

Materials in the High School Packet

- **BROCHURES**

These should be used as a tool to educate and recruit donors. If you need more, contact your Blood Center representative. If you have extras, please return them to the Blood Center at the drive.

- **CHECKLIST**

Use the checklist to determine where you should be at what point in time. The checklist is a valuable guideline.

- **SAFETRACE UPDATE FORMS**

The forms are to be completed prior to the blood drive by **all first time donors** who sign up to give blood. Return the forms to the coordination committee. The forms need to be at the blood drive fifteen (15) minutes prior to the starting time and must be in alphabetical order.

- **INFORMATION FOR PROSPECTIVE DONORS**

These brochures must be handed out to **each** donor intending to give blood. It lists reasons for which donors may not donate. The purpose of this information is to educate your donors and help eliminate unnecessary deferrals at the time of the blood drive. By distributing this information, donors will learn ahead of time whether or not they are eligible to give blood. Donors should keep this brochure because it also contains important reminders and pre-donation instructions. If you have extras, please return them to the Blood Center staff after the drive.

- **POSTERS**

The posters announce the theme of this year's high school blood donor program. They should be hung around your school to help publicize the blood drive.

- **SCHEDULE**

This is the form with the time slots and the blank lines. Each line represents one donor. **DO NOT ADD TIME SLOTS AT THE END OF THE BLOOD DRIVE!** If you have extra donors, you need to contact the Blood Center immediately so that arrangements can be made to bring more staff or lengthen the hours of the blood drive. When you fill out the schedule, place the teachers, administrators, and other adults in their requested time slots first. They usually have more time restrictions than the students do. Next, schedule vo-tech students according to their schedules. Last, schedule everyone else. You may want to provide each teacher with a copy of the schedule to post in their classroom. In addition, PLEASE PLAN TO FAX YOUR COMPLETED SCHEDULE to you Blood Center Representative at least three (3) days before the drive.

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- **ACCEPTABLE IDENTIFICATION**

All donors must present ID with their name printed on it PLUS a photo and/or signature.

- **LETTERS TO PRINCIPAL, NURSE, PARENTS**

- Principal – This is given to the principal to thank him and the school for supporting the blood drive.
- Nurse – This letter provides the nurse with information on our latest procedures.
- Staff – This asks the staff to help educate the students in blood donation.
- Parents – This letter may be sent home to the parents so they are aware that their child is going to experience their first blood donation.
- If your school requires Parental Permission – We have enclosed a sample letter and permission slip.

- **PASSES – APPOINTMENT REMINDERS**

After you have the schedule completed, fill out the passes/appointment reminders for each of your donors. These passes should be distributed to your donors the day before or the morning of the blood drive. If you have community members signed up, you should call them the night before to remind them of the appointment time.

- **FACULTY SUPPORT MEMO**

It is recommended that you photocopy this memo and see that it is given to each faculty and administrative person. Perhaps you could attend a faculty meeting. The purpose is to have these individuals support your project.