

Staff Senate Blood Drive Committee Meeting 2/16/2016

Timeline of To-Dos:

- ASAP - get posters and table tents stamped (Rodolfo)
- ASAP - contact Phanie about DRC machines (Sarah)
- ASAP - create and send email staffocus, facfocus, staffsenate, previous donors - Blood drive date, location, theme, prizes, push for appointments, mention Trolley, red blood cell bonus (Sarah/Karen)
- ASAP - create and submit LCD slides to LCD custodians-laderden, rdturner, jkcarmack, kalee1, tmmedlock, jlmoody, yxbarajas (Sarah/Karen)
- ASAP - update Staff Senate blood drive webpage (Sarah/Karen)
- ASAP - request spot on Today @ UALR (Sarah)
- ASAP - contact Forum editor about article (Sarah)
- ASAP - contact bakeries for pie/pie-like donations: Community Bakery (Jamie), Mickey's (Kendra Boyle via Jennifer Moody), Brown Sugar Bakery (Karen), Blue Cake and Krogers (Sarah), Trio's (Karen)
- ASAP - contact Housing/EIT for t-shirts; contact Rob Dipple for baseball tickets (Sarah)
- ASAP - contact CLC kawilliams3 about service hours; announce EIT lab hours (Jennifer)
- 2/18 (Thursday) - exchange table tents to be assembled (Jennifer), split up posters, send around volunteer sheet (Sarah)
- 3/1 - distribute table tents (everyone)
- 3/7 - same email for a reminder (Sarah/Karen)
- 3/11 - phone appointment holders for reminder (Who normally does this?)
- 3/11 - contact DPS about trolley and red cross vehicles (Sarah)
- 3/14 - email volunteers as final reminder (Sarah)

Prizes:

- Drawing for a pie for all attendees present at 10am
- Drawing for a pie every hour
- T-shirts to DRC donors
- All attendees that attempt get a pair of baseball tickets