

Sub.: Standard procedure for Centre for Thalassemia.

For organising blood donation camps in apartment complex, offices, workshops, factories and similar institutions the following procedure is to be followed.

1. Meet the relevant persons for organising a blood donation camp. Must approach with a letter of introduction/request (Anx – A) and flyers.
2. Take atleast 2 weeks time to organise the camp. Cross check with blood for their availability.
3. On confirmation of date a letter of confirmation must be sent (Anx- B).
4. Prepare a flyer (A4 size) for promotion of the event with date, names of sponsors as per standard format (Anx –C).
5. The sponsor must make a notice/letter requesting people to donate blood (Anx- D).
6. On similar lines prepare 2 to 6 banners of size 8' x 3' (Anx- E).
7. The flyer, banners and notice to be displayed in prominent places atleast one week before the camp date.
8. Hymalatha to campaign for atleast one week soliciting commitments from potential donors by asking them to sign the donor form (Anx – F).
9. SMS to be sent one day before the camp and the day of the camp reminding the donors about the camp (Anx – G).
10. Hymalatha to call all donors who have signed the forms a day in advance confirming the time at which they would be attending the camp.
11. Atleast 2 days of kiosk activity to be taken up before the camp date seeking commitments from donors.
12. One day prior to the camp and on the morning of the camp confirm participation and requirements of blood bank. Further, organise fruit juice and cookies for donors (check if sponsor can provide it). Also organise lunch, tea for the team from CTH and blood bank (check if sponsor can provide it).
13. Maintain register of all participation who have turned up for the camp (both donors & in-eligible donors) – (Anx – H).
14. Certificate of appreciation to be pre-printed in advance for all donors who have signed the donor form. Carry another 10 to 20 additional certificate pre-printed with blank space for the name which may be hand written at the camp. Certificate must be sent to the participants within one week of the camp. Preferably, the certificate should be hand delivered to the participants. Alternately they may be handed over to the sponsor (Anx – I).
15. Send thank you SMS to all participants the next day of the camp (through SMS portal) (Anx – J).
16. Send thank you letter/email to the sponsor within one working day (Anx – K).

Soham Modi