

# BLOOD DRIVE DONOR FORM

*Printing Instructions: To print this form as one page, you may need to adjust the font size from the Tool Bar at the top (if your browser allows).*

## Instructions

1. Complete Section 1.  
Have a Red Cross representative authorize the donation or deferral in Section 2.
2. Take this completed form back with you and **SUBMIT IT DIRECTLY TO THE HUMAN RESOURCES DEPARTMENT**. Please **DO NOT** attach your completed donor form to your time sheet. The Human Resources Department will add four (4) hours of blood time to your blood account.
3. If your classification is other than "employee," leave your completed form with a Red Cross representative. It will be forwarded to the Human Resources Department for credit to the department of your choice.
4. When you are ready to USE your leave, record the numerical code on your time sheet as follows:  
**507 (Non-Exempt Blood Drive Pay)** OR **557 (Exempt Blood Drive Pay)**

## Section 1 (to be completed by the donor)

Name of donor: \_\_\_\_\_ Date of donation: \_\_\_\_\_  
EID#: \_\_\_\_\_ County department to receive credit: \_\_\_\_\_  
Donation site: (check one) \_\_\_\_\_ blood drive location \_\_\_\_\_ Red Cross Center  
Donor status: (check one) \_\_\_\_\_ employee \_\_\_\_\_ other

## Section 2 (to be completed by Red Cross Representative)

Results: \_\_\_\_\_ successful \_\_\_\_\_ deferral (deferred prior to receiving  
(check one) \_\_\_\_\_ donor \_\_\_\_\_ collection bag)  
Verified by: \_\_\_\_\_, American Red Cross Representative

## Section 3 (to be completed by Human Resources/Finance)

Four (4) hours added to BLUD (blood) account \_\_\_\_\_ (date).  
Keyed by: \_\_\_\_\_

### Donation Sites

Red Cross Center  
1102 South 16th Street  
For appointment, call Red Cross at 762.5540

Blood Drive Donation Site  
For location and appointment, call Human  
Resources Specialist Libby Moore at 798.7038