL INSTITUTE:**

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**CITY:**

**COUNTRY:**

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I, as an Educate Member of IACLE have agreed to open, operate and run an IACLE Resource Centre at my teaching institute. Responsibilities of this position are:

1. Download IACLE resources from the member login of IACLE's website
2. Label IACLE resources with appropriate label
3. Keep only up-to-date resources on hand that aren't damaged/defected
4. Provide access to the resources to faculty and students free of charge
5. If resources are borrowed, monitor their return
6. Keep IACLE informed of activities taking place at the Resource Centre such as if the Resource Centre is closed/shut down, who uses the resources and how
7. Provide updates for the member newsletter / social media along with image (high resolution JPGs)
8. Encourage fellow Contact Lens Educators to join IACLE

I agree to the responsibilities outlined above. My institute also supports this project by providing the area needed to establish use of these resource materials.

**SIGNATURE OF RESOURCE CENTER COORDINATOR**

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**NAME OF HEAD OF SCHOOL**

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**SIGNATURE OF HEAD OF SCHOOL**

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**DATE** \_\_\_\_\_

**RETURN BY EMAIL/FAX/POST TO YOUR REGIONAL/NATIONAL IACLE OFFICE**

OR THE IACLE SECRETARIAT [iacle@iacle.org](mailto:iacle@iacle.org)