

PERSONNEL SERVICES BULLETINS (PSBs)

500-3

Subject: Galloneers Club

Supersedes: Personnel Policy and Procedure No. 732-77

Date: March 21, 1997

I. Policy

A. Members of the New York City Employee Blood Program who have donated a total of eight pints of blood or more are members of the Galloneers Club.

B. There is no maximum time span for blood donation, and gallon donors will be honored regardless of how long it takes to achieve gallon status. Members of the Employee Blood Program normally donate one pint of blood each year. However, the average healthy person can donate four or five times a year without ill effects. A donor can, therefore, achieve gallon status within two years of the first donation. In addition, each donation provides extra years of membership, so that coverage can be built up in advance for future years when it may not be possible to donate blood.

C. Each agency should hold an annual award ceremony at which new Galloneers will be presented with Galloneers Club pins and certificates of appreciation. Members who are multi-Galloneers will also be honored at the annual award ceremony and will receive appropriate Galloneers Club pins and certificates indicating the number of gallons donated.

II. Procedure

A. Department of Citywide Administrative Services (DCAS) Employee Blood Program Responsibilities

Responsibilities of the Citywide Employee Blood Program include the following:

1. Providing agency Blood Program Coordinators with detailed operational instructions and report forms (which are usually sent in February of each year);
2. Issuing timely reminders with regard to the scheduling of the annual Galloneers Club Award Ceremony and blood drives;
3. Furnishing pins and certificates to be presented to new Galloneers as well as promotional fliers for distribution to all employees; and
4. Continuing to offer guidance and supportive services to agency staff members responsible for any phase of the Employee Blood Program's operations.

B. Department or Agency Responsibilities

Each department or agency should assign to an official the overall responsibility for the following:

1. Providing guidance to the agency Blood Program Coordinator in the planning, publicizing, and conduct of the annual membership and blood drives;

2. Developing special promotional plans suited to the type and size of the agency;
3. Arranging for and publicizing the annual Galloneers Club Award Ceremony; and
4. Providing a display, a special newsletter, or a scroll with the names of employees who have achieved gallon milestones.

C. Department or Agency Blood Program Coordinator's Responsibilities

In addition to performing all the functions associated with the operation of the Employee Blood Program, the Blood Program Coordinator in each department or agency must record all donations made by members, and submit an annual list of Galloneers to the central office of the DCAS Citywide Employee Blood Program, and must consult with the representatives from DCAS and New York Blood Center to plan the upcoming schedule for the agency's annual blood drives.

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Commissioner

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