

Why a Kick-Off Meeting?

Coordinating a successful blood drive involves some teamwork. The blood drive coordinator would be responsible for planning the drive while being helped by several others who might recruit donors, distribute publicity materials, etc.

As a blood drive coordinator, you may find holding a Kick-Off Meeting helpful in getting these individuals together to review blood drive information, assign tasks and responsibilities prior to the drive, etc.

Sample Agenda for “Kick-Off Meeting”

1. Welcome and Introduction: Reason for Drive
2. Blood Drive Information: Date, Time, Place, Goal
3. Blood Usage Information
4. Recruitment Techniques: Personal Contact, Pledge System
5. Review of Medical Criteria
6. Scheduling Donors: Importance of Appointments
7. Reminding Donors
8. Publicity Materials
9. Question and Answer Period
10. Assignments and Deadlines
11. Next Meeting: Date and Time
12. Thank-you
13. Adjournment