

Standard Operating Procedure (SOP)

Sigma Chi Fraternity – Blood Drive in Partnership with the American Red Cross

1. Purpose

The purpose of this SOP is to provide clear and consistent guidance for Sigma Chi Fraternity chapters coordinating a blood drive in collaboration with the American Red Cross. This initiative supports Sigma Chi's values of service, leadership, and philanthropy by contributing to lifesaving efforts in our communities.

2. Scope

This SOP applies to all Sigma Chi undergraduate and alumni chapters interested in hosting or supporting an American Red Cross blood drive. It covers planning, communication, logistics, volunteer management, and reporting.

3. Responsibilities

- **Chapter Consul / President:** Approves event and ensures alignment with chapter priorities.
 - **Philanthropy Chair / Service Chair:** Serves as the primary event coordinator (known as Blood Program Lead).
 - **Chapter Advisor / Alumni Volunteers:** Provides guidance and helps secure resources.
 - **Volunteers (Brothers & Campus Community):** Assist with setup, donor recruitment, registration, and hospitality.
 - **American Red Cross Representative:** Provides medical staff, equipment, scheduling, and donor eligibility protocols.
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4. Procedure

Step 1: Initial Coordination

- A local representative will contact your chapter's Community Service Chair to see if your chapter is interested in hosting a blood drive.
 - If you have not received contact or wish to confirm the Community Service Chair contact on file, reach out to grant.franko@sigmachi.org
- Determine preferred date, time, and location (campus center, fraternity house, or community venue).
- Secure university/venue approval and necessary permits.
- Assign **Event Lead** from the if different from Community Service Chair.

Step 2: Event Planning (6–8 Weeks Prior)

- Confirm event details with Red Cross (space layout, staffing, equipment needs).
- Draft **event marketing plan** (marketing materials, table standing, social media, email blasts, campus publications).
 - The Red Cross will provide pre-made materials to assist with marketing.
- Begin recruiting volunteers from chapter members, alumni, and campus partners.
 - Remember to remind Sigma Chi volunteers to track their service hours.

Step 3: Donor Recruitment (4–6 Weeks Prior)

- Launch **donor appointment sign-ups** using Red Cross scheduling tools.
- Target Sigma Chi brothers, Greek community, student body, faculty/staff, and local community.
- Use incentives (e.g., service hours, philanthropy points, small giveaways).

Step 4: Pre-Event Logistics (1–2 Weeks Prior)

- Confirm venue readiness: tables, chairs, Wi-Fi, signage, parking, and accessibility.
- Assign **chapter volunteer shifts** (setup, check-in, refreshments, teardown).
 - Be sure to coordinate with campus Facilities Management if applicable.
- Collect refreshments (snacks, water, juice) for post-donation recovery area.
- Conduct a **final walkthrough** with Red Cross staff.

Step 5: Event Day Execution

- Arrive 1–2 hours early for setup with Red Cross staff.
- Greet donors, manage check-in, and provide information about the cause.
- Maintain hospitality area for post-donation recovery.
- Ensure volunteers rotate and provide visible Sigma Chi representation.
- Follow all Red Cross safety, health, and eligibility protocols.

Step 6: Post-Event Follow-Up (Within 1 Week)

- Send **thank-you messages** to donors, volunteers, and partners.
 - Share event highlights on social media, tagging Sigma Chi and the Red Cross.
 - Submit participation numbers and impact data to:
 - Chapter records
 - Province Grand Praetor (if requested)
 - International Headquarters (through the annual report for recognition and awards consideration)
 - Hold a **chapter reflection meeting**: discuss successes, challenges, and recommendations for improvement.
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5. Documentation & Reporting

- Keep a written record of:
 - Number of donors and units collected.
 - The Red Cross will give you these figures.
 - Number of volunteers and service hours.
 - Marketing and outreach methods used.
 - Submit reports to the chapter Historian and Philanthropy Chair for future reference.
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6. Safety & Compliance

- Follow all **American Red Cross protocols** regarding health, eligibility, and donor safety.

- Ensure compliance with university and community event policies.
 - Provide a clean, safe, and welcoming environment for all participants.
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7. Recognition & Celebration

- Recognize chapter volunteers at a meeting or banquet.
- Highlight brothers who donated or recruited donors.
- Nominate the event for **Sigma Chi Service and Philanthropy Awards**.
- Publicly celebrate the partnership with the Red Cross to reinforce fraternity values of service and leadership.

[Sigma Chi Red Cross Website](#)