

ΣΧ Undergrad Blood Drive Checklist

Hosting a blood drive is a great way to get your chapter involved in community service. Follow the steps below to get a blood drive started on your campus.

Step 1: Register

As part of the partnership between Sigma Chi and the Red Cross, a local Red Cross representative will reach out to your chapter's Consul or community service chair to help schedule a blood drive. Select a date that works for your chapter as well as the Red Cross team and have your community service chair record the date of your blood drive in the tracking spreadsheet. If your chapter's community service chair is having trouble getting in contact with a local Red Cross representative or locating the tracking spreadsheet, contact communityservice@sigmachicago.org.

Step 2: Contact university staff

It is important that the university is informed and able to accommodate a blood drive. Reach out to the university events department, submit your event in the university event registration system or contact your Greek life office if you are unsure who to reach out to.

Step 3: Find a location

Locate a large open room on your campus for the drive. The space should be large enough to ensure individual areas can be set up for donor privacy, approximately 1000 square feet or more.

Step 4: Recruit volunteers

Have brothers who are interested in helping with the blood drive sign up. Furnish your volunteers with details regarding time and location when you finalize them with the Red Cross

representative. The Red Cross representative should provide details on the necessary number of volunteers. Be sure that brothers who assist in the planning, marketing and execution of the blood drive track their service hours.

Step 5: Recruit donors

For your blood drive to be a success, you should recruit donors from your campus community, not just your chapter. Work with your chapter's PR chair, partner organizations you are hosting with and campus communications to get the word out. Try to get the blood drive in any publications or event listings your university develops. Hanging signs and other promotional material around campus will also help to get the word out. The Red Cross will provide tools to schedule donations and assist in planning and recruiting. Click [here](#) for more information on Red Cross blood drive assistance.

Step 6: Day of event

Have brothers and other volunteers arrive early. Make sure you are available and have a contact in university facilities management in case the room temperature needs changed or other facilities issues arise. Make sure you send reminders to volunteers and assist in scheduling shifts. Volunteers handle check in and refreshments, it is vital these areas remain adequately staffed.

Step 7: After the event

Gather feedback from brothers and volunteers. Keep documentation of your planning process and retain materials used for future events. Consider scheduling another drive next semester or next year. With a regular cadence, you and your chapter will get better at hosting and donors will be more likely to return.