HIGH SCHOOL BLOOD DRIVE COORDINATOR WORKBOOK

YOUR GUIDE TO SAVING LIVES











WELCOME!

On behalf of San Diego Blood Bank staff and the Board of Directors, I would like to welcome you and thank you for volunteering your time to help our community. I am happy you have joined the San Diego Blood Bank / Southern California Blood Bank family by agreeing to be a Chairperson for a blood drive at your school.

You are an important part of a superb team that has provided the highest quality blood services to the Southern California area for more than 70 years! I'm certain that your abilities and enthusiasm will help us as we continue to collect the *gift of life* and distribute it to the hospitals we serve. Blood is needed every 3 seconds, and your assistance in fulfilling our mission is greatly appreciated!

This workbook has been prepared to assist you in becoming familiar with organizing and running a successful blood drive at your school. Please take a few minutes to read it over. It is filled with helpful information. If you have any questions, please reach out to your Territory Manager.

Again, welcome to our organization! I trust your partnership with San Diego Blood Bank / Southern California Blood Bank will be both a rewarding and satisfying experience.

Doug Morton, Chief Executive Officer

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OUR MISSION

Saving lives with quality blood services in partnership with the community.





THANK YOU!

Thanks for coordinating a blood drive at your high school!

You and your fellow students are the future of our community's blood supply.

People who begin donating in high school are more likely to keep giving blood the rest of their lives. During the school year, high schools provide 23% of the blood donated through San Diego Blood Bank. More than 100,000 patients in the Southern California region count on us to make sure there is always blood available.

Donating blood and coordinating your school's campaign are great exercises in leadership and volunteer service. They're also great activities to put on your college application or on your resume. In addition, you can participate in the High School Challenge Program to win a grant for your school or, a student can win an individual scholarship. You can also become a Guardians Circle Member where you will receive choice rewards for your commitment to blood donation.

The pages in this workbook will give you everything you need to coordinate a drive at your school. But, we don't expect you to do it by yourself. Your Territory Manager specializes in coordinating high school blood drives, and they will help you along the way.

COMPLETE INFORM	IATION BELOW
High School Code:	
Your Territory Manager is:	
Email:	
Phone:	

THERE IS A FACE BEHIND EVERY BLOOD DONATION

Meet Greyson

Every day a local family is grateful for experiencing first-hand the lifesaving gift of blood donation.

Greyson was born with half a functioning heart due to impeded blood flow to the left ventricle. He underwent his first open heart surgery the day after he was born. He had his second surgery at six months old, and his third just before his first birthday.

When his family reflects on all the members of Greyson's lifesaving team, blood donors are at the forefront.

"While Greyson was on the bypass machine for three hours or longer, we started adding up all the little things that contributed to his survival. And I kept thanking God for all the good hearts that continue to give blood just because they can." - Greyson's Dad

Greyson is still considered medically fragile, but he hasn't let his heart condition slow him down from doing the things he loves—like connecting with people.

Mentored by his dad to be a little gentleman, Greyson loves jumping up from his chair to open the door for people walking into his favorite local restaurant. He also loves to read and dress up as his favorite superhero, Spiderman.

As a member of our Team Survivor program, he stops by regularly to share his bright smile and thank donors.









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CONTACT INFORMATION

We are here to assist you and ensure you have a successful blood drive. If you have any questions, send us an email, or give us a call.



Southern California Blood Bank

Website: sandiegobloodbank.org
Phone: 1 (800) 469-7322
or (619) 400-8251

Blood Drive Coordinator Website www.mysdbb.org

Mailing Address
3636 Gateway Center Ave., Suite 100
San Diego, CA 92102

Website: scbloodbank.org Phone: 1 (800) 469-7322 or (844) 380-5220

Blood Drive Coordinator Website www.mysdbb.org

Mailing Address
3636 Gateway Center Ave., Suite 100
San Diego, CA 92102



HIGH SCHOOL CHALLENGE PROGRAM

The goal of the High School Challenge Program is to spark the interest of young donors with the hope that they will maintain that commitment for years to come.



Here's how it works.

Throughout the year, your school's blood drive achievements will be posted and updated online. Students can track their school's standing in several categories, including highest number of donations for the entire year and highest school performance ratio for the year.

You will also be able to monitor other school's blood drive activities online to see how your achievements measure up.

Each school's achievements will be tallied at the end of the school year. Winners will be announced online.

3 SIMPLE STEPS TO SIGN UP

- 1. Commit to participate in the High School Challenge Program.
- 2. Form a committee of talented people to assist in your recruiting efforts.
- 3. Encourage donors to pre-schedule their appointments online.

BLOOD DONATION PROCESS

After you arrive at a San Diego Blood Bank / Southern California Blood Bank donation center or blood drive, there are typically four steps. The entire donation process usually takes 45 minutes to an hour.

- 1. **Answer a questionnaire** about travel history, lifestyle, medications, and general health.
- 2. **Receive a health screen** (e.g., blood pressure, temperature, pulse, hematocrit) to ensure your wellbeing and determine any barriers to donation.
- 3. **Donate blood.** The donation process itself takes about 10 minutes for whole blood, during which you can lay back and relax. Many donors think of this as "me time" that saves lives.
- 4. **Sit in the canteen for 15 minutes** while you enjoy a well-deserved beverage and snack.

Visit our frequently asked questions to learn more about blood donation: sandiegobloodbank.org/donors/faqs

ELIGIBLITY REQUIREMENTS*

The participating high school must participate in at least three blood drives (community or on campus) from August 1– June 30 (school year) and achieve their annual goal.

A community blood drive consists of a blood drive location in your community to replace a high school hosted blood drive. The high school blood drive coordinators will recruit donors to the community blood drive. Presenting donors will provide the high school group code during registration which will be used to calculate units collected toward the high school challenge goal. There are two components:

Component 1 – Annual Goal

High schools will be divided into five groups based on senior class population (data to be obtained in September). Any school that meets their annual goal will receive a grant award* as follows:

Annual Goal Achievement Breakdown

(goal assigned by SDBB)

Senior Class Size	Grant Amount
0-150	\$500
151-300	\$600
301-450	\$750
451-600	\$1,000
600+	\$1,250

Component 2 – Highest Number of Collected Units

Each high school will be eligible to win the grant amount specified for its population group by achieving the highest number of collected units during the period August 1 – June 30 (school year) and attaining goal. One award will be given at each level. The groups and grant award* amounts are:

Highest Number of Donations Per School Year

Senior Class Size	Grant Amount
0-150	\$1,000
151-300	\$1,200
301-450	\$1,500
451-600	\$2,000
600+	\$2,500

*Note: FDA regulations prohibit San Diego Blood Bank from issuing actual checks or cash as an award to winning high schools. Rather, San Diego Blood Bank makes checks payable directly to vendors providing goods or services to the winning schools. Contact your Territory Manager for more details.

^{*} Eligibility subject to change.

STUDENT SCHOLARSHIP PROGRAM

Nine \$500 scholarships will be awarded. Any high school blood drive committee member is eligible to apply for SDBB scholarship opportunities. Contact your Territory Manager for more information.

Eligibility for the Student Scholarship

- Applicant's high school must participate in at least one community blood drive during the school year, and applicant must participate in the planning and execution of at least one successful community blood drive for their high school
- Applicant must maintain a minimum 2.5 GPA
- Applicant must demonstrate leadership by encouraging blood donations and increasing student participation at a school sponsored community blood drive(s)
- Applicant must plan to enroll in an institution of higher education in the year following the scholarship

How to Apply for the Scholarship

- Complete a High School Challenge Scholarship Application. Download Student Scholarship application at sandiegobloodbank.org and click Resources to find High Schools.
- Include an official high school transcript
- Include a letter of recommendation from non-relatives (letter must specify actual relationship with applicant)
- Include a one-page, single-spaced essay. Include strategies that were used to encourage blood donations and increase student blood drive participation at applicant's high school
- All application materials must be postmarked or hand-delivered no later than April 1 in one envelope to:

San Diego Blood Bank | Attention: Director, Donor Recruitment 3636 Gateway Center Avenue, Suite 100 San Diego, CA 92102

Selection Process

- A committee selected by San Diego Blood Bank will choose the High School Challenge Scholarship recipients
- Each application will be validated for confirmation of blood drive participation as stated in the essay by Territory Manager
- The winners will be selected by review of all contents submitted with specific focus on the essay and letters of recommendation
- The selection of scholarship winners will not be based on gender, race, creed, national origin, religion, or sexual orientation

STUDENT SCHOLARSHIP APPLICATION

STUDENT INFORMATION
STUDENT NAME
ADDRESS
CITY, STATE, ZIP CODE
PHONE
EMAIL ADDRESS
SCHOOL INFORMATION
NAME OF SCHOOL
ADVISOR / CHAIRPERSON
ADDRESS
CITY, STATE, ZIP CODE
PHONE
EMAIL ADDRESS
FAX
AFFILIATED GROUP (I.E. ASB, KEY CLUB)

Please send to:

San Diego Blood Bank

Attention: Director, Donor Recruitment 3636 Gateway Center Avenue, Suite 100 San Diego, CA 92102

HOW TO RECEIVE A RED CORD

San Diego Blood Bank / Southern California Blood Bank also offers a High School Red Cord for Life Program. The program rewards students who give multiple blood donations at high school sponsored community blood drives. Eligible students will be awarded a red cord that they can wear at graduation.

Eligibility & Requirements

- The student must have donated two or more times at their high school sponsored community blood drives by the end of their senior year
- A regular blood donation equals one unit
- Students that are not eligible to donate blood can participate in this
 program by recruiting three or more individuals to donate blood, on their
 behalf, at their high school sponsored community blood drives

Eligible Seniors

Eligible seniors will be determined by the chairperson after reviewing the San Diego Blood Bank list of qualifying donors. Red cords will be provided before your award night event or graduation.

If requested, a San Diego Blood Bank / Southern California Blood Bank representative will be available to present red cords to students at the awards event.





GETTING STARTED

Your Territory Manager will work closely with you to ensure a successful blood drive. Have fun, make it your own, and know you are making a huge impact in our community!

The first step is to determine the best location for your blood drive. There are two options: an inside room set up or a bloodmobile. If space is available, we encourage an inside room set up to provide the best experience for donors.

 $\hfill \Box$ Chose a clean, large space — at least 20 x 30 feet — with adequate

HOSTING INSIDE A ROOM

Room Set U	Jp	Regu	irme	nts
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lighting, ventilation, temperature control, and electrical outlets with high visibility and easy access for donors
☐ Tables and chairs for registration, canteen, and staff use (extra furniture must be moved out of the room before the start of the drive)
□ Telephone access
☐ Clean restrooms with hand washing facilities (running water) nearby and accessible to staff for the duration of the time they are onsite
□ Easy access for loading and unloading
Day of Drive - Checklist
□ Notify your Territory Manager of any last-minute changes
☐ Make sure the room is cleared. There should be about 30 to 50 chairs and six to ten tables (for registration, canteen and staff use) placed in the room depending on size of drive.
☐ Meet the equipment truck driver 2 hours before the start of the drive so they can unload equipment
☐ Make sure restrooms are available and remain open to the public for the
duration of the drive, including set up and tear down time. (Staff leave
approximately 45-60 minutes after the end of the drive.)
☐ Have a plan to recruit additional donors if necessary

HOSTING ON A BLOODMOBILE

Bloodmobile Requirements

- □ A level parking space 12' x 50' is the minimum required. A full-size bloodmobile is 42 feet long, 12 feet high and 12 feet wide or about 10 parking spaces. The parking location should be close to your building, visible, and convenient for donors
- ☐ The bloodmobile must be able to park so that donors waiting outside are safe from traffic (doors facing curb)
- □ Restrooms are required with hand washing facilities with running water within walking distance of bloodmobile
- ☐ If your blood drive is open to the public, consider accessiblity, avaliable parking, and the positioning of promotional and directional signs

Day of Drive - Checklist

- □ Make sure a level parking space has been designated and blocked off the day prior. (Approximately 7-8 level parking spaces.)
- Confirm the bloodmobile can park so its doors face the curb to ensure donors waiting outside are safe from traffic
- Make sure your Territory Manager has been notified of any last-minute changes
- ☐ Meet the team lead at the blood drive 45 minutes before start of drive
- □ Make sure restrooms are available and remain open to the public for the duration of the drive, including set up and tear down time. (Staff leave approximately 45 minutes after end of drive.)
- ☐ Have a plan to recruit additional donors if necessary





BASIC TIMELINE

6 month-1 year

- Schedule blood drive dates
- Set goal with Territory Manager
- Form a recruitment team for your blood drive
- Reserve blood drive location

8-10 weeks

- Confirm blood drive details (Hours, Location, Main Contact)
- Make marketing and outreach plans with your blood drive team members
- Review and print promotional materials, including personalized flyer, at mysdbb.org

6 Weeks

- Schedule meeting with your Territory Manager
- Begin publicizing and marketing your drive
- Announce blood drive to your organization via email and calendar invites

4 Weeks

- Send email to organization (you will receive a sample email from SDBB 30 days out)
- Distribute and post printed promotional materials
- Create Facebook event, schedule social media posts, begin your personal outreach
- Start scheduling donors

2 Weeks

- Send reminder email (you will receive a sample from SDBB 10 days out)
- Continue marketing your blood drive in creative ways
- · Fill appointment schedule

3 Days to 1 Day

- Confirm room set-up and/or parking reservations
- Remind security of drive and obtain security badges for staff (if necessary)
- Send reminder email (you will receive sample copy)

Day Before Drive

- Clear furniture from room or cone off bloodmobile parking
- Update appointments at mysdbb.org.

Day of Drive

- Meet bloodmobile staff upon arrival
- Show staff best spots for directional signs
- Recruit additional donors (if necessary)

Day After Drive

- Your Territory Manager will send results
- Celebrate!

FORMING YOUR TEAM

Benefits of Forming a Team

Get a variety of new ideas, expand your outreach, and build camaraderie!

Team Roles

Blood Drive Coordinator

- Oversees all committees
- Birthday list from office needed day of drive (name and birthday of all students that are 17 years old and older)
- Yearbook needed for the day of the drive at the registration table
- All students working day of drive consider wearing school spirit wear
- · Have fun planning the drive and make it unique to you and your school

Your Blood Drive Coordinator:	
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Recruitment/Scheduling Coordinator

- Staff sign up tables to get appointments
- Make reminder cards for all donors to pass out the day of drive
- Reminder calls to students the night before if appointments are not in mysdbb.org
- Use mysdbb.org account to add your scheduled appointments.

Your Recruitment/Scheduling Coordinator	
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Set Up and Take Down Committee

(committee should include all students helping out)

- · Give custodian a list of tables and chairs needed, fans if necessary
- Give a diagram of set up to your Territory Manager for the staff to set up the room

TASK LIST

Registration

- · Check in at the Blood Drive
- Give them registration cards
- Must have photo ID with them

Traffic Director(s)

• Direct blood donors to appropriate stations during donation

Runners

- Students available to go to classrooms to give out reminder cards for students to come to appointment
- Give teachers a list of students who will be giving blood

Hand Holders (one person per bed)

• Stand by the beds and having conversation with students to comfort them and escort them to the canteen

Canteen

- Students to hand out juice and cookies after donation
- Mark down time of student to be released from canteen
- Students watch for reactions and ring a bell for assistance
- One student should take charge of the canteen and review canteen guidelines with the charge nurse

Music/PA System

Please have respectable music everyone enjoys

Marketing

- Students distribute marketing materials, make posters, school announcements/TV
- Make sure it gets on the school marquee
- Balloons the day of drive, decoration if you have a theme

Security at door

No loitering or just hanging out all day if they are not in sponsoring group/committee

School Nurse Contact

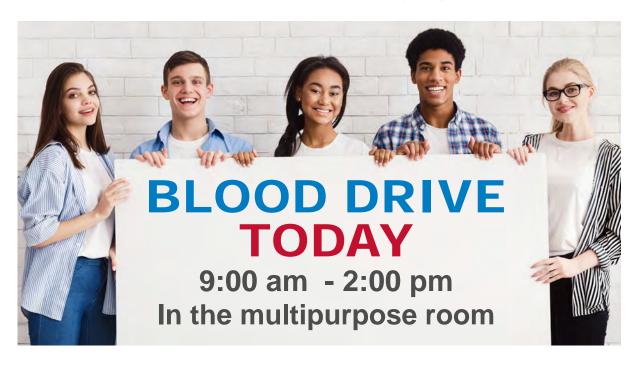
- Please contact school nurse and let them know about the blood drive
- Day of drive bring snacks and juice to nurses office
- Exchange phone numbers with school nurse and SDBB / So Cal nurse day of drive

PUBLICIZE YOUR BLOOD DRIVE

What if you held a party and nobody came? Blood drives are the same — people can't come if they don't know about it. We know high schoolers are really good at publicizing parties, so just look at this as a big party that helps a lot of people.

Brainstorm with your committee to come up with ways to let students, faculty, staff, parents, and alumni know about the drive (time, date, location) and the ways to sign up. You can sign people up face-to-face, at tables around the quad during lunch, or they can go online and sign up on their own. Make sure to encourage them to make appointments.

Get out the word on Facebook, Twitter, Instragram, TikTok, and other social media platforms, along with the old fashioned ones like posters and classroom announcements. This is where you get to be creative!



Pro Tip:

Encourage students to follow SDBB on social and post pictures of themselves at your school's blood drive. #SanDiegoBloodBank / #SoCalBloodBank



@sandiegobloodbank



@sdbloodbank



@sdbloodbank

POSTERS, FLYERS & MORE

To ensure you have a successful blood drive, we provide a variety of marketing materials to assist you with promotion and recruitment. Discuss your needs with your Territory Manager. The following materials are available upon request:

Posters - 11x17"

Flyers $- 8 \frac{1}{2} \times 11$ "

2-ups $- 8 \frac{1}{2} \times 5.5$ "

Sample Flyer

BLOOD DRIVE

Hosted by Saint Augustine High School

Thursday, September 22, 2022 8:00 am - 1:30 pm

Saint Augustine High School Bloodmobile parked on Nutmeg Street 3266 Nutmeg St., San Diego, CA 92104

One blood donation saves up to three lives.

Schedule Your Appointment Today!

Call (619) 400-8251
Visit sandiegobloodbank.org/donate





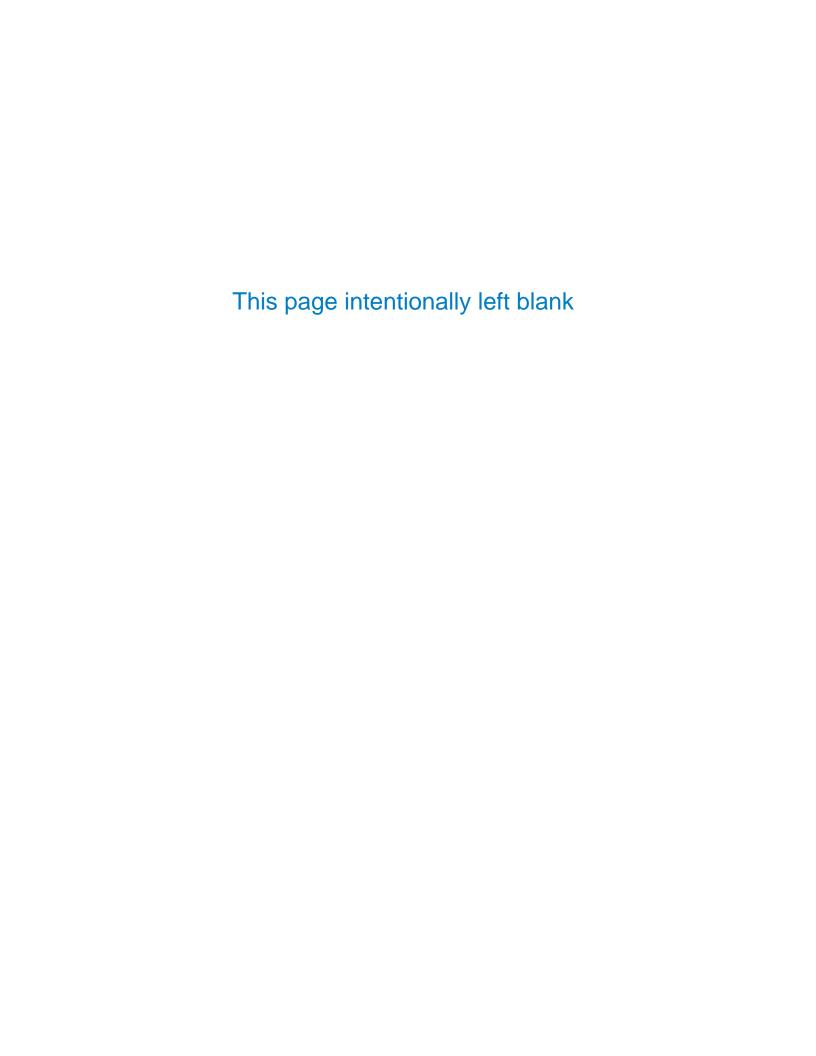




Walk-ins welcome, Photo ID required, Arrive hydrated,







MANAGE YOUR BLOOD DRIVE ONLINE

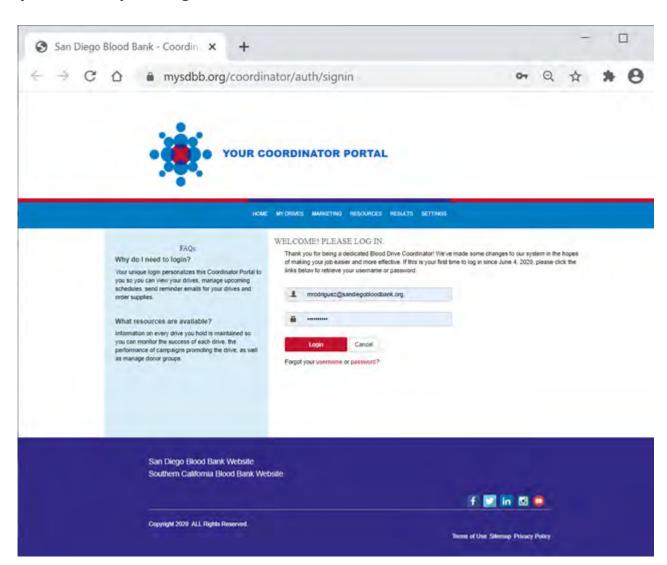
Visit **mysdbb.org** to gain access to a wide variety of chairperson tools.

- 1. Track appointments
- 2. Access recruitment materials, such as flyers and email templates
- 3. Print a hard copy of your appointment sheet
- 4. Schedule donors

YOUR HOME PAGE

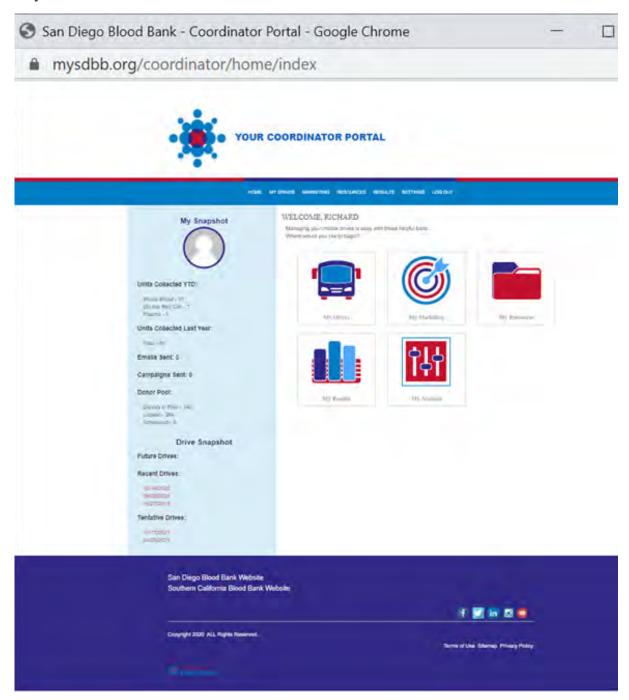
Logging In

Open the webpage: https://www.mysdbb.org/coordinator/auth/signin If you need assistance logging in or you have questions, please contact your Territory Manager.



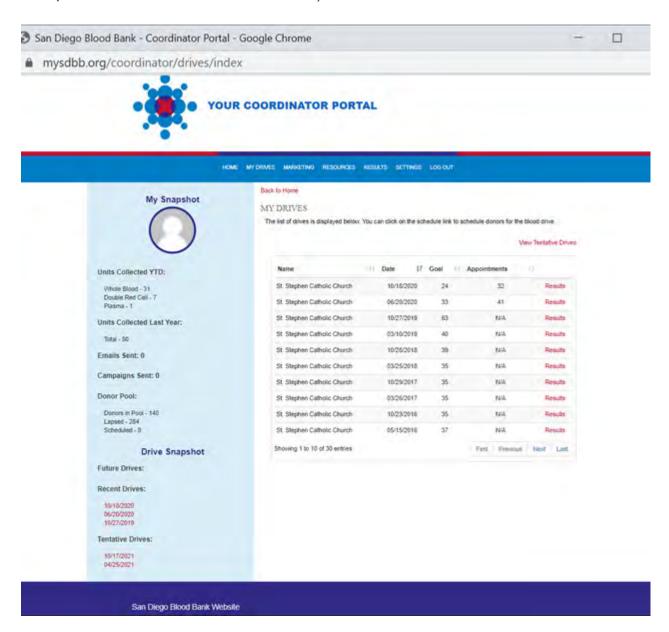
NAVIGATING MYSDBB.ORG

Below is a screenshot of the MAIN LANDING PAGE for you as a High School Blood Drive Coordinator. Managing your mobile drives is easy with these helpful tools – My Drives, My Marketing, My Resources, My Results & My Account. The left-hand column shows Drive Snapshot (Future/Recent/Tentative) which gives you quick access to your drives.



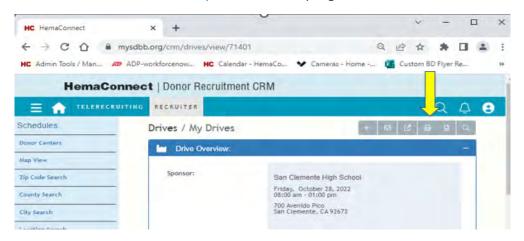
MY DRIVES

My Drives shows a list of all past drives booked (including Drive Snapshot - Future/Recent/Tentative).

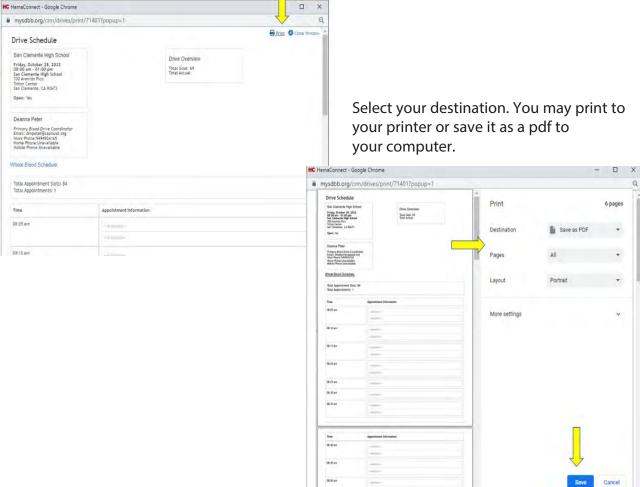


HOW TO PRINT AND SAVE PDF OF YOUR APPOINTMENT SHEET

Go to the drive and click the printer icon (top right-hand area)



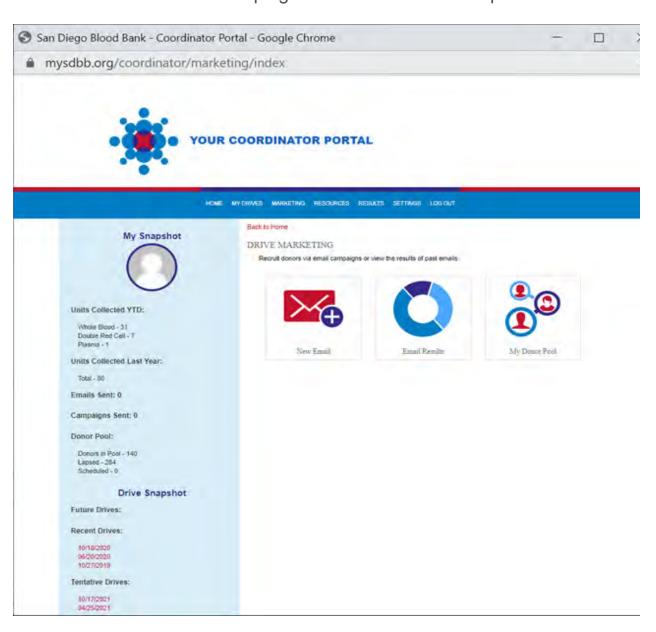




MY MARKETING

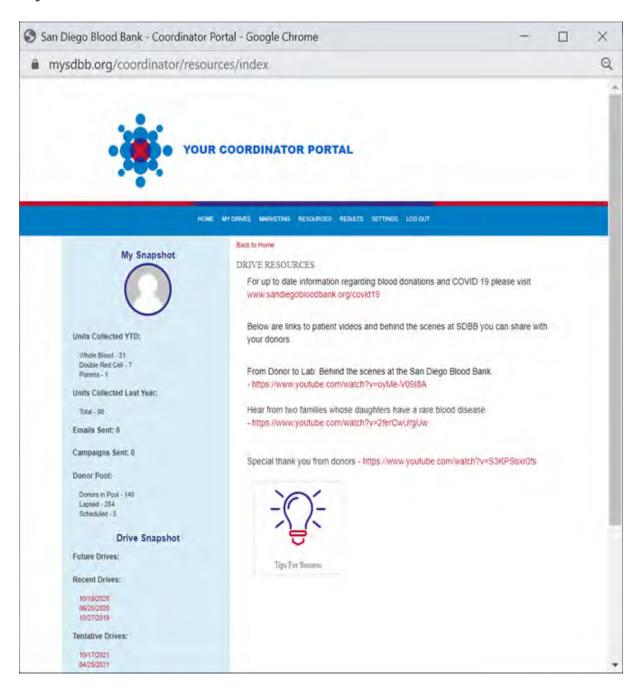
My Marketing / DRIVE MARKETING

Recruit donors via email campaigns or view the results of past emails.



MY RESOURCES

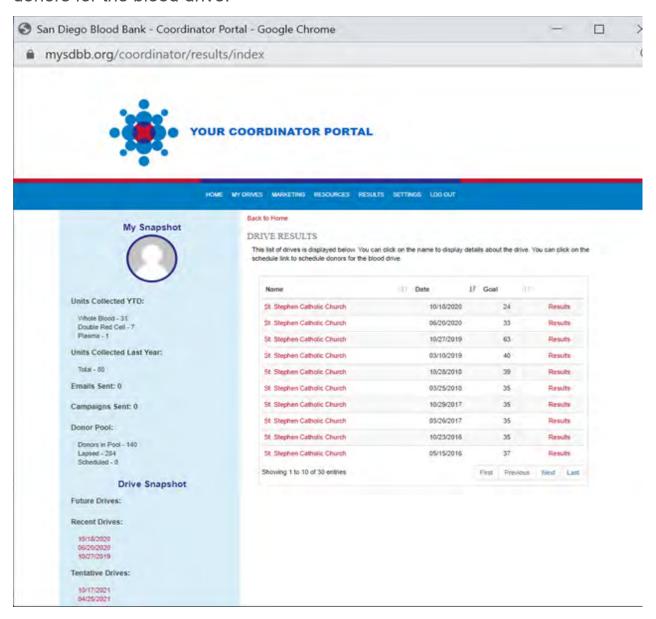
My Resources / DRIVE RESOURCES



MY RESULTS

My Results / DRIVE RESULTS

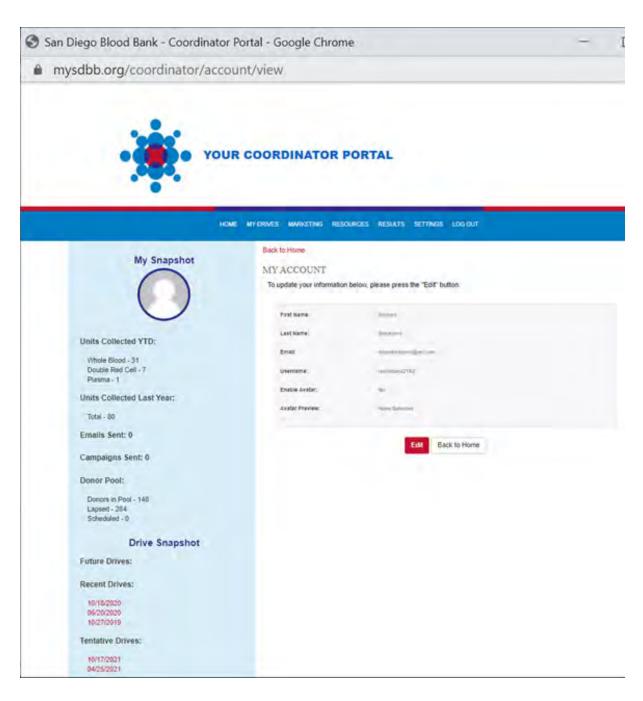
List of drives is displayed below. You can click on the name to display details about the drive. You can click on the schedule link to schedule donors for the blood drive.



MY ACCOUNT

My Account / MY ACCOUNT

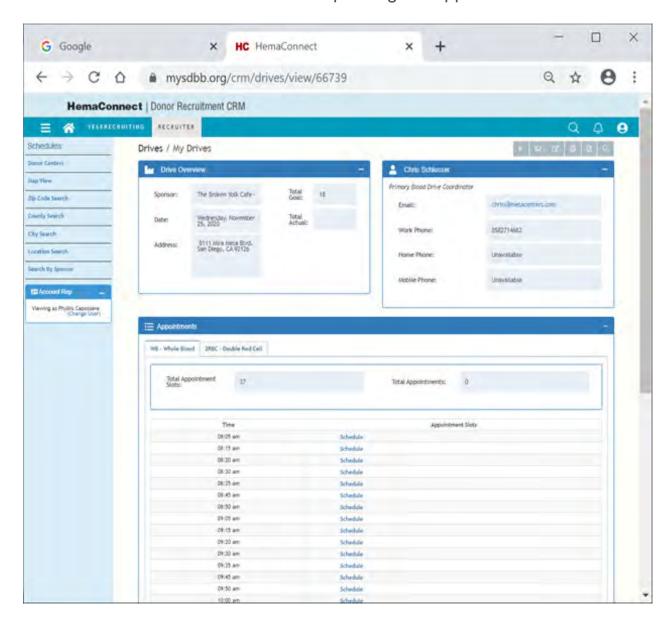
To update your information below, please press the "Edit" button.



SCHEDULING APPOINTMENTS

To Schedule Appointments

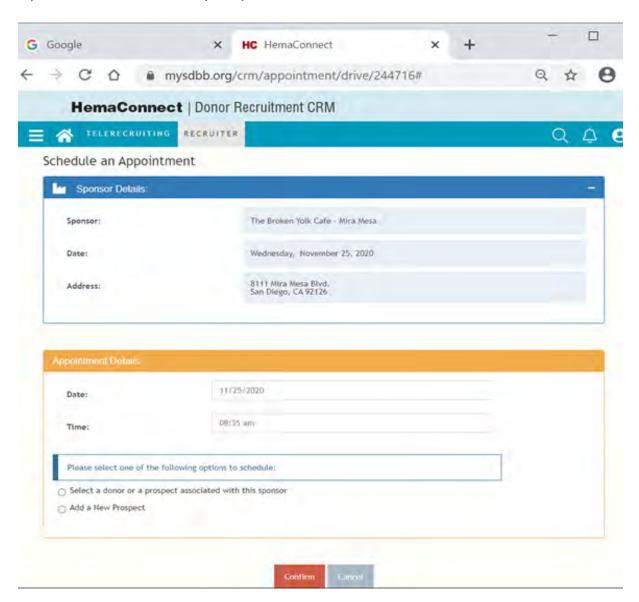
Select the drive date that the donor would like to schedule, then click on "schedule" at the time the donor is requesting the appointment.



SCHEDULING APPOINTMENTS

From this screen you have two options:

- 1) You can select a donor or prospective associated with this sponsor or
- 2) You can add a new prospect



Once the donor has been scheduled, the screen will display

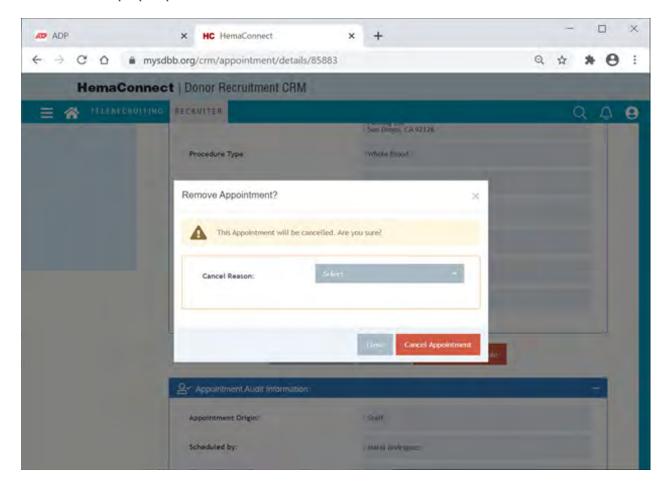
Appointment Details

The appointment has been scheduled.

CANCELING AN APPOINTMENT

To Cancel an Appointment

Go to your drive and select the date the appointment has been scheduled on. You can see a schedule of your existing appointments and open appointment slots. To cancel an appointment, click the donors name and click on the "Cancel" button at the bottom left side (grey button). You should receive the pop-up below.

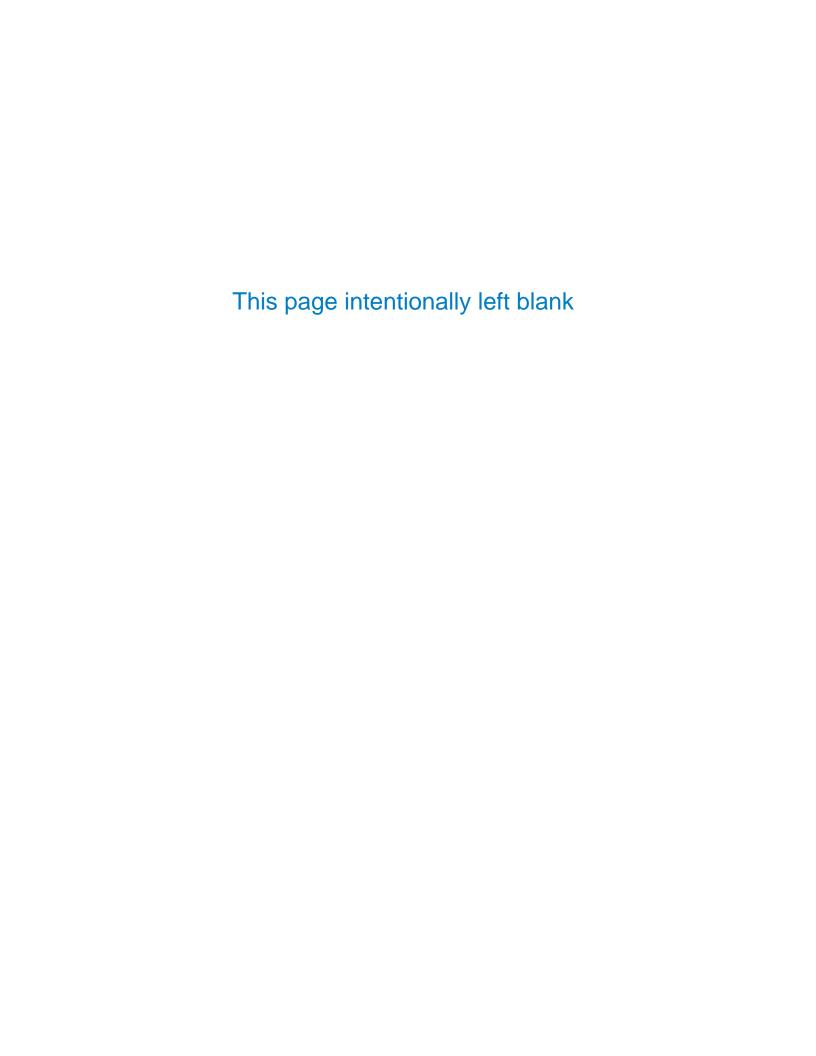


Click the Cancel Appointment button. You will then receive the message below once the appointment has been canceled.

Appointment Details

The appointment has been cancelled.

To go back to the appointment schedule please click the **Back to Drive Schedule** button. You will be able to add or edit more appointments.



BLOOD FACTS

A common misunderstanding about blood usage is that accident victims are the patients who use the most blood. Actually, people who receive the most blood include those:

- Being treated for cancer
- Undergoing orthopedic surgeries
- Undergoing organ and marrow transplants
- Undergoing cardiovascular surgeries
- Being treated for inherited blood disorders

Impact By the Numbers

CONDITION	AVERAGE BLOOD USAGE
Premature Infant	1-4 units of red blood cells
Automobile Accident	5-100 units of red blood cells
Burn Victims	20 units of plasma
Cancer Patient	3-10 units of red blood cells and/or 10-30 units of platelets
Sickle Cell Patient	10-20 units of red blood cells
Heart Surgery	3-8 units of red blood cells and/or 1-10 units of platelets and/or 2-5 units of plasma
Organ Transplant	10-30 units of red blood cells and/or 10-30 units of platelets and/or 10-20 units of plasma and/or 20 bags of cryoprecipitate
Bone Marrow Transplant	15-20 units of red blood cells and/or 100-120 platelet units
Organ Transplant	and/or 1-10 units of platelets and/or 2-5 units of plasma 10-30 units of red blood cells and/or 10-30 units of platelets and/or 10-20 units of plasma and/or 20 bags of cryoprecipitate 15-20 units of red blood cells

BLOOD FACTS

- Each whole blood donation is 1 pint
- More than 4.5 million patients in the US & Canada need blood transfusions annually
- 36,000 pints: Amount of donated blood used each day in the US
- Someone needs blood every two seconds
- 7% of your body weight is blood
- The average size woman has 10 pints of blood. The average size man has 12 pints.
- Only 38% of the US population is eligible to donate blood less than 10% of the population donates annually
- About 1 in 7 people entering a hospital need blood
- One pint of blood can save up to three lives
- Four main red blood cell types: A, B, AB, and O. Each can be positive or negative for the Rh factor. AB is the universal recipient; O negative is the universal donor of red blood cells
- One unit of blood can be separated into several components: red blood cells, plasma, platelets, and cryoprecipitate
- The human body manufactures 17 million red blood cells per second
- It only takes 20 to 60 seconds for a drop of blood to travel from the heart, through your body, and back to the heart again
- The most common blood type in the United States is O Positive (37% of the population)
- The least common blood type is AB Negative with only (1% of the population)
- Red blood cells live about 120 days in the circulatory system
- Platelets promote blood clotting and give those with leukemia and other cancers a chance to live
- Healthy bone marrow makes a constant supply of red cells, plasma, and platelets
- There is no substitute for human blood
- Blood or plasma that comes from people who have been paid for it cannot be used for human transfusion
- White cells are the body's primary defense against infection

- Apheresis is a special kind of blood donation that allows a donor to give specific blood components, such as platelets or plasma
- 42 days: How long most donated red blood cells can be stored
- Five days: How long most donated platelets can be stored
- One year: How long frozen plasma can be stored
- Children being treated for cancer, premature infants, and children having heart surgery need blood and platelets from donors of all types, especially type O
- Cancer, transplant and trauma patients, and patients undergoing open-heart surgery may require platelet transfusions to survive
- Many patients with severe sickle cell disease receive blood transfusions every month
- 17% of non-donors cite "never thought about it" as the main reason for not giving, while 15% say they're too busy
- The #1 reason blood donors say they give is because they "want to help others"
- Plasma is a pale yellow mixture of water, proteins and salts
- If all blood donors gave three times a year, blood shortages would be rare
- The actual blood donation usually takes about 10 minutes. The entire process
 from the time you sign in to the time you leave takes about an hour.
- After donating blood, you replace the fluid in hours and the red blood cells within four weeks. It takes eight weeks to restore the iron lost after donating.
- You cannot get AIDS or any other infectious disease by donating blood
- A newborn baby has about one cup of blood in their body
- Giving blood will not decrease your strength
- Any company, community organization, place of worship or individual may contact their local community blood center to host a blood drive

Thank you for saving lives with us!



