

ACTION IDEAS

The **LifeShare Workplace Partnership** generally includes an employee kick-off event, along with other programs or activities over the course of the year. These activities are individualized to best suit your workplace culture and existing communication vehicles. To make it easy for you to inform your employees about this program, you can download the forms from www.lifeshareoklahoma.org/workplace. Please remember that the forms are samples only and are designed to be customized with your company/organization's name, logo and other specific pertinent information.

Suggested employee activities are:

- *Donor Registration Drive*—Host an in-house awareness drive. LifeShare can help you coordinate a “Donor Day” to encourage employees to register to be an organ, eye and tissue donor.
- *E-mail*—Send a mass electronic message promoting donation. LifeShare will provide a sample e-mail text for your convenience.
- *Letter*—Send a letter from the CEO/Executive Director promoting donation and include a donor card in the distribution. Request our sample letter and all you have to add is the CEO/Executive Director's signature.
- *Newsletter*—Include a Donate Life Oklahoma message or article within your internal newsletter. Request the sample newsletter text that we can provide.
- *Pay Check Stuffer*—Include the Donate Life Oklahoma message as a pay envelope stuffer. Request a sample.
- *Fact Sheet*—Share donation facts with employees, either as a hand-out or via e-mail. LifeShare has compiled the facts for your convenience.
- *Voice mail*—Record a voice mail message promoting donation and send to all personnel.
- *Posters*—Hang posters with the Donate Life Oklahoma message in the break room, rest rooms, lobby or other high-traffic areas. Posters are available from LifeShare.

- *Bulletin Board*—Create a **LifeShare Workplace Partnership** bulletin board and update with news clippings, statistics, feature stories, contact numbers and web sites.
- *Link*—Add a LifeShare of Oklahoma link to your Intranet or Internet Web Site.
- *Leave Policy*—Implement a leave policy for employees who donate organs or bone marrow.
- *Health Fair*—Invite LifeShare to participate in employee health fairs.
- *Educational Programs*—Host an on-site education program, such as a lunch-and-learn. LifeShare can provide inspirational and educational speakers.
- *Recognized Observances*—Incorporate activities with recognized observances such as Oklahoma Donate Life Month in April and Oklahoma Decision Week in November.

Suggested customer activities are:

- *Sales Receipts*—Print a Donate Life Oklahoma message on sales receipts.
- *Billing Statements*—Include lifesaving information about organ, eye and tissue donation in billing statements.
- *Reports & Newsletters*—Promote your involvement with the LifeShare Workplace Partnership in annual reports and newsletters.
- *Company Materials*—Use the Donate Life Oklahoma message on company materials (bags, website, stationery).

Let LifeShare help you design a program for your company/organization.

For additional information or materials, contact LifeShare by e-mail at

tgreen@lifeshareok.org or call us toll-free at 1-888-580-5680, ext. 123. Our programs are free and can be customized to meet the needs of your company/organization.