DRIVE CHAIRPERSON CHECKLIST

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.
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**FOR NEXT DONATION DATE:**
Locate the date of donation on the lower (shaded) line. The date on the upper line is the next date the donor is eligible to donate.