

## PLP Girls Gen Proposed Project Planner 2022

<b>Event Name:</b>	PLP Blood Drive
<b>Date:</b>	February 5, 2022
<b>Location(s):</b>	<p>Palmdale Learning Plaza Gymnasium 38043 Division Street Palmdale, California 93551 (661) 538-9034</p> <p>Event will take place on a Saturday between 10 AM - 4 PM.</p> <p>Sign Up link: <a href="https://www.donatebloodcedars.org/index.cfm?group=op&amp;expand=6904&amp;zc=93551&amp;fbclid=IwAR2NAQdMza4aGkSfSb5eK8owhZ2wuCAw88cQZBawYtCIBogis-Pp1z0hYUA">https://www.donatebloodcedars.org/index.cfm?group=op&amp;expand=6904&amp;zc=93551&amp;fbclid=IwAR2NAQdMza4aGkSfSb5eK8owhZ2wuCAw88cQZBawYtCIBogis-Pp1z0hYUA</a></p>
<b>Description:</b>	<p><u>Main Team Event:</u></p> <p>This year, PLP Girls Gen is trying something new! Each year we have been blessed to help our community in so many different ways. In 2022 we expanded our reach and combined forces with the West Palmdale chapter of the Kiwanis Club, Cedars-Sinai Medical Center in Los Angeles, and the Jacob Hefter Foundation to host a blood drive on our school campus.</p> <p>We have worked with our student and staff families, as well as the local Antelope Valley community at large to secure blood donors and volunteers to help reach our goal of pints collected.</p> <p>In addition to this main team event, we have also kept ourselves busy with monthly challenges and mini-events. Please see below...</p> <p><u>Team Mini-Events and Activities:</u></p> <ul style="list-style-type: none"><li>• Winter coat drive in November 2021 benefitting Grace Resources in Lancaster, CA</li></ul>

	<ul style="list-style-type: none"> <li>• Canned food drive in December 2021 benefitting the South Antelope Valley Emergency Services organization (SAVES) in Palmdale, CA</li> <li>• Annual team MS Walk on April 9, 2022 benefitting the National Multiple Sclerosis Society</li> <li>• Cooking and serving a volunteer dinner at our local food bank, Grace Resources (date TBD)</li> <li>• Individual team members' 8th grade IB Community Projects (our PLP Girls Gen team will support individual team members' service activities. Topics range from recycling plastics for a cleaner environment, trash pick up in our local desert areas, creating feminine hygiene kits to donate to local womens' shelters, etc.)</li> </ul>
<p><b>Purpose:</b></p>	<p><b><u>Research:</u></b></p> <p>Studies conducted by the Red Cross have shown that blood donations have decreased by at least 10% since the Coronavirus pandemic hit.</p> <p><i>(Article: "Red Cross Declares First-ever Blood Crisis amid Omicron Surge,"</i></p> <p><a href="https://www.redcross.org/about-us/news-and-events/press-release/2022/blood-donors-needed-now-as-omicron-intensifies.html#:~:text=The%20Red%20Cross%20has%20experienced,surge%20of%20COVID%2D19%20cases).">https://www.redcross.org/about-us/news-and-events/press-release/2022/blood-donors-needed-now-as-omicron-intensifies.html#:~:text=The%20Red%20Cross%20has%20experienced,surge%20of%20COVID%2D19%20cases).</a></p> <p>PLP Girls Gen, along with Kiwanis West Palmdale and Cedars-Sinai Medical Center are attempting to rectify this and be a resource to our community. We also joined forces with the Jacob Hefter Foundation in supporting their mission of "1 Pint + 1 Pledge (not to text and drive) = Saving a Life."</p> <p><b><u>Background Information:</u></b> Jacob Hefter was a local Antelope Valley teenager whose life was cut tragically short when a Metrolink train operator texted while driving and ended up taking the life of Mr. Hefter. His family then created the Jacob Hefter Foundation in the</p>

	<p>effort of saving lives. They promote social awareness, making positive choices, and preventing distracted driving.</p> <p>Our blood drive will help Kiwanis, Cedars, the Foundation and our own Girls Build team reach all of our goals by promoting positive change and community wellness... <b>by</b> the community, <b>for</b> the community.</p> <p><a href="https://jacobhefterfoundation.org/">https://jacobhefterfoundation.org/</a></p>
<p>Time of Event:</p>	<p>Main event - one day, 6 hours of blood collection time (additional hours provided before and after the event for posting signage, setting up tables and chairs, attending to parking issues, distributing refreshments, etc.).</p>
<p># of Guests:</p>	<p>100+</p>
<p>Special Guests:</p>	<p>Ms. Lighston, our team coordinator, will be the school site administrator for the event, along with Dr. Stacey Love Bryant (former Palmdale School District Assistant Superintendent and current Kiwanis West Palmdale board member).</p> <p>We have also invited Palmdale Mayor Steve Hoffbauer and the AV Press newspaper for additional promotion and event coverage.</p>
<p>Materials Needed for Event:</p>	<ul style="list-style-type: none"> <li>● Event signage</li> <li>● Master key for campus access</li> <li>● Alarm code</li> <li>● Bluetooth radio</li> <li>● 20 Tables</li> <li>● 50 Chairs</li> <li>● Available parking spaces (easy access in and out)</li> <li>● Medical equipment provided by Cedars-Sinai staff</li> <li>● Refreshments - provided by Kiwanis &amp; PLP Girls Gen</li> <li>● A/C access (controls requested to be set to cool temperature per hospital staff)</li> <li>● Waiver forms</li> <li>● Pens/pencils</li> <li>● Walkie-talkies</li> </ul>

## 3-4 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Lighston	11/12/21
Hold planning meeting for event goals and details (How often? When? Where?).	Team	11/12/21
Establish job <u>responsibilities</u> (see example) - consider publicity, spokesperson, photographer, greeters, runners, etc.	Team	11/12/21
Determine funding and budget (are these school approved?).	Team	11/12/21
Reserve date on key attendees' calendars.	Lighston	11/12/21
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Lighston, Kiwanis, PSD	11/12/21
Determine date of event and reserve venue.	Lighston, Kiwanis, PSD	2021
Confirm speakers and speakers' needs.	N/A	
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Team	Ongoing sign-ups
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Team	11/12/21
Website: Add an 'Events' page on your Weebly site with information about your event.	Team	Ongoing

Notes:

## 1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Team	2/8/22
Complete written evaluation of the event with suggestions for future events.	Team	2/8/22
Coordinate event story and photographs with Social Media Manager.	Lighston	2/8/22
Make sure all vendors are paid.	N/A	
Add images to the website.	Team	2/8/22
Write up a description about the event for the website.	Team	2/8/22

Notes: