

DRIVE CHAIRPERSON CHECKLIST

kentucky

blood center



Blood drives are the backbone of the community's blood supply. Thank you for taking a lead role in making sure life-saving blood is available for Kentucky patients. The list below can help guide you to coordinating a smooth, efficient, and successful blood drive. Your Donor Recruitment Specialist can assist you with any variations to this list.

DRIVE DATE & TIME: _____ **DRIVE LOCATION:** _____

2 -4 weeks before your drive

- Form a team or committee to assist with education, recruitment and promotional activities.
- If possible, have a meeting to help motivate and educate your team.

Notes:

1-2 weeks before your drive

- Educate members and promote the drive through poster displays, emails, facebook posts, etc..
- Conduct sign-up/information tables and/or "walk-around" to begin to sign-up donors.

Notes:

1-3 days before your drive

- Continue actively signing up donors.
- Communicate expected number of donors to KBC.
- Confirm drive day details like drive site arrangements such as room temperature and tables and chairs or parking details if drive is held on a bloodmobile.
- Send reminders about the drive and donor's appointments

Notes:

Day of drive

- Display "Blood Drive Today" signs to help direct donors to the drive.
- Meet our Team Supervisor (or have a designee) and provide the final donor sign-up sheet
- If possible, be present or have team members present who can help thank donors and make reminder calls to no-shows.

Notes:

After the Drive

- Let everyone know drive results.
- Say thank you to your recruitment committee and donors.

Notes:
