



Request for Registration 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 registration drive be held in your area. Planning for a successful 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 or email it to:

Kerry Ellis
Marrow Donor Program Coordinator
160 Allen Street
Rutland, VT 05701
P: 802.747.6267
C: 802.342.6236
kellis@rrmc.org

or

Jennifer St. Peter
Recruiter, Marrow Donor Program
Rhode Island Blood Center
405 Promenade Street
Providence, RI 02908
P: 401.248.5762 C: 401-714-6240
jennifer.stpeter@ribc.org

Please contact us if you have any questions or concerns.



Registration 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 (Refreshments at the drive are optional and should be simple – bottled water, cookies. Volunteer keeps the refreshments fresh, ensures everyone has something before they leave.)
 - 1 float person (Answers general questions, ensures donors receive their thank you gift when leaving.)
- Tables and Chairs
- Local telephone books
- Help with funds to cover the drive (This is not a requirement but is very much appreciated if possible. The price per test is reduced through our program, due to our relationship with the National Marrow Donor Program)
 - Fundraising examples: hold a bake sale, raffle, etc.
- Name/addresses of local radio/TV stations to contact for publicity
- Flyer/brochure distribution

RRMC Marrow Donor Program will provide:

- Staff to run the drive:
 - 1-3 program members
- 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