

Someone's *life* depends on *YOU*.

Timeline for organizing a blood drive

6 Weeks Out

<i>Date</i>

4 Weeks Out

<i>Date</i>

3 Weeks Out

<i>Date</i>

1 Week Out

<i>Date</i>

- Find a location for your blood drive.
 - Contact your school's art department about designing a poster for your blood drive.
 - Find a speaker and schedule them for a senior assembly.

 - Begin recruiting donors.
 - Hand out brochures and permission slips.
 - Hang posters.
 - Announce drive on P.A. system.
 - Arrange to have article about your blood drive printed in school paper.

 - Continue recruiting donors.
 - Hand out brochures and permission slips.
 - Reserve school marquee to publicize blood drive.

 - Continue recruiting donors.
 - Hand out brochures and permission slips.
 - Fax appointment list to your VBS Account Manager twice: five days ahead AND two days ahead of drive.
 - Make two P.A. announcements including health information for donating such as:
 - Eat a good breakfast and drink plenty of fluids.
 - Bring permission slips.
 - Put blood drive dates and times on school marquee.
 - Recruit other students to help decorate blood drive site on the day of the drive.
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The Day Before

<i>Date</i>

It's Showtime!

<i>Date</i>

- Remind all donors of their appointments.
- Tell donors who they should contact if they have forgotten their appointment time.

- Make P.A. announcement reminding all to bring permission slips to the drive and to eat and drink well before donating.
- Decorate space where drive will be held.
- One or two members of your committee need to show up at the site 15-20 minutes early to make sure everything is ready.
- Hang up "Blood Drive Today" arrows around your school.
- Set up whatever special food station you have planned.

Be excited!

Watch all of your efforts pay off with a successful blood drive!

Congratulations!!