

Countdown To A Successful Drive

6-8 Weeks Before The Blood Drive

- ◆ Meet with a Blood Bank of Hawaii representative.
- ◆ Complete donation site assessment checklist.
- ◆ Plan for presentations and meetings.
- ◆ Organize a blood drive committee and recruit others on your team.
- ◆ Schedule an educational/motivational training presentation with your BBH representative.
- ◆ Plan a recruitment strategy.
- ◆ Schedule presentations with different groups in your organization.

4-5 Weeks Before The Blood Drive

- ◆ Hold presentations.
- ◆ Conduct meetings to educate and motivate prospective donors.
- ◆ Recruit donors and schedule appointments on sign-up sheets.

3-4 Weeks Before The Blood Drive

- ◆ Recruit donors and schedule appointments.
- ◆ Recruit individuals face to face.
- ◆ Familiarize yourself with the basic-health requirements.
- ◆ Contact committee members to go over blood-drive details.

2 Weeks Before The Blood Drive

- ◆ Make sure all appointments are filled in correctly and completely.
- ◆ Fax in appointments to BBH.

1 Week Before The Blood Drive

- ◆ Solidify logistics.
- ◆ Confirm donor room opening time and set-up.
- ◆ Confirm parking, refreshments and other details.

1-2 Days Before The Blood Drive

- ◆ Remind donors of their appointment times.
- ◆ Remind donors to bring a picture I.D., eat a healthy meal prior to donation and get lots of rest the night before.
- ◆ Confirm donor room.

Day of Drive

- ◆ Confirm that everything is in place.
- ◆ Check-in with the nursing team leader to answer any questions.
- ◆ Provide assistance to nursing staff and donors as needed.