**ROLES & RESPONSIBILITIES**

**Blood Drive Committee**

**PURPOSE**
Build excitement about the blood drive. Recruit and schedule fellow co-workers and/or students to participate. Prior to the event, remind donors of their appointments to help ensure a successful drive.

**DUTIES**
- Develop social media campaign
- Recruit co-workers or fellow students to donate blood
- Set up and host a sign-up table in high traffic areas to register donors and schedule time-specific appointments
- Distribute parental consent forms to donors who are 16 years of age, which must be completed and returned the day of the blood drive
- Remind donors that a photo ID must be presented at the time of their appointment
- Visit departments or classrooms to promote the blood drive and register donors
- Arrange for a key leader within your organization or school to support the blood drive with a personal email, public announcement, or in some other way to encourage everyone who is eligible to donate
- Distribute reminder cards or send emails to registered donors two days prior to the event
- The day of the drive display ‘Blood Drive Today’ posters
- If previously requested (two weeks prior to the event) make arrangements for Memorial Blood Centers’ mascot, ABO Joe, to appear during sign-up efforts or on the day of the drive; recruit two volunteers: one to perform as ABO Joe in costume, and one to serve as an escort

**QUALIFICATIONS**
- Friendly
- Energetic
- Enthusiastic
- Knowledgeable of blood donation

**BENEFITS**
- Help ensure a sufficient blood supply to meet the needs of your community
- Give back to others through volunteerism; students earn community service hours
- Enhance customer service skills
- Increase your knowledge of phlebotomy and blood processing, what blood is, what it does, and the role blood donation plays in saving lives

**TIME COMMITMENT**
Varies

---

**Spread the Word resources available on MBC.ORG**

**Join the conversation @MemorialBldCtrs**

Share pictures, videos, and life-saving stories on social media to increase awareness leading up to your blood drive and continue to spread the word on the day of your drive.

**Memorial Blood Centers**
A Division of Innovative Blood Resources

MBC.ORG | 1-888-GIVE-BLD

©2015 Memorial Blood Centers. All rights reserved.