

STUDENTS VS BLOOD CANCER

HELP US DELETE BLOOD CANCER

STUDENT DRIVE CHECKLIST

dkms.org.uk

KNOW IT ALL!

- Have you read through the handbook in full?
- Have you had a look at our website and social media pages?

YOUR TEAM

- Have you got your team of volunteers for the day of the donor recruitment event?
- Have you assigned different tasks to your volunteers (e.g. different deputies for promotion, planning, etc.)?

WHEN AND WHERE?

- Have you thought about a suitable date and time for your event?
- Are all of your volunteers available on this date?
- Has your DKMS contact agreed to this date?
- Do you have a suitable venue in place?
- Have you received authorised confirmation to use this location?
- Does the venue offer everything you need (i.e. tables, chairs, access to water and enough space)?

PUBLICITY AND EVENT PROMOTION

- Have you kept social media up-to-date?
- Have you sent emails to your volunteers and audience?
- Have you organised any lecture shout-outs?
- Have you displayed posters?
- Have you handed out flyers or leaflets?
- Have you involved any sports societies or social groups?
- Have you got support from your Student Union (SU) or your Vice-Chancellor?

FUNDRAISING

- Are you doing any fundraising prior to your event?
- Have you spoken to the DKMS Fundraising Team?
- Have you discussed your fundraising ideas with your DKMS contact?

PERMISSION

- Do you have permission from your university?
- Do you have permission from DKMS?

TRAINING

- Have you organised a training session for the week prior to the event?
- Have all your volunteers received training?
- Has everyone signed the 'Volunteer Training sheet'?
- Have you sent the 'Volunteer Training sheets' to your DKMS contact?
- Has your DKMS contact answered any enquiries or queries?
- Have you ordered everything you need from your DKMS contact?
- Have you received everything you need to run your event?

BEFORE THE EVENT

- Have you set up the venue?
- Have you recapped the training with your volunteers?
- Have you told your volunteers the event code, and placed the code in a clear, visible and obvious location?
- Do all of your volunteers understand what they are doing?

DURING THE EVENT

- Make a note of anything you're not sure about (e.g. medical exclusions) and discuss this with your DKMS contact once the event is over.

AFTER THE EVENT

- Have you collected all registration numbers and donations from the event?
- Have you informed your DKMS contact of the final count?
- Have you spread the word on social media?
- Have you thanked all of your volunteers and supporters for their efforts and contribution?
- Have you packed everything to send back to the DKMS office?



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ASK A QUESTION:

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