Here is a quick guide to a successful blood drive!

**Step 1**  
Verify Your Blood Drive Date (10-12 weeks before the blood drive)  
- Work with your American Red Cross account manager to verify the blood drive date and plan an educational presentation.  
- Locate program materials at redcrossblood.org/youthresources.

**Step 2**  
Presentation (3-4 weeks before the blood drive)  
- Host a 10-20 minute educational session for students, presented by an American Red Cross representative.  
- Send the parent letters and appointment request forms home with students.

**Step 3**  
Students Recruit Donors (2-4 weeks before the blood drive)  
- Appointment request forms should be returned to school. Online scheduling is also available on redcrossblood.org.  
- Build your appointment schedule and confirm with donors.

**Step 4**  
Day of Blood Drive  
- Students are encouraged to volunteer and decorate for the blood drive.

**Step 5**  
Thank You and Recognition  
- Provide each student who recruits a presenting donor with his/her fun appreciation gift from the Red Cross.