

Volunteer Instructions

1. INFORMATION

Ask the potential donor to Review the Get Ready to Register sign to confirm that they meet the eligibility requirements.

- Confirm that the registrant has not registered before. If the person isn't sure, they should refrain from registering until they can confirm their status.
- Confirm that the registrant is not an active member of the military, in the military reserves, or in ROTC. If so, they must register with the Department of Defense at salutetolife.org.
- Confirm that the registrant is willing to donate to any patient. Even if the drive is organized around one particular person, everyone registering will be listed on the national registry.
- **Confirm that the registrant meets the age and the height & weight requirements.** All registrants must be between the ages of 18 and 55. All registrants must weigh at least 105 lbs. and not exceed a BMI of 40. Registrants can review the chart on the Get Ready to Register sign to see if they are within the maximum weight guidelines.
- **Confirm that the registrant does not have a medical condition which makes them ineligible to donate.** If they specify a medical condition that's not listed on the Get Ready to Register sign, please refer to the Medical Guidelines notebook provided.

Ask the potential donor to Review the Get Ready to Register sign to confirm that they understand the two methods of donation.

- **Confirm that the registrant reads over and is comfortable with the two ways to donate.** Explain that they must be willing to donate using either method.
- Confirm that the registrant understands the travel, time commitment, side effects, and recovery time.
- If a person is unsure about the commitment and has doubts that would prevent them from donating, politely suggest they make a gift instead. They can always register later at dkms.org.

2. REGISTRATION

Enter the drive code in the top right corner of the form.

Fill in ALL information. The only optional detail is the social security number.

Pregnancy. Women can register but cannot donate while pregnant. If a registrant is pregnant, please indicate it by writing "Pregnant-due MM/YYYY" in the Notes/Holds section on the registration form.

Signatures. The registrant must sign to indicate consent and you must sign as witness.

3. SWABBING

Prepare the swab envelope. Place a barcode sticker from the registration form in the designated spot on the swab envelope.

If they have recently had something to eat or drink, have the registrant rinse their mouth with water.

Swab. The registrant should take one swab and rub it inside their cheek in a circular motion for 60 seconds. While holding that swab to allow it to dry, they should repeat the action with the second swab on the opposite cheek. Follow the same process for the third swab using either cheek.

Allow the swabs to dry for before placing them in the swab envelope. You may hold the swab envelope for the registrant while they swab and seal it when they are finished, but at no time should you handle the swabs.

4. GIVING

Every dollar counts! With \$45 you can help DKMS register more potential lifesavers.

Encourage everyone to make a gift. Any amount, no matter how small, is welcome. Donations are tax-deductible and can be made using cash, check, or credit card.

Tear off the donation slip from the second page of the registration form. Fill in the details and place it, along with cash or a check, inside a donation envelope. Write the drive code and seal the envelope.

5. FINAL CHECK

Review the registration form and swab kit. Make sure that there is no missing information, no missing signatures, and that the swab kit is sealed and has a barcode number matching their registration form.

Give the registrant their Donor Consent and a big "thank you." The second page of the form goes to the registrant.

Place the form in a Completed Forms envelope and the swab in a Used Swabs envelope. **Once there are 25 forms and swabs in the envelopes, seal the envelopes and fill out the sticker on the outside.** Once you have completed an envelope of 25, begin using a new envelope.