

HOSTING A BLOOD DRIVE WITH THE ROCK RIVER VALLEY BLOOD CENTER BASIC INFORMATION

The first step in hosting a drive with the Rock River Valley Blood Center (RRVBC) is to schedule a convenient date and time when you think most of your prospective donors would likely attend a blood drive. Generally drives are scheduled 2 or more months in advance. The hours of the blood drive will be tailored to each individual group's availability and usually run from 3-6 hours depending on the size of the group and anticipated volume of donors. Drives are scheduled Mondays-Saturdays. We usually like to see at least 30 donors to constitute doing a blood drive. Conducting a survey of interest prior to even booking a drive can be helpful in determining if hosting a blood drive is even a feasible option.

To ensure your drive is well organized and planned you should appoint a drive coordinator/chairperson. The chairperson will promote and advertise the drive, recruit/sign-up donors prior to the drive, reserve volunteer help if needed for the day of the drive, and make sure the site is ready upon our arrival. **Recruiting donors to the drive is the chairperson's most important job in planning for the drive.** You will be assigned a representative from the blood center that will work with you and is always available to answer questions and offer any needed support. The RRVBC representative will assist in determining your goals, objectives and strategies, and provide a schedule for pre-drive sign-ups, and marketing materials. It is also advised you enlist top-down support from your organization's leaders. Forming a blood drive committee or team can be helpful to achieve set goals.

Your blood center representative will conduct a post-drive evaluation and schedule your next drive.

There are two types of blood drives that can be held with the Rock River Valley Blood Center: **Mobile Inside Set-up** and **Mobile Coach/Bus**.

MOBILE INSIDE SET-UP:

With this option the RRVBC staff brings our equipment out to your facility and sets it up there to draw donors.

- The chairperson is responsible for reserving the room for the blood drive and making sure it is available the day of the drive.
- The room needs to be cleared out and ready for our staff to set-up our equipment when they arrive.
- We need a room that is easily accessible, has good lighting and is large enough to handle anticipated number of donors.
- The room needs to be clean, temperature controlled, have several electrical outlets, and close to rest rooms and water.
- You will need to provide tables, chairs, and wastebaskets for the registration and canteen areas.
- We will need volunteers to help unload and load our equipment before and after the drive as well as help in the canteen.
- Generally this option works best for larger groups.

MOBILE COACH/BUS:

- Our mobile coach/bus is a self-contained unit. No need for electrical hook-up.
- The area to park the bus must be about the width of 6 or more parking spaces, level and as close to the building as possible. The bus must also be able to easily maneuver into the parking spot.
- We will need access to restrooms and water as well as an area for donors to wait in the event of inclement weather, etc.
- The area the bus will be parking in should be readily available upon its arrival the day of the drive. Coning or roping off the parking area before the bus arrives is encouraged.
- The need for volunteer help is eliminated with this option.
- Generally this option works best for smaller groups.