

# TEXAS A&M UNIVERSITY BLOOD DRIVE GUIDELINES

For Recognized Student Organizations, University Departments, and Blood Collection Agencies

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The following guidelines must be agreed upon and followed for all campus blood drives. All coordinating parties must sign and submit this form **at least five (5) business days prior to their event**.

For **recognized student organization-sponsored events**, both the Blood Collection Agency (BCA) and Sponsoring Student Organization (SSO) representative must *sign and submit this document with their Concessions Permit Request Form* to Student Activities. Similarly, for **public blood drives hosted by University programs, departments, or colleges**, this form must be *completed and attached to a Concessions Permit Request Form*.

For **staff hosting non-public blood drives open to their work department or location only** (and thus not subject to the Concessions permitting process), this form must be signed by both the BCA and sponsoring staff member/departmental representative and made available on site for the duration of the event. If a space reservation is required, a copy of this signed form must be submitted to the building proctor or facility manager.

## 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. 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.
- E. If the blood drive will involve a Donor Coach, the SSO and BCA must follow all guidelines set by Transportation Services.

## II. Publicity

- A. All artwork for t-shirts, fliers, etc. will be submitted by the BCA to SSO at least two weeks prior to the blood drive.
- B. All artwork must first be approved by the designated SSO officer(s). Following their approval, SSO must work with a Texas A&M University-licensed vendor for printing if the design includes any Texas A&M marks or logos. A full list of licensed vendors is located at <https://trademarks.tamu.edu/become-licensed/index.html>.
- C. For promotional materials and signage, the SSO must adhere to the Standard Administrative Procedure for Campus Signage (SAP 51.99.99.M0.02); <https://rules-saps.tamu.edu/PDFs/51.99.99.M0.02.pdf>.
- 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. Additional Precautions

- A. BCA should ensure appropriate screening procedures are in place that adequately assess the current health status of staff and potential donors.
- B. BCA should ensure appropriate cleaning procedures are being followed for chairs, tables, pens, and other surfaces contacted by staff and donors.

### V. 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.).

### VI. Right to Cancel

The blood drive may be canceled at any time for failure of any party to follow these guidelines.

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**Blood Drive Information:**

Blood Drive Date: \_\_\_\_\_ Time: \_\_\_\_\_

Blood Drive Location: \_\_\_\_\_

*Note: Only one location per Blood Drive Guidelines form*

Specific Location Information: \_\_\_\_\_

*To be added by Building Proctor, if needed. (Ex: Reservation number, Room Number, etc.)*

Sponsoring Organization/Department: \_\_\_\_\_

Organization SOFC Account Number (if applicable): \_\_\_\_\_

Blood Collection Agency: \_\_\_\_\_

Will this event involve a donor coach?     Yes             No

Will parking be needed?                     Yes             No

**Signatures:**

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BCA Drive Coordinator Date

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Chief Student Leader **OR** Department Representative Date

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Student Organization Advisor *(if recognized student organization-sponsored)* Date

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Building Proctor *(facilities representative for blood drive location)* Date

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Transportation Services Representative Date

**NOTE: ALL SIGNATURES ARE REQUIRED BEFORE THE FORM IS CONSIDERED APPROVED.**

**Reviewer Comments:**