

# Timeline For High School Blood Drives

## One Month Out

- 🔴 Contact appropriate school officials to ensure the room normally used for the blood drive is available.
- 🔴 You should receive the promotional packet approximately one month prior to the drive and have a plan for distribution. (Put your running shoes on and recruit other students to help get posters and flyers to all common areas and info boards on campus.)
- 🔴 Delegate! Assign specific tasks to your committee members.
- 🔴 Contact all campus publications and media (This is a MUST!) Write an article for the school paper. Set up a date to play recruitment video on closed circuit TV in all classrooms.



## Two Weeks Out

- 🔴 Make large 2'x3' poster board-size signs with clever eye-catching slogans to get people in to donate, and place them strategically around the school.
- 🔴 Send student representatives to each class to promote the blood drive. Be sure to announce the date, time and location of the drive. Only hand out permission slips sent to you prior to each drive. Discard unused permission slips at conclusion of the drive. Sign up students, reminding them a) of eligibility requirements, b) to eat a good meal 2-4 hours prior to donating and hydrate well, c) to bring photo ID to the drive and d) to have their permission slips (signed in ink) back in time for the blood drive!
- 🔴 Set up information table in the cafeteria with a sign-up sheet. Anyone who signs up must read the eligibility requirements on the reverse side of the flyer to ensure they are able to donate. Hand out permission slips to first-time donors under 18 years old.
- 🔴 Arrange to have table tents on each table in the cafeteria the day before the blood drive. Don't forget the teachers' lounge.

## One Week Out

- 🔴 Contact your Recruitment Coordinator. Your recruiter will need to know the number of donors currently signed up to donate.
- 🔴 Collect permission slips and organize alphabetically or in groups according to the sign-up sheet.
- 🔴 Play the recruitment video over the closed circuit TV to all classrooms OR make an announcement daily to remind students to sign up and bring their permission slips.
- 🔴 Make arrangements with the Athletic Director or school maintenance to have sports equipment, including mats, removed from the room the day before the drive. We will also need a minimum of 6 large tables and 50 chairs.
- 🔴 Make arrangements with the school office to have a "mug book" available to check ID (a yearbook is NOT acceptable!).



**Inland Northwest  
Blood Center**

210 West Cataldo Avenue  
Spokane, WA 99201

It's About *Life!*

www.inbc2.org - (800) 423-0151

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## Day Before The Blood Drive

- 🔴 Obtain the mug book from the school office.
- 🔴 Verify with appropriate school officials that the room being utilized will be cleared of equipment and that chairs and tables will be delivered to the room prior to 7am on the day of the drive.
- 🔴 Confirm the volunteers and schedule for both pre-registration and escorts.
- 🔴 Make an announcement reminding donors to eat a good meal prior to donation, hydrate well and bring photo ID and permission slip (if they haven't already turned them in to you). Also make an announcement to teachers that students will be pulled from their classes. Obtain hall passes from INBC, if needed.

## Day Of The Blood Drive

- 🔴 Arrive one hour early. We'll need approximately 5 volunteers to help unload equipment and set up the room as well as tear down following the conclusion of the blood drive.
- 🔴 Volunteers will man the Pre-Registration table set up by the entrance to the room, have all donors fill out "pink slips" and read eligibility requirements. Your school may also require students to sign in when entering/leaving. Check with your school advisor!
- 🔴 Have the sign-up sheets and mug book available for INBC staff upon our arrival.
- 🔴 Runners will escort students out of class 15 minutes prior to their appointment and remind them to bring photo ID to the blood drive. Remember to hand out hall passes if your school requires this! It is important to keep students on schedule to assist with optimal donor flow.

## Day After The Blood Drive

- 🔴 Provide recognition to donors. Thank them for taking time to donate and remind them that they made a difference in the lives of up to three people! Ideas for providing recognition:
- 🔴 Print an article in the school paper. Thank teachers and administration for allowing students out of class to donate.
- 🔴 If you had a "challenge", recognize and give award to the winning group.
- 🔴 Inform the school of how many donors participated and how many units were collected. Include how this equates to the number of lives saved (1 pint can save up to 3 lives).



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