

ΣΧ ALUMNI CHAPTER BLOOD DRIVE CHECKLIST

Hosting a blood drive is a meaningful way for Sigma Chi alumni to demonstrate leadership, civic engagement, and community service. Use this checklist to plan and execute a successful event.

STEP 1: COORDINATE WITH LOCAL VENUE

- Identify a community venue (e.g., church hall, civic center, Masonic lodge, library, corporate office, etc.) suitable for hosting a blood drive.
- Ensure the venue has adequate space, parking, accessibility, and restrooms.
- Confirm availability and reserve the space.
- Request any necessary permits or insurance documentation if required.

STEP 2: REGISTER THE BLOOD DRIVE

- Select a preferred date and time.
- Assign a point of contact for the Red Cross representative or blood center liaison.
- Register the event through the American Red Cross or your local blood bank's host portal.

STEP 3: FORM AN EVENT COMMITTEE

- Appoint a primary coordinator from your alumni chapter.
- Recruit volunteers for logistics, communications, check-in, and hospitality roles.
- Hold a kickoff meeting and delegate responsibilities.

STEP 4: PROMOTE THE BLOOD DRIVE

- Add the event to the published chapter calendar.
- Create a flyer and digital promotions (include QR code to schedule appointments).

- Share on alumni chapter emails, social media, and the alumni chapter website with event announcements and relevant, interesting information.
- Reach out to local Sigma Chi undergrad chapters, area alumni, and Greek or civic organizations.
- Ask volunteers to personally invite family, friends, and coworkers.

STEP 5: PREPARE FOR DAY-OF LOGISTICS

- Confirm arrival time and set up requirements with the blood bank team.
- Have volunteers arrive 30–60 minutes early to assist.
- Set up check-in, signage, donor rest area, and refreshments table.
- Designate a chapter brother or volunteer as a venue contact for any on-site issues.

STEP 6: EXECUTE AND SUPPORT THE EVENT

- Greet donors and guide them through the process.
- Maintain a clean, welcoming, and organized space.
- Ensure refreshments and donor rest area remain stocked.
- Take photos (with consent) for post-event publicity.

STEP 7: POST-EVENT FOLLOW-UP

- Thank volunteers and donors via email or social media.
- Request feedback from volunteers and the Red Cross liaison.
- Document lessons learned and update your planning notes.
- Consider making the drive an annual or semiannual alumni tradition.