

## KEY STEPS TO A SUCCESSFUL PROGRAM

**Step One:** It is easy to join the **LifeShare Workplace Partnership**. As a Partner, all you have to do is communicate information about organ, eye and tissue donation with every employee. *See the Action Ideas page for a complete list of activities.*

The **Donate Life Oklahoma** message can be delivered via:

- On-site Event - Registration drives, wellness fairs, special speakers, Donor Awareness Days.
- Electronic Sharing—Send an electronic message (internal e-mail, e-newsletter, link to LifeShare’s web site) to *every* employee.
- Paper Distribution—Send a letter, fact sheet or paycheck envelope stuffer promoting donation to *every* employee.

**Step Two:** Select a key contact to coordinate the **LifeShare Workplace Partnership** for your company/organization. Ideal candidates in your workplace may be found in public relations, community outreach, human resources and health & wellness departments. **Employees whose lives have been touched by donation or transplantation are excellent candidates for involvement.**

Your appointed coordinator will be responsible for implementing the ideas you choose, ordering materials from LifeShare, handing out materials to employees and notifying LifeShare of your activities.

LifeShare wants to be involved with your Workplace Partnership program. We can assist in developing and implementing your program and can offer suggestions. We can help tailor activities to your company/organization’s specific needs.

**Step Three:** Review available resources by looking over the Action Ideas and Resources pages for easy tools to further enrich your Workplace Partnership. Choose from the lists or develop ideas of your own. Your company/organization’s culture will determine what works best.

The overall goal is to provide employees with the information and the opportunity to learn more about organ, eye and tissue donation. Companies/organizations are encouraged to expand their outreach by including clients and customers in their **Donate Life Oklahoma** communications.

**Step Four:** Complete and submit the registration form to LifeShare of Oklahoma and your company/organization will be recognized for playing an important role in the success of the **LifeShare Workplace Partnership** (*see the Benefits of Being a Workplace Partner sheet for further explanation on recognition*).

Then, get ready to announce your company/organization's participation! Depending on the level of your commitment, you may want to have a kick-off meeting/activity or designate a special education and sign-up day.