

Science Hill High School  
1509 John Exum Pkwy  
423-232-2190  
Johnson City, TN 37604  
7th Brigade, USACC

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## Science Hill High School Topper Blood Drive SOP

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**Summary:** This Standard Operating Procedure (SOP) manual provides guidance for the execution of the JROTC Blood Drive

**Applicability:** This SOP applies to all JROTC cadets at Science Hill High School. It covers the events that will take place during the Blood Drive and also tells how to properly execute the event.

**Suggested improvements:** Send comments and suggested improvements to the S-3.\*

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## **Chapter 1-Introduction**

**1-1. Uniform-** JROTC PT shirt and Blue jeans with no holes

**1-2. Purpose-** The purpose of the Blood Drive is to recruit students at Science Hill to donate a pint of blood and to aid these students during the donation process.

**1-3. Preparation-** Prior to the execution of the blood drive, the OIC/SAI/or NCO needs to contact the vendor representative to have them come for an info brief, the cadets need to recruit a certain number of students which depends on the semester, equipment needs to be set up, and forms need to be turned in. We will only accept the vendor if they can bring busses to bring outside the drill hall. The yearbook and birthday list need to be acquired two weeks before the drive and kept in a safe place.

## **Chapter 2- Pre-Recruiting Activities**

**2-1. The Vendor Representative-** The blood drive OIC/SAI/or NCO will have to contact a representative from The Vendor for information relating to the drive. Information includes:

- The date of both the Spring and Fall blood drives
- Up to date form information
- Ask them to store the items they will be handing out in the busses
- Information on what has been done to fix issues of previous years

**2-2. Forms-** The Vendor Representative gives the blood drive OIC the current year's blood drive recruitment sheets. The OIC is to insure that the necessary amount of forms is copied for distribution to the student body. The forms are printed off in large quantities and in groups of 25.

## **Chapter 3- Recruiting**

### **3-1. Time Frame-**

**3-1-1. Fall Blood Drive-** Recruiting for the fall blood drive begins when the cadets have enough recruiting forms. Recruiting will go through 1 October (Thursday before Fall Break). After fall break, any last minute sign-ups are due by 12 October (the Monday prior before the blood drive)

**3-1-2. Spring Blood Drive-** Recruiting for the spring blood drive begins on when cadets have enough recruiting forms. Recruiting will go through the 10 March. After Spring Break, any last minute sign-ups are due by 21 March (the Monday before the blood drive).

**3-2. Goal-** There are two goals for each blood drive. The Prerequisite Goal and the Final Goal. The Prerequisite Goal is the amount of students that the blood drive OIC wants to be signed up to give blood by one month prior to the blood drive. The Vendor will give a minimum amount for them to award scholarships. The Final Goal is the amount of students that the OIC wants to be signed up to give blood by the blood drive's execution.

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**3-2-1. Fall Blood Drive Goals-** The Prerequisite Goal for the fall blood drive is **100** students signed up to give blood by 15 September. The Final Goal is **140** signed up by 15 October (day of the blood drive). This number can fluctuate based on what The Vendor's goals are.

**3-2-2. Spring Blood Drive Goals-** The Prerequisite Goal for the spring blood drive is **100** students signed up to give blood by 23 February. The Final is **140** signed up by 23 March (day of the blood drive). This number can fluctuate based on what The Vendor's goals are.

**3-3. Process-** Recruiting for both blood drives is organized by the OIC and is carried out by the staff class. For the fall drive, each member of staff class is required to recruit a minimum of **10** students. For the spring drive, each member of staff class is required to recruit a minimum of **6** students or teachers for the blood drive. Information that needs to be relayed to students are what needs to be signed, when sheets should be turned in, where they should be turned in to, and how the donating process works (More information on sheets in **Chapter 4**, more information on the blood drive in **Chapter 6**). Each member of staff class is given a clipboard already stocked with the amount of forms needed to recruit the assigned amount of students. Recruiting occurs using multiple venues.

**3-3-1. Lunch Time Recruiting-** Blood drive recruiting during Lunch time is where the majority of recruits come from. Recruiting cadets are to take their clipboards and walk around the Grand Topper Hall. To recruit, a cadet goes up to either a student or a teacher and asks if they would be interested in donating blood for the blood drive. If the student/teacher says that they are interested, the cadet should proceed to give the person the information that needs to be relayed (stated above). If the person wants to sign up, then he/she will need to fill out the sign-up sheet and give it back to the cadet that recruited him/her. This will occur the first and second Wednesdays after all the forms have been acquired and distributed and will be the main way for each cadet to get their required number of people.

**3-3-2. Classroom Recruiting-** Classroom recruiting should occur either during the first three to five minutes of a class period, or the last three to five minutes of a class period. The cadet wishing to recruit needs to ask his/her class teacher if they could make an announcement. The cadet then stands in front of the class and proceeds to give information about the blood drive and the process of signing up to give blood. After the cadet is done explaining, he/she will ask if there are any volunteers who wish to sign-up. Forms should be given to the students who wish to sign up. The sign-up sheets should be filled out right when a student gets one.

**3-3-3. Announcements-** The BC will discuss using his/her announcement time to give the student body information about signing up for the blood drive. The announcement is given during first period at the beginning of class. The BC will also announce the day before the drive that every donor needs to bring a photo ID with them when they come down to the drill hall for their appointment.

## **Chapter 4- Forms**

**4-1. Sign-Up Sheet-** The Blood Drive Sign-Up sheet is what is turned in to the recruiting cadet. The form should be filled out with a student's name, age, height, weight, teachers, preferred mode of contact, and classes (the section for the teacher's room numbers does not need to be filled out). The sheet also has a section for students to fill out whether or not they would be interested in Double

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Red Cell Donation. The recruiting cadet is given ten sign-up sheets for fall blood drive recruiting, and eight sheets for spring blood drive recruiting. Details on turn-in are specified in **Chapter 4 Section 3**.

**4-2. Parental Consent Sheet-** The Blood Drive Parental Consent Form is the form given to students that they do not turn in to the recruiting cadet. The sheet contains more information on donating Double Red Blood Cells, and what is expected of the donor before giving blood. The parent needs to sign these forms if the cadet is to participate in the blood drive. The parents need to sign this form even if the student in question is eighteen years of age or older. Details on turn-in are specified in **Chapter 4 Section 3**.

**4-3. Form Turn-In-** The sign-up sheet needs to be filled out as soon as the recruiting cadet gives it to the student, and given back to the cadet as soon as it is filled out. The cadet is to give all of the filled in sign-up sheets to the S6. The parental consent sheet needs to be either be turned into a recruiting cadet, or turned in to the attendance office, and needs to be fully filled out. The person who recruited shall put their name on the form as well. All forms need to be turned in by 14 October and 22 March at the latest for the fall and spring drives respectively.

**4-4. Reminders-** The Reminder Card is the sheet that is given to students that have already signed up for the blood drive. The purpose of the Reminder Cards is to ensure that the donating students do not forget about their previously sign-for appointments for donation. Every student who filled out a sign-up sheet will be given one of these cards. This is to ensure that as many students as possible donate blood in order to reach the requirement of **120** donors. The cards are given to the donating students on either 13 October or 22 March (the Tuesday before the fall and spring blood drive respectively).

**4-5. Master List-** The Master List is the list of every single student that is donating blood at a blood drive. Each name is listed with the time that each student is to give blood on the day of execution. The list is to be posted in numerous places all over the school campus. The list is meant to inform donors of when they are to give blood. Every student who filled out a sign-up sheet will be on this master list, but students who have not turned in their parental consent form will be marked as such. The first master list is posted four weeks before the blood drive, and then a new one will be posted three weeks before, and so on until a week before. Each list will be in a different color.

## **Chapter 5- Equipment Set-Up**

**(NOTE: ALL SET UP SHOULD BE COMPLETED BY 0700 ON THE DAY OF THE BLOOD DRIVE)**

**5-1. Drill Hall-** The drill hall is where all students will be checked in, registered, and recover. Tables and chairs for the recovery section, check-in area, and other cadet-worked areas are provide by SHHS and SHHS JROTC. There is a map of the drill hall during blood drive in **Chapter 9**.

**5-2. Classrooms-** Cadets who are not working shall stay in their respective classrooms and work on work for other classes.

### **Chapter 6- Blood Drive Working**

**6-1. All-Day Workers-** The cadets who stay the entire day of the blood drive are the S1, BC, XO, CSM, the Blood Drive Commander, other staff cadets, and trustworthy cadets. They have to have a passing grade in all of their classes, and the SAI needs to approve them missing all of their classes. The all-day workers need to arrive at the school by 1730, and will be working in the drill hall until the set-up is complete at the end of the day (Clean-up begins at 1500). If any of these cadets are donating, they do not donate during staff class.

**6-1-1. Jobs-** The jobs that the all-day workers do relate to administration, set-up, clean-up, and organization.

- **Sign-Up Station-** The cadets who are in charge of the sign-up station are in charge of ensuring that donating students are scheduled for their donating appointments. The students are to go to the sign-up station to confirm that all of their forms are in order for them to donate blood. They ask the donor's age, if they have been outside of the United States in the past 28 days, and if they would like to give double red cell. Also, they will give the donor a packet of information detailing unsafe countries and other information regarding the donating process.
- **Escorting-** The escorts are assigned to the duty of ensuring that recovered donors arrive at their classes safely. If the student starts expressing symptoms specified in **Chapter 6, Section 1, Subsection 1, Paragraph 2**, the cadet is to ensure that the student is seated and is provided food and drink until the symptoms go away.
- **Commanders-** The commander of the blood drive is in charge of keeping all other stations on task. The commander's job is to move from station to station and ensure that both the commander and the workers are on task and organized. If the stations are not on task, it is a commander's job to get the workers back on task.

**6-2. Class Period Workers-** The class period workers are the cadets who work only during the period that they have JROTC. They do not donate during the period they have JROTC unless necessary. Class period workers cannot be escorts unless otherwise stated.

**6-2-1. Jobs-** The jobs that class period workers do relates to donor service.

- **"Gofers"-** The cadets known as "Gofers" are cadets that are assigned the job of acquiring forms and information for the All-Day Workers.

- **Recovery Station-** The cadets in charge of the recovery station are in charge of ensuring that students who have donated blood are able to return to lessons after giving blood. The process of recovery consists of ensuring that the student remains seated after donating, and ensuring that they are given food and drink in order to increase their calorie intake. Only two cadets shall work the Recovery Station at anytime.

**6-3. Blood Drive Commander-** The Blood Drive Commander is chosen at the Change of Command and promotion ceremony.

### **Chapter 7- Clean Up**

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**7-1. Clean-Up-** Clean-up only begins only after the student with the last appointment is done giving blood and in done with his/her recovery (around 1500). Clean up consists of the All-Day Workers, other staff cadets, and drill cadets assisting the Red Cross in put up donation equipment and ensuring it gets into the Red Cross truck. All tables and classroom chairs need to be placed in the position that they were in prior to the drive. School folding chairs need to be placed back on to the chair rack.

**Chapter 8- A.A.R.**

**8-1. A.A.R. -** After the execution of the blood drives, there will be an After Action Review within the Staff Class. The purpose of the A.A.R. is to review the organization and execution of the blood drive, and ensure that future blood drives will be able to run more smoothly. During the A.A.R., the Staff Class has to examine any mistakes that were made over the course of the blood drive recruiting and the blood drive execution. The Staff Class is also supposed to suggest possible fixes for these mistakes, as well as other improvements that could be implemented.

**Chapter 9- Diagrams**

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**Drill Hall During Blood Drive**

