

Little Doctors Program® Blood Drives

Checklist for Success

❑ **Pick Your Day & Date(s).**

- ❑ Explore your calendar of events to look for synergies with other events: school dances, plays or concerns, athletic events, open house or parents' nights, etc. (then post on your district calendar!)
- ❑ Remember, to meet patient needs, we especially need organizations to host drives on or around holidays.

❑ **Consider the Best Locations!**

- ❑ Location, Location, Location! Consider the school gym, auditorium, library, weight room, stage, etc.

❑ **Choose the Best Hours.**

- ❑ Most **Little Doctors Program** blood drives start just after school ends and continue into the early evening.
- ❑ Remember, we need at least 90 minutes to set-up the blood drive. Please be sure that we have access to the site so that we will be ready for your faculty, staff and parents.

❑ **Establish Blood Drive Donation Goal.**

❑ **Form a Committee.** The more the merrier!

- ❑ Seek members from across your school: student government leaders, faculty & staff members, athletes, club representatives, advisors, PTA, etc.
- ❑ Hold a blood drive planning meeting with your team and NYBC Account Manager (AM).
- ❑ Schedule sign-up or information tables during parent/teacher conferences, open house, athletic events, plays or school concerts.
- ❑ Schedule NYBC Classroom presentations.
- ❑ Schedule NYBC Account Manager to speak at your faculty/staff meeting to learn about how students from all grades can participate; classroom assignments/projects, hand-made thank-you cards, craft area for younger children, poster projects for display in school/community, contests for best letter home to parents, etc.
- ❑ Send student drafted letter home to parents.
- ❑ Assign classroom projects such as "Ask/educate 10 potential blood donors" and "Design a poster or brochure."
- ❑ Call past blood donors. Have a pizza and dial night to call your past donors. (Your AM will provide you with your donor list.)
 - ❑ Make appointments for your donors. (While we allow walk-ins, appointments help us plan for the right amount of staff and supplies to ensure optimal service.)
- ❑ Ask for parents to bake for the blood drive.
- ❑ **HAVE FUN** – consider pairing your blood drive with Halloween, Election Day, Thanksgiving, December holidays, National Blood Donor Month, Valentine's Day or even combine with a Locks for Love event.
- ❑ Tweet or post your drive details via your social media and website and submit blood drive information to school newspaper and radio station and don't forget to photograph the planning and blood drive for the yearbook.
- ❑ Ask faculty and administration to speak about the blood drive during classes. Ask to speak at the faculty staff meeting, or PTA meeting.
- ❑ Dedicate the blood drive to a blood recipient from your school.

❑ **Day of Blood Drive Support. (Committee Duties Day of Blood Drive.)**

- ❑ Display "Blood Drive Today" signs.
- ❑ Organize your **Little Doctors Program** student volunteers (don't forget the "scrubs"):
 - ❑ Welcome donors and explain process.
 - ❑ Assist in the refreshment area.
- ❑ Use the blood drop costume mascot to promote the drive throughout the school.

❑ **Post Blood Drive.** Keep the good feelings going! Submit your results to the District!

- ❑ Recognize your team & thank your blood donors.
- ❑ Share the results with all and publicize the next blood drive date.

Rafaello was diagnosed with leukemia at age 2. He received chemotherapy along with 36 transfusions of blood components.