

Supplemental Guidance Concerning Blood Drives as Eagle Scout Service Projects for Unit Leaders and Eagle Advisors in the Denver Area Council (December 1, 2018)

Vitalant, a 501(c)(3) not-for-profit organization, has worked with the Denver Area Council Advancement Committee to prepare this supplemental guidance document for blood drives as Eagle Scout Service Projects. Because the blood drive is a complex undertaking with significant time requirements, Unit Leaders and Eagle Project Advisors should read this supplemental guidance document prior to advising the Scout to better understand the significant commitment needed for a successful Eagle Scout Service Project blood drive. Unit Leaders and Eagle Project Advisors may use the information contained in this supplemental guidance document to advise Scouts on how to choose possible dates, identify a suitable facility, how many donors will be needed, and other important information for when planning a successful blood drive.

This supplemental guidance document is only an advisory resource. It does not modify or add to the Eagle Scout Service Project requirements. Ultimately, the blood drive project proposal, to be approved by a District representative, must meet Eagle Scout Requirement 5, and the five tests of an “Acceptable Project”, as described in the Eagle Scout Service Project Workbook.

Vitalant Donor Recruitment Representative

In order to provide a consistent experience to the Scouts, Vitalant’s Colorado-based Donor Recruitment Representatives will be tasked with assisting youth with coordinating Eagle Scout Service Project blood drives in the Denver Area Council. They will provide consistent service to ensure projects are executed in the same way. The Donor Recruitment Representatives will schedule the blood drive, and will sign the Project Proposal as beneficiary before the project begins and the Project Report as beneficiary after the project is complete. The Donor Recruitment Representative will coach Scouts on how to setup and use the Vitalant online systems, monitor progress, answer any questions and help with any challenges the Scouts may face.

Vitalant has two Colorado Donor Recruitment Managers that oversee a team of 16 recruiters. Randee Toler and Dan Reed are the first points of contact and they can be reached by phone or email. Randee Toler: 303.363.2378; randee_toler@bonfils.org. Dan Reed: 303.361.3110 or Daniel_reed@bonfils.org. You may contact one or both of the managers to ask questions and/or get connected with a Donor Recruitment Representative. You may also contact your District’s advancement committee for additional guidance. A Donor Recruitment Representative will be assigned to the Eagle Scout Service Project based on the anticipated drive location’s zip code and the recruiter’s service area.

Before contacting Vitalant, it is highly recommended that Scouts meet with, and get the approval of, their unit leader and unit committee. Scouts also should meet with the person in charge of the facility hosting the blood drive to identify dates on which the facility is available for a blood drive.

Scheduling

Vitalant has approximately 20 to 25 teams that staff blood drives on weekdays, and approximately 3 to 5 teams that staff blood drives on weekends; however, these resources are

subject to change based on staff availability and resources. Vitalant conducts roughly 3,000 blood drives annually in partnership with nearly 1,000 organizations. Drives can be scheduled in the morning, afternoon or early evening of a weekday or weekend, with the last appointment being 6:30pm. Typically, donors are scheduled during a four to five-hour period. Vitalant's donor care staff will arrive one hour before the drive starts to set up. It will take between one and one-and-a-half hours for the donor care team to pack and depart.

The specific dates and times on which Vitalant's mobile operations are available depends on the number and size of the drives already scheduled, and the proposed location of the blood drive. It is not possible to identify times of the year or specific days that are harder to schedule. Some blood drives, like the BSA Scout Show that occurs on the same Saturday every year, are scheduled as much as one year in advance.

As a general guideline and based on availability, blood drives occurring on a weekday may be scheduled four to 12 weeks in advance, whereas blood drives occurring on a weekend may be scheduled two to eight months in advance. After Scouts have received the approval of their unit leaders to proceed with a blood drive project, they should identify a facility and work with the person responsible for that facility to identify possible dates for the blood drive before contacting Bonfils. **HOWEVER**, Scouts with less than eight months before their eighteenth birthday, should contact Vitalant first, before starting the planning process, to determine if a blood drive in the time available is feasible.

Scout's Goal

The blood drive goal for Scouts is thirty confirmed donors. Scouts will not be penalized by Vitalant for **confirmed** donors that don't keep their appointment. Vitalant will not cancel drives if the number of confirmed donors is a little under thirty. Vitalant will work with the Scout to complete the best drive possible by adjusting the number of staff assigned or by opening donor registration to the public.

If more than 30 donors are confirmed far enough in advance, Vitalant will do its best to send more staff for the same donation period, but this is not always possible. The Donor Recruitment Representative will work with each Scout to monitor donor commitments and plan accordingly. If a Scout has the ability to recruit more donors than can be accommodated at his location, additional donors may be asked to donate at a local Vitalant donation center. These donations will need to be tracked by the donor or Scout manually until the new Donor Recruitment Management system called eDRM is implemented in the first half of 2019.

Donors

Donors must be 16 years or older. Donor names, email address and phone number will be needed to sign up as confirmed donors. There are several ways for Scouts to manage their donors:

1. A Scout without computer access can sign up donors and maintain the donor information himself, while keeping the Donor Recruitment Representative informed on a regular basis.

2. The Scout (or donor) can enter a donor's information, name, email address and phone number directly into Vitalant's online scheduler. If the Scout (or the donor) enters the donor's email address and/or cell phone number into the Vitalant coordinator portal and checks the appropriate boxes to receive reminders (recommended for all donors with an email and cell phone), Vitalant will automatically send appointment reminders by email and text directly to the donor.

It is the Scout's responsibility to give leadership to others in a service project so it is expected that the Scout will recruit, train and lead others to help with the process of recruiting, informing, and communicating with his donors before, during and after the drive. Vitalant expects Scouts (and those to whom he is providing leadership) to provide donor qualification requirements to each donor before they sign up, and to contact each of the donors three to five days before the drive to remind them of their appointment, to bring their ID and to provide information about eating and hydrating before the donation appointment. The Donor Recruitment Representative can provide guidance on how to execute these important tasks in advance of the blood drive.

Donors who are 16 or 17 years of age will need a **legible, signed parental/guardian permission form called a Minor Donor Permit completed prior to donating**. The Minor Donor Permit is available to download and print through the Vitalant website. It is also available by request. (If the Scout's blood drive is listed on the Vitalant website as public, he would not be expected to contact the donors whom he does not know or did not recruit.)

Scouts will be able to access their project's donor list on the Vitalant website. It is helpful for Vitalant to have donor information on their computer. It is important for donors to receive and check the eligibility requirements before traveling to the donation location. If the Scout chooses to allow the public to participate, it is necessary that all appointments be made online so available donation appointments will be known.

Facility

The space required for a blood drive location is a minimum of 800 square feet of indoor space that is heated or air conditioned depending on the season. The facility must be handicap-accessible, which means either no stairs are required to access the space, or it may be accessed with a working elevator. The facility must have clean restrooms, adequate parking and a space to serve refreshments. The Donor Recruitment Representative will conduct a site assessment in advance of the drive to ensure the site meets safety, quality and regulatory guidelines. In addition to reserving the facility for the drive, Vitalant expects the Scout to provide tables and chairs for registration, and supplies and equipment for refreshments. The number of tables and chairs will depend on the number of donors scheduled. The Donor Recruitment Representative will provide detailed information during the project approval process.

Volunteers

Unit Leaders and Eagle Project Advisors should work with Scouts to establish a minimum number of volunteers, not including the Scout. The number of volunteers might be as few as two for the entire day, but four to six volunteers at any time is recommended. There are no specific skills required to volunteer. Common volunteer duties include: assisting with set-up and

breakdown; checking in donors at the registration table; and maintaining a stocked and clean canteen area.

If appropriate, the Scout may consider providing babysitters to care for small children while their parents donate. If youth volunteer babysitters are recruited, then adults will have to supervise them. If babysitting is provided, a space appropriate for small children must be available.

Refreshments

Vitalant expects Scouts to provide refreshments for all of the donors and volunteers. The Scouts may ask for donations of food and beverages from family and friends, approach local businesses to donate food, or hold fund raising activities and use the funds to purchase refreshments. If asking for donations from businesses, Scouts must fill out the fundraising application that is part of the Eagle Scout Service Project Workbook and have it approved. **For donor safety, Vitalant may bring items for the canteen including bottled water, boxed juice and an array of single-serving sweet and salty snacks.**

Cancellation

The only reasons Vitalant would cancel a drive is if there is a serious accident involving the staff on the way to the donation site or if bad weather would endanger the donors or staff. That decision would be made by Vitalant early in the morning on the day of the drive. If the weather becomes dangerous during the event, Vitalant may end the drive early to make sure that everyone is able to return home safely. Vitalant will not penalize Scouts, nor require that they make up donations, when a drive is ended early for safety reasons.

If Vitalant cancels a blood drive, rescheduling the blood drive will depend on resource availability. From prior experience, it could take between four and twelve weeks to reschedule a blood drive. For Scouts who have sufficient time before their 18th birthday, it is expected that the Scout will attempt to reschedule and complete the blood drive at a later date.

For Scouts with insufficient time before their 18th birthday to reschedule and complete a blood drive where the confirmed donor goal was reached, the Scout should be given credit for the service project. Vitalant understands and agrees that an older Scout who successfully completes the planning, organizes and recruits volunteers and donors and prepares for a blood drive that is canceled by no fault of the Scout, should receive final project approval and the beneficiary's signature. In such a circumstance, the Donor Recruitment Representative will sign the Scout's project completion box.

Individualized Plan

Unit Leaders and Eagle Project Advisors should request that Scouts work with the Donor Recruitment Representative for advice on how to develop an individual plan for their blood drive, including how to recruit and confirm donors, recruit and organize volunteers, and to provide refreshments. Some of these details should be included in the Scout's project proposal so that reviewers can be satisfied that the proposal meets the five tests of an "Acceptable Eagle Scout Service Project" as defined in the Workbook. If needed, Scouts can request resources that Bonfils may have available.

Please be reminded of this guidance about blood drives provided in the Eagle Scout Service Project Workbook: *“Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of “canned” instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.”*

Working with Donor Recruitment Representative

Each Scout should be in regular communication with the assigned Donor Recruitment Representative to report on the progress of donor appointments, volunteer assignments and arrangements for refreshments. He will be asked to confirm the location and other details for the blood drive. If the Scout is struggling to recruit donors, the Donor Recruitment Representative will help them develop new approaches to recruiting, identify new communities from which to recruit, and, if necessary, adjust the time and staff assigned based on the anticipated number of donors.

A Blood Drive is a Significant Commitment

Unit Leaders and Eagle Advisors should make clear to Scouts that a commitment to complete a blood drive as an Eagle Scout Service Project is a serious undertaking. The Scout and his Scouting family need to be prepared to invest the time and effort to make the blood drive successful. Having all the donor appointments filled is very important. As with any Eagle Project, if the Scout doesn't do what he promised, then he should not expect to receive credit for a project. Vitalant has limited resources with which to provide a dependable supply of blood to save lives in Colorado. Every Scout that undertakes to plan and execute a blood drive as an Eagle Scout Service Project should remember the Candidate's Promise: “I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.”

If goals and requirements are not met due to extenuating circumstances, then the Eagle Board of Review must ultimately decide if the impact and leadership demonstrated by the Scout's Blood Drive project is sufficient, as described in his Eagle Scout Service Project Report.