

Texas A&M University Blood Drive Guidelines

for Recognized Student Organizations and Blood Collection Agencies

These guidelines must be agreed upon and followed for all campus blood drives. Both the Blood Collection Agency and Sponsoring Student Organization (SSO) must sign and submit this document with the Concessions Permit Request Form to Student Activities.

I. Concessions and Permits

- A. All concessions requests and permits (i.e. building, parking, etc.) must be acquired by the delegated member(s) of the sponsoring student organization (SSO) (usually a Blood Drive Coordinator, Service Officer, or President).
- B. Blood collection agencies will follow all concession guidelines set forth by Texas A&M University, <http://studentactivities.tamu.edu/concessions>. Any questions regarding these guidelines will be directed to the delegated member(s) of SSO. If a SSO delegated member cannot be reached, agencies will direct their questions to the advisor of the SSO.
- C. Specific collection locations will be assigned by the SSO delegated member, based on availability of sites. SSO will try to accommodate requests, but the Scheduling Office and building proctors have final determination.
- D. Blood collection agencies will have no contact with campus officials regarding location sites, concessions, parking permits, or advertising without prior consultation with the delegated member(s) of the SSO.

II. Publicity

- A. All artwork for t-shirts, fliers, etc. will be submitted to SSO at least two weeks prior to the blood drive.
- B. All artwork must first be approved by the delegated SSO member(s). Following their approval, SSO will submit the artwork to the Collegiate Licensing Department, <http://trademarks.tamu.edu/licensingTrademarks.html>.
- C. All approved materials (i.e. posters, fliers, table tents, etc.) will be posted on campus by members of SSO following the approval of building proctors, sandwich board process, concessions, etc.
- D. All materials must have SSO's name and phone number or e-mail address.

III. Recruitment

- A. **The SSO must provide staffing at each of the blood collection locations during the entire duration of the campus blood drive.**
- B. While blood collection agency representatives are encouraged to recruit potential donors, they are asked to respect any initial decline to donate made by students, faculty, staff, etc.
- C. When more than one agency is on campus, agency representatives should not coerce donors away from another agency.

IV. Clean-Up Procedures

- A. Blood collection agencies will be responsible for collecting as well as disposing of all utensils used by their workers (needles, gloves, bandages, etc.). Texas A&M University's facilities will not be used to dispose of the items used by the blood companies.
- B. Before the blood collection agency's departure from Texas A&M University's campus on the last day of their respective Blood Drives, an SSO representative will walk over all the sites with an agency representative to inspect the premises. Agencies will not be allowed to leave the campus until all facilities have been cleaned (trash picked up, furniture put back in place, all supplies collected, etc.).

Sincerely,

Organization Name	Account Number	Date/Time of Event
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External Blood Drive Coordinator	Date
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Student Organization Advisor	Date
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Concessions Administrator	Date
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Updated: 4-14