Inova Blood Donor Services counts on volunteers as much as we count on blood donors to achieve the mission of providing a safe and adequate blood supply to our community.

How Can I Help?
Volunteers can assist in number of enjoyable ways at blood drives, donor centers and special events including: **Donor Registration, Donor Monitoring, Donor Recruiting, Administrative Duty** (Clerical Work, Special Event Coordination)

What Are the Benefits of Volunteering?
- Feeling of satisfaction and accomplishment from helping your community
- Opportunity to meet new people
- Earn community service hours
- Gain work experience in healthcare setting

When and Where Can I Volunteer?
Hours can be flexible.

We need volunteers for the following areas:
- Northern Virginia
- Washington, D.C.
- Maryland

How Can I Get Started?
For more information please contact Toba Azimi, Donor Liaison @ (571) 434-3636, or email Toba.Azimi@inova.org.
Volunteering at Inova Blood Donor Services

As an Inova Blood Donor Services volunteer you will be playing a very important role in our lifesaving mission of providing a safe and adequate blood supply for patients in the diverse community we serve. Volunteers are just as vital as blood donors when it comes to accomplishing our mission. And, of course, we want you to have fun and enjoy your time with IBDS.

Responsibilities and duties of an IBDS volunteer include, but are not limited to:

**Blood Drive Volunteers**
- Donor Registration
- Donor Monitoring (Canteen Duty)
- Donor Recruitment.

**Blood Center Volunteers**
- Donor Registration
- Donor Monitoring (Canteen Duty)

**Administrative Volunteers**
- Assist with Clerical Duties
- Special Event Coordination

Inova Blood Donor Services has many exciting special events including our Annual Donor and Coordinator Recognition Dinner, Summer Block Party, Charity Hockey Classic, and Washington Capitals and Washington Nationals blood drives. Volunteers will be needed to help before, during and after these events.

An IBDS volunteer should be outgoing, multitasking, and friendly. You may chose to volunteer at our blood drives throughout the DC metro area, at our four donor center locations or at our administrative office located in Sterling, VA. All we ask is that you tell us your availability so we may provide a schedule that fits your preferences. Volunteers will be contacted at least 48 hours prior to the times they are needed so that you can let us know whether or not you are available.

Training varies depending on your volunteer preferences. The training is very minimal and volunteer friendly, and is facilitated by Inova Blood Donor Services staff.
Inova Blood Donor Services Volunteer Duties

You are part of the Inova Blood Donor Services mission to provide lifesaving blood to our community. Your job is to create a climate where donors feel welcomed and valued. Every person you help can potentially save up to three lives!

**Blood Drive / Donor Center Volunteers**

**Donor Registration:**
- Greet and thank donors for coming to the blood drive / donor center.
- Provide donors with registration information.
- Utilize excellent customer services skills to explain the appointment priority system.
- Answer basic questions about the donation process or find a staff member to answer more in-depth questions.

**Donor Monitoring:**
- Walk donors safely from donor chair to canteen area if necessary.
- Encourage donors to rest and have refreshments prior to leaving.
- Ensure refreshment area is continuously stocked with snacks and beverages and serve refreshments to donors.
- Monitor donors for post-donation reactions (such as paleness, sweating, nausea, and dizziness).
- Alert staff of donor(s) having reactions.
- Encourage donors to sign up for their next appointment.
- Recognize and thank donors for coming out to donate.

**Donor Recruitment:**
- Recruit healthy community members to donate blood.
- Inform people who are not able or do not want to donate that they can financially donate or they can donate their time.

**Administrative Volunteers**

**Assist with Clerical Duties:**
- Assist with clerical duties including any operational support needed in the main administrative center.

**Special Event Coordination:**
- Special event coordination would include setting up and breaking down of events, helping staff during event and/or providing special event skill sets to event coordinators.

**Volunteer Safety / Security**

**ID Badge:**
- Have your volunteer ID badge on and visible at all times while volunteering (do not loan your badge to anyone).
- Return your ID badge to an IBDS staff member.

**Personal Property:**
- Leave large sums of money, credit cards or valuable personal items at home. In fact, we discourage your bringing even purses, backpacks or the like into the building or blood drive with you. Instead, we suggest you bring only essential and lock all valuables in your car, out of sight.
Webster’s Dictionary defines a volunteer as: one who offers service of his/her own free will.

In our ongoing effort to recognize our volunteer’s service, compassion and dependability, we ask that you fill out this form to allow us to get to know you and your needs better.

**Personal Information:**

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<th>Mr.</th>
<th>Mrs.</th>
<th>Ms.</th>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Nickname</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Date of Birth</th>
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**Emergency Contact:**

<table>
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<tr>
<th>Emergency Contact</th>
<th>Relationship to Contact</th>
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<thead>
<tr>
<th>Emergency Contact Home Phone</th>
<th>Emergency Contact Cell Phone</th>
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**Education:**

Please provide information on the highest level of education completed.

- [ ] High School Name: _____________________________________________________
- [ ] College: _______________________________ Major: ________________________
- [ ] Graduate School: ___________________________ Major: _________________________
Inova Blood Donor Services Volunteer Application

Current Status:

☐ Student __________________________
   Name of School, Area of Study (college/graduate school)

☐ Employed __________________________
   Employer, Occupation

☐ Retired _____________________________
   Former Employer, Occupation

Areas of preference:

☐ Blood Drives (please indicate what cities and state)

☐ Donor Center:  ☐ Woodburn  ☐ CentreMed  ☐ Dulles  ☐ Mt. Vernon Hospital
☐ Clerical Work
☐ Special Events

Preferred day of the week:  Preferred times:

☐ Monday  ☐ Early Morning (6 a.m. – 9 a.m.)
☐ Tuesday  ☐ Late Morning/Early Afternoon (10 a.m. – noon)
☐ Wednesday  ☐ Mid-afternoon (1 p.m. – 4 p.m.)
☐ Thursday  ☐ Late afternoon/evening (5 p.m. – 8 p.m.)
☐ Friday  ☐ Other _____________________________
☐ Saturday
☐ Sunday

I will commit to:

☐ 2 – 4 hours per week
☐ 4 – 8 hours per week
☐ 8 + hours per week
☐ Other _____________________________
Inova Blood Donor Services Volunteer Application

Previous Volunteer Experience:
Have you ever volunteered in the Inova Health System? □ Yes □ No

If yes, when? __________/_________ to __________/_________ Where? _____________________
month/year          month/year

Have you ever volunteered, or are you currently volunteering, for another organization?
□ Yes □ No

If yes, please complete the following:

Organization Name: ___________________________________________________________

Services Provided: ____________________________________________________________

When: ______________________________________________________________________

How did you hear about our volunteer opportunities?

Please tell us why you choose to volunteer with Inova Blood Donor Services:

Please describe the skills you bring as a volunteer for Inova Blood Donor Services:

Please tell us anything else you would like us to know about you:
Inova Blood Donor Services Volunteer Application

History

Have you ever been convicted of a crime other than a minor traffic offense?
☐ Yes  ☐ No

If yes, Inova Blood Donor Services does not accept anyone whose offense(s) include, but are not limited to, theft, assault or drugs. Also, Inova Blood Donor Services does not accept anyone for court-ordered community service.

Inova Standards of Behavior

Professionalism – Confidentiality & Privacy – Sense of Ownership – Accountability – Commitment to Each Other – Safety Communication – Stewardship – Caring Relationships

Our Standards of Behavior are the foundation of our service excellence culture. It is expected that all volunteers will live these standards and by following them we will bring our mission, beliefs and commitments to life and accelerate our vision to be the best healthcare system in the world.

I have read, and agree to the Inova Standards of Behavior.
☐ Yes  ☐ No

Inova is a smoke-free facility. Will you be able to comply with this policy?
☐ Yes  ☐ No

Some volunteer assignments require extensive walking or standing, or carrying moderately heavy items, adequate hearing for handling phone requests and the like. Some duties may also call for polite and calm responses under stressful circumstances. If you feel you have any condition that might affect your performance of required duties or if you would prefer for your own safety to avoid certain tasks, please indicate the type of work you feel is unsuitable for you.

____________________________________________

AUTHORIZATION AGREEMENT

All information provided on this application is accurate and correct to the best of my knowledge. I understand that any misrepresentation, misstatement or omission regarding this application will result in denial or termination of a volunteer position.

I further understand that the hospital is authorized to verify all information provided and that if a volunteer position is offered, I may be asked to furnish documents supporting statements herein.

I understand that this application is intended to create a promise of, or volunteer agreement between Inova Blood Donor Services and myself for either volunteering or the providing of any benefit. If a volunteer relationship is established, I understand that my status as a volunteer will be at will and that I or Inova Blood Donor Services have the right to terminate my status as a volunteer at any time, for any reason.

Signature of Volunteer ___________________________ Date ___________________________

Signature of Parent/Guardian ___________________________ Date ___________________________