

CHECKLIST FOR PLANNING A HIGH SCHOOL BLOOD DRIVE

PRIOR TO 8 WEEKS

- Confirm date, time, size, and location of blood drive with the Blood Center.
- If the blood drive will be in a new location, a Blood Center Representative must come to your school and evaluate the site.
- Reserve the site for 1-½ hours prior to the start of the drive until 2-½ hours past the last appointment time.

7 WEEKS

- Make arrangements for your Blood Center Representative to speak to student blood drive coordinators. Educational Assemblies can also be planned.
- Select a committee to work on this project.

5 WEEKS

- Divide your committee into subcommittees.
- Begin publicizing the blood drive. Utilize advertising, bulletin boards, school announcements, and newspaper. Make arrangements for an assembly, homeroom visits, and lunchroom sign-up table.

4 WEEKS

- Start recruiting donors, students, faculty, administration, and community members.
- Hand out Parental Information Letters and Permission Slips (*if required by your school district*).
- Keep Blood Center Representative up-to-date on your activities.
- Give committee members goals and deadlines to meet. Provide them with materials needed to recruit donors.
- Seek support from the school's administration and faculty. Distribute memo from the Blood Center to all faculty.
- Make sure your school nurse will be available the day of the blood drive.

3 WEEKS

- Meet with committee members and evaluate recruiting strategies.
- Discuss any recruiting problems with your Blood Center Representative.

Set-up and Clean-up crew Committee Members should:

- Arrange for tables and chairs for the blood drive.
- Choose 5-6 strong individuals to help unload the truck. This crew must arrive one and one-half (1 ½) hours prior to the start of the blood drive to meet the truck when it arrives.
- Reserve parking spaces for Blood Center staff. Arrange for parking permits if necessary.

Registration Committee Member should:

- Choose no more than two people to assist with registering blood donors. These individuals must arrive 15 minutes prior to the start of the blood drive.
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2 WEEKS	<ul style="list-style-type: none">• Collect signed Parental Permission Slips (<i>if required by your school district</i>).• If the goal has not yet been achieved, continue recruitment. If the goal has been reached or exceeded, contact your Blood Center Representative so that adjustments can be made.
1 WEEK	<ul style="list-style-type: none">• Call your Blood Center Representative with your numbers.
3 DAYS	<ul style="list-style-type: none">• Notify your Blood Center Representative with your donor numbers.• Fax a copy of your final schedule to your Blood Center Representative.
2 DAYS	<ul style="list-style-type: none">• Give a copy of your final schedule to all homeroom teachers to post and make an announcement to remind students to look up their appointment times.
DAY BEFORE	<ul style="list-style-type: none">• Make an announcement to remind students of the blood drive and tell them whom to contact if they need to change/cancel their appointment. <p><u>Remind all donors to get a good night's rest and to eat a full breakfast and to bring identification. ID must have a name printed on it PLUS a photo and/or signature.</u></p> <ul style="list-style-type: none">• Committee Members should confirm their helpers and remind them of the time they should arrive.• Deliver passes to students near the end of the day or deliver passes to homeroom teachers to give out the morning of the drive. These passes will also serve as reminders to your donors.
DAY OF THE BLOOD DRIVE	<ul style="list-style-type: none">• Committee Members need to be available throughout the day to supervise their helpers.• The set-up crew will need to meet the Blood Center truck upon arrival. Arrival time is approximately 1-½ hours before the start of the drive.• Registration helpers should arrive 15 minutes before the first appointment.
FOLLOW UP	<ul style="list-style-type: none">• Send a thank you note to your committee members.• Send a thank you note to all donors and let everyone know what the final results were.• Schedule a date for your next blood drive. The Blood Center is currently scheduling one year in advance.
