



## Mobile Bus Blood Drive Checklist

**Estimated # of donors for your drive** \_\_\_\_\_

*Puget Sound Blood Center and Southwest Washington Blood Program's goal is to have a 4-day supply of blood. To ensure that the region's supply remains adequate, the Blood Center typically needs 900 people to register each day. Achieving your blood drive collection goal is crucial to maintaining an ample blood supply.*

### Planning your drive

- Select a blood drive coordinator to act as liaison between your group and the Blood Program.
- Contact your Donor Resources Representative for available blood drive dates.
- Select a date; allowing yourself at least two months time to plan your drive.
- Confirm your drive date with your Donor Resources Representative.
- Reserve space for bus parking starting 30 minutes before and 30 minutes following the blood drive. The large bus requires minimum 50 feet or approximately six spaces of level parking. The mini mobile requires minimum 25 feet or approximately four spaces of level parking. Please keep in mind exhaust emission when using generator, i.e., do not park near open windows or food booths. Shore power is available. Please discuss this option with your Donor Resources Representative.
- Restrooms should be within 100 yards of the space and accessible to staff at least 30 minutes before and after the drive.
- Form a committee to help you with publicity, donor recruitment and recognition.
- Provide blood drive information to your organization's calendar, if applicable.
- Review materials: Posters, flyers and appointment sheets will arrive by mail a few weeks before your blood drive. Confirm the dates and times for accuracy. Contact your Donor Resources Representative immediately if any information is inaccurate.

### Prior to drive

- Blood Drive Publicity:
  - Two – three weeks prior to your drive: Distribute flyers, put insert in newsletter or bulletin, contact local newspapers. Notify service clubs, youth groups, schools, grocery stores, religious organizations, businesses, and local radio stations in your community. Utilize internal email contacts. Your Donor Resources Representative can provide you with a message!

### Blood Drive Publicity Continued...

- One – two weeks prior to your drive: Distribute and post the flyers and posters provided by your Donor Resources Representative.
- Put out A-Frames, if provided, two – three days before your drive.
  
- Telephone recruitment—Your Donor Resources Representative can provide a list of participants from previous blood drives. Use this list to contact potential donors and ask them to schedule appointments for your blood drive. It is generally best to begin calling 7-10 days before your drive. This list can be split up among a few people or done by one. This is also a great way to thank past participants for supporting your blood drives and acknowledge their lifetime total donations or LTD. (Remember that every 8 donations mark a gallon milestone and donors can receive their donor pins in the canteen the day of your drive!)
- Registration and donor monitor volunteers—If any of your members would like to volunteer at your blood or other community blood drives, please call Volunteer Services at 1-800-398-7888, ext. 5093.
- Two days before the drive, contact your Donor Resources Representative with the number of appointments you have scheduled.

### Day of the Drive

- Cone off the six consecutive, level parking spaces needed for the large bus to park or the four consecutive, level parking spaces needed for the mini bus. Please provide one parking space nearby for the Blood Program volunteer. These spots are needed 30 minutes before and 30 minutes following the blood drive. Restrooms should be open and accessible to staff during this time.
- Arrange to have someone available to orient Blood Program staff to your location and provide appointment sheets before the drive begins.
- Check in with Blood Program staff periodically during the drive to determine if additional recruitment alerts like personal asking or phone calls are needed.

### Following Drive

- Collect the A-Frames, if provided.
- Your Donor Resources Representative will provide you with the number of donors registered and units collected at your drive. This can be done via email, with a flyer or both. Let your Donor Resources Representative know which method works best for you. Distribute the information to your group to acknowledge their contributions in meeting your blood drive collection goal.
- Consider writing a thank you message or press release about your drive's accomplishments to your organization's newsletter, bulletin and community newspaper.