



Chairperson Responsibilities:

Thank you for your interest in The Blood Center. We very much welcome the opportunity to serve you. In order to schedule a blood drive you must have at least 20-25 people who are willing to donate blood. Once you have your 20-25 people committed to donate blood, you can begin the work-up of your blood drive.

1. Schedule a site. If you do not have an adequate indoor site to hold the blood drive, arrangements can be made to bring a bloodmobile out. This is based on bloodmobile availability.
2. Meet with The Blood Center Territory Representative, usually two weeks before the drive. Your Rep will be your link to The Blood Center, please communicate any questions or concerns you have to him or her.
3. You and your Rep can decide an appropriate time to start advertising the blood drive. Your Rep will provide you with posters, flyers, sign-up sheets, etc. If you can think of anything that will be useful, please don't hesitate to ask.
4. Schedule your blood donors. In order to make the blood drive as orderly as possible, we recommend that donors be given appointments. You will be provided with a blood donor schedule and instructed on how to use it.
5. As the blood drive approaches make reminder calls to those who have signed up. Also make announcements to those who did not sign up. Walk-ins will be welcomed at the blood drive.

The hardest part of working up a blood drive is now over. All that is left is logistics:

6. If the blood drive is held inside your facility, please make sure that the site is cleared ahead of time. Tables and chairs will be needed, and also access to an electrical outlet.
7. If blood drive is held in a bus, please secure parking ahead of time, and if possible cone off the area where the bloodmobile will park.
8. On the day of the blood drive, please have someone meet The Blood Center Nursing staff and show them to either the inside site or parking space.
9. Volunteers are appreciated. If possible, volunteers are needed to help sign donors in and serve refreshments.