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| Running A Successful Blood Drive Source Materials in an effort *to meet patient needs* |

**Personal invitation to participate (Desk Drop or Invite):**

**4.5 by 6 Inch (or similar sized) Printed Invitation to be placed in an envelope on each employees desk in a conspicuous place. Employees name handwritten on the outside envelope (alternative preprinted “You are Invited”).**

**<<Front side of invitation>>**

**You are invited to help save a life on <<date>>**

On **<<date>>**, **<<organization name>>** is proud to pay it forward and strengthen our community by helping to save lives. We are partnering with the American Red Cross to hold a blood drive, and we need your help to make it a success.

**<<Senior leader #1 name>>**, **<<Senior leader #2 name>>** and **<<Senior leader #3 name>>** invite you to join them. If you can help, please check one of the options below, print your full name and extension on this invitation and return it to **<<location where cards can be dropped off or name of BDC>>.**

**Yes! Count me in to:**

**🞎** Donate blood

**🞎** Volunteer my time

**🞎** Promote the drive using social media

Your name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<<Back side of invitation >>**

**Every volunteer has a story. What’s yours?**

Whether you support our drive by donating blood, volunteer your time to make our drive a success or just help spread the word about our drive through social media, you help save lives. Come out on **<<drive date>>** and let others know why blood donation matters to you. Remember:

* Every 2 seconds someone in America needs blood.
* Each blood donation can help save up to 3 lives.
* The Red Cross must collect 14,000 units of blood each day.
* Blood collected by the Red Cross helps patients in over 2,400 hospitals across the country.
* 80 percent of blood donations are collected at blood drives hosted by organizations like ours.

**It only takes about an hour to donate blood. By helping out on <<date>> your impact is significant.**

**Thanks for making <<organization name>> a great place to work!**