






# BLOOD DRIVE CHECKLIST

Follow this checklist to successfully plan your LIFESAVING event!

## QUICK TIPS TO ENSURE YOUR EVENT IS A SUCCESS!

- Get the word out early
- Share the importance of giving blood (1 donation saves 3 lives!)
- Promote your event with the materials provided by LifeServe Blood Center
- Recruit donors early and schedule appointments
- Prepare donors and remind them of their appointments prior to the blood drive
- Thank every donor and volunteer

 Blood Drive Date: \_\_\_\_\_  Goal Units: \_\_\_\_\_  Location: \_\_\_\_\_

 Blood Center Rep: \_\_\_\_\_  Blood Center Rep. Phone: \_\_\_\_\_

## Four Weeks Before Blood Drive

- Hold a recruitment team meeting to discuss how to schedule appointments.
  - Decide when/where/how donors will be able to sign-up for your event. Don't forget about our online scheduling tool!
- Review the **Blood Drive Planning Guide** and the **Blood Donor Eligibility Criteria**.
- Confirm your location.

## Three Weeks Before Blood Drive

- Distribute and display the promotional materials.
- Begin recruiting donors and scheduling appointments.
  - It's important to fill the schedule evenly to avoid back-ups.
- Distribute the **Parental/Guardian Permission Form** to all 16 & 17 year old donors.
- Give presentations about blood donation at club meetings and during classes or ask your LifeServe Blood Center Representative to speak at a school assembly.
- Utilize social media to promote your blood drive.
- Recruit volunteers to help at the blood drive.
- Reserve tables and chairs for the blood drive.

## One Week Before Blood Drive

- Collect any signed **Parental/Guardian Permission Forms** and encourage others to return signed forms immediately.
- Remind volunteers of arrival times and duties.
- Contact your LifeServe Blood Center Representative to report the number of donors scheduled to ensure proper staffing and discuss last-minute details.

## Post-Drive/Say Thanks

Now, it's time to make sure you recognize the valuable people who contributed to your event. Whether it was a donor or a community member who sponsored something on the day of your blood drive, send a thank you or call them with the final drive stats to help them know how crucial they were to your event.

- Send thank-you notes or emails to donors, volunteers and school faculty who assisted and participated in your event.

## Two Days Before Blood Drive

- Fill in the **Donation Guide** booklets with names and appointment times, distribute them to the donors and remind them to use this booklet as their pass out of class on the day of their donation.
- Add appointments to the online schedule and update your LifeServe Representative on number of donors scheduled.
- Continue promotional efforts to recruit donors.

## Day Before Blood Drive

- Remind all donors about the blood drive and to bring their ID, parental consent if needed and remind them to fill out their LifeServe QuickPass the day of their donation.
  - Utilize the PA, social media or other announcement options.
- Clear the site and set up tables and chairs.
- Set the room temperature between 68 and 70 degrees.

## Day of Blood Drive

- Schedule volunteers to unlock the doors, greet the LifeServe Blood Center team members.
  - LifeServe Blood Center team members will arrive 45 minutes to one hour before the blood drive begins.
- Keep a current school yearbook, if possible, at the registration table to help identify donors who do not bring proper identification.
- Schedule volunteers to assist with clean-up.
- BE PROUD.** With your event, you will do more for your community than most will do in a lifetime.

- Recognize the donors by featuring their names in the school newspaper or via social media to bring awareness to their contribution to the community - each donor who stepped up to give blood saved the lives of three hospital patients!
- Promote your event's success - make posters with drive results, feature the results on social media or utilize school announcements.