

## MISSIONS AND OUTREACH POLICIES/PROCEDURES

### MINISTRY: HOST RED CROSS BLOOD DRIVE

Rev1 7/06/2016

Approved by Session: Aug 8, 2016

**DESCRIPTION OF HOSTING A RED CROSS BLOOD DRIVE:** The following website gives information that outlines the overall process. <http://www.redcrossblood.org/hosting-blood-drive>. If anyone needs to contact the local Red Cross representative in the future, call 1-800-REDCROS (733-2767).

**BACKGROUND AT PPC:** Hosting Red Cross Blood Drives has been a passion for a number of years for Beck and Laura McLamb, members of PPC. They have taken a leadership role in this ministry with support from M&O and other PPC members. M&O and other PPC members assist in:

- advertising the drive
- finding volunteers to help at the sign up desk---Janice Parrish has volunteered for a number of years
- serving refreshments---and, if needed, purchase some refreshments---Margie Taylor has helped in this area
- signing up blood donors
- preparing the location for equipment set-up
- cleaning up the location after the drive has been completed

**FREQUENCY:** Usually 2 times per year.

**WHERE:** New Fellowship Hall---volunteers start preparing the facility about 2 hours before the first donor is scheduled. Volunteers clean up after the Red Cross has removed equipment. One or more committee members or PPC members should be present for the duration of the blood drive. PPC does not charge any rent.

**EXPECTED NUMBER OF DONORS:** 40-50

#### PPC COORDINATOR:

**ADVERTISING:** The Red Cross provides small and large posters and other information that can be used to promote the drive. The small posters are used as inserts in PPC's weekly bulletins. Some of the large posters can be used within the church, but most are distributed to local businesses that are willing to display them. The PPC secretary issues twice weekly emails that advertise the drive about 1 month before the drive. She also lists the drive in the announcements section of the weekly bulletin. An announcement is posted on PPC's large sign on the road about 1 month before the drive. Beck McLamb and/or the M&O committee chair will also draw attention to the drive during worship hour.

**SIGNING UP DONORS:** A list of previous donors is provided by the Red Cross. The local Red Cross representative gives access to their data base, including passwords that allow a PPC volunteer to input donors' names and times. Several volunteers (Beck, M&O committee chair, others) then call these previous donors to determine if they are willing to donate. The Red Cross representative directs the time and how many donors can be handled during the drive. Most are single whole blood donors but a few are "double" donors (refer to the details on the website).

**BLOOD DRIVE PROCESS:** Some flexibility is required. There will be some walk-ins without an appointment, and some with appointments may be late or no-shows. Coordination with the Red Cross on-site leader is required.