



# BLOOD DRIVE CHECKLIST

Follow this checklist to successfully plan your LIFESAVING event!

◆ Blood Drive Date: \_\_\_\_\_ ◆ Goal Units: \_\_\_\_\_ ◆ Location: \_\_\_\_\_  
◆ Blood Center Rep: \_\_\_\_\_ ◆ Blood Center Rep. Phone: \_\_\_\_\_

## 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 CCBC.
- Recruit donors early and schedule appointments.
- Prepare donors and remind them of their appointments prior to the blood drive
- Thank every donor and volunteer

### 12 WEEKS BEFORE THE BLOOD DRIVE

- Book Blood Drive.
  - Confirm location (bloodmobile or field drive).
  - Set goal of donors.
  - Set time frame.
  - Have a secondary contact.
- Set-up digital/manual sign-up link to gauge participation.
- Begin recruiting donors and scheduling appointments.

### 8 WEEKS BEFORE THE BLOOD DRIVE

- Follow up on blood drive.
- Choose Recruitment methods.
  - Email, text, calls, social media, printed/digital materials, postcards.
- Hold a recruitment team meeting to discuss blood drive recruitment efforts.
- Schedule site assessment.
- Continue recruiting donors and scheduling appointments.

### 4 WEEKS BEFORE THE BLOOD DRIVE

- Distribute and display the promotional materials.
- Utilize social media platforms to promote your blood drive.
- Continue recruiting donors and scheduling appointments.
- Recruit volunteers to support blood drive.
- Reserve tables and chairs for the blood drive.
- High School blood drives:
  - Distribute Parental/Guardian Consent Form to donors 16-18 years old.
- Site assessment should be completed

### 2/3 WEEKS BEFORE THE BLOOD DRIVE

- Continue to recruit donors and schedule appointments.
- Present on blood donation at meetings, clubs, classes, or assemblies.
- Set-up information tables to recruit and educate.
- Contact your CCBC Representative to report the number of donors scheduled to ensure proper staffing and discuss last minute details.

### 1 WEEK BEFORE THE BLOOD DRIVE

- Remind Drive Chairs of arrival times and duties.
  - Parking blocked off or access to building.
  - Restroom access for staff.
  - Indoor blood drive set room temperature between 68-70 degrees.
  - High Schools get school nurse contact.
- Send reminders to donors (email, call, text).

### THE DAY OF THE BLOOD DRIVE

- Continue recruiting donors.
- Schedule volunteers to unlock doors and greet the CCBC team members.
- Donation process can take up to one hour.
- Thank you for your commitment to saving lives in our community!

### POST DRIVE

- Schedule your next life saving event
- Recognize those who contributed to your event by sending a thank you or calling them with the final drive stats to show their importance.
- Send thank-you notes or emails to donors, volunteers and school faculty who assisted and participated in your event.
- 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.