



Rutland Regional Medical Center
Marrow Donor Program

160 Allen St, Rutland, VT 05701 Phone: 802.747.6267

Request for Testing Drive

Date Requested: _____ Time Requested: _____

Place: _____

Number of expected donors: _____ Number of expected volunteers: _____

Contact Person #1: _____ Phone: _____

Address: _____

Email: _____

Contact Person #2: _____ Phone: _____

Address: _____

Email: _____

(List additional contacts on back of sheet.)

Please read the enclosed information before requesting a testing drive be held in your area. Planning for a testing drive takes time and commitment. Allow at least 6 – 8 weeks when requesting a date, and be sure you have enough committed volunteers to make the drive a success. After ensuring you are able to fulfill the requirements for a drive send it to:

Kerry Ellis
Marrow Donor Program Coordinator
160 Allen Street
Rutland, VT 05701

You will then be contacted to verify your drive and begin the final planning. If you have any questions, please call Kerry Ellis at 802.747.6267 or email kellis@rrmc.org.

Testing Drive Requirements

Requesting person/group must provide:

- Room large enough for the expected number of donors
- Volunteers to help on the day of the drive:
 - 1 Registration person (it's nice for donors to see a familiar face at the registration table)
 - 1- 2 Refreshment persons (keeps the refreshments fresh, ensures everyone has something before they leave)
 - 1 Float person (keeps the tape running, answers general questions, ensures donors receive their Thank You gift when leaving)
- TV/VCR
- Tables – (8-10)
- Chairs – (20-24)
- Local telephone books
- Funds to cover the drive (price per test is reduced through our program, due to our relationship with the NMDP)
 - Fundraising examples: hold a bake sale, raffle, etc
- Name/addresses of local businesses to contact for donations – (RRMC will assist with this)
- Name/addresses of local radio/TV stations to contact for publicity
- Flyer/brochure distribution
- Refreshments at the drive - these should be simple – bottled water, cookies

RRMC Marrow Donor Program will provide:

- Staff to run the drive:
 - 1 Registration person
 - 1 – 2 Health Screening Reviewers
- Supplies, including forms, pens, brochures
- Small thank you gifts for donors
- Flyers for distribution
- News releases
- Newspaper ads
- Will contact local radio and TV stations for publicity
- Assist with contacting local businesses for donations