



## PLASMA COMPENDIUM

### *Introduction*

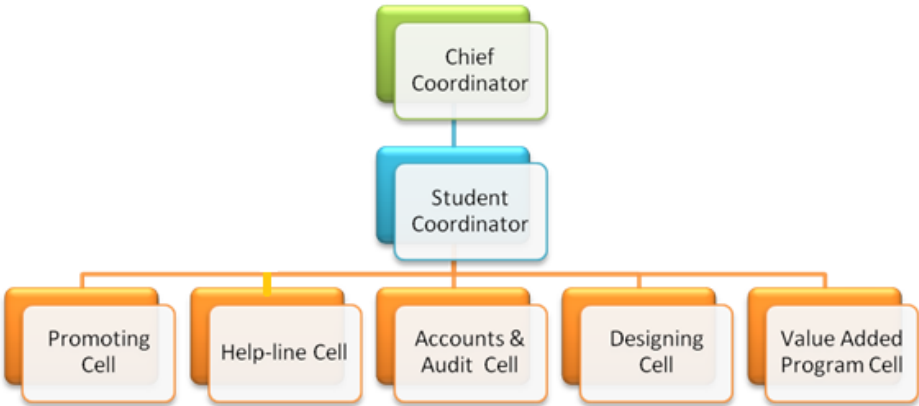
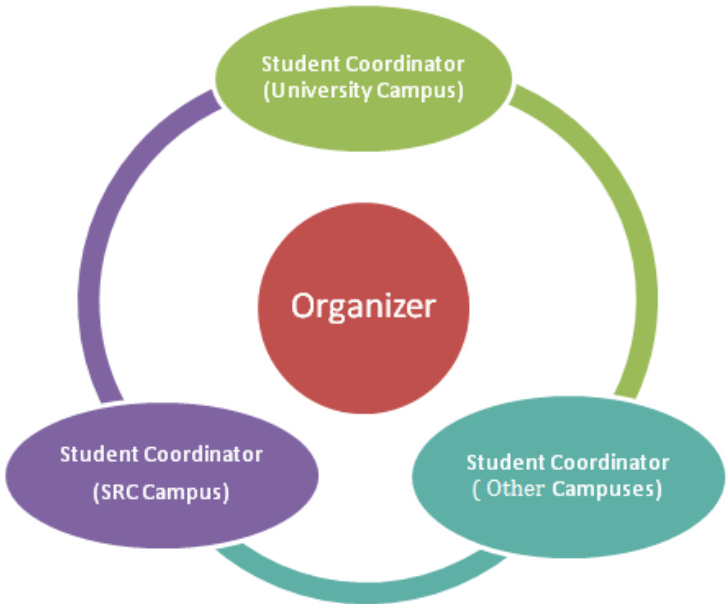
*Plasma Compendium is a non-profit student e-organization for the welfare of society, successfully running since 2009 and saved many valuable lives in crucial moments. Our Plasma Team comprises an Organizer, Chief Coordinators, Student Coordinators and Volunteers.*

### *Charter*

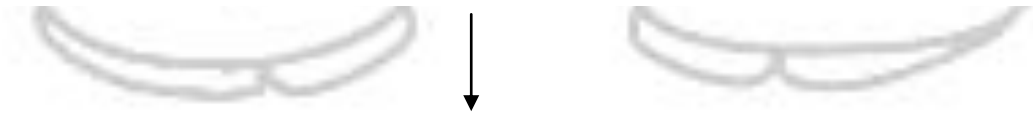
*We provide free blood donation service to the society!*

- 1) We readily help our College students/faculty and their family members with the approval of our University.*
- 2) We voluntarily help the other needy persons with the consent of the donor's parents/spouse/guardian.*
- 3) We conduct periodic blood donation camps with the direction from our University.*
- 4) We don't disclose the personal data of donors and patients without their consent.*
- 5) We organize events and awareness programs about blood donation, organ donation and health issues inside our college campus.*

# Structure and Organization



**Volunteers**



## *Web Address*

Website : <http://www.sastra.edu/plasma>

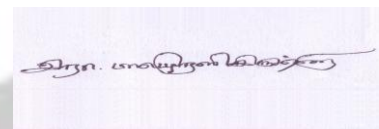
Email : [plasma@sastra.ac.in](mailto:plasma@sastra.ac.in)

## *Rules and Procedures*

- 1) Every June 14<sup>th</sup>, on the occasion of **World Blood Donor Day**, Our Plasma team will have their get together and incoming members of Plasma Compendium family will take up their charges.
- 2) Volunteers will be selected among *first/second/third* year students and will hold their posts for one academic year.
- 3) University will nominate a faculty as Chief Coordinator for each campus and he/she will look after Plasma in all the official issues.
- 4) The Chief Coordinator will select the Student Coordinator among the out-going Volunteers of that Campus. The credits, achievements contributed by the Volunteer will be considered for selection of Student Coordinator and he/she will hold the post for one academic year.
- 5) The Dean - Planning & Development of the University will select the Organizer among the out-going Student Coordinators from all the campuses and the Organizer will hold the post for one academic year.
- 6) The Organizer will guide the Plasma Compendium and will coordinate with the Student Coordinators of all the campuses.
- 7) The Student Coordinator will update the Chief Coordinator of the campus about all issues pertain to Plasma Compendium.

- 8) *The Organizer will maintain the records and feedbacks of the Plasma Compendium and will update the Dean - Planning & Development of University as on when required by the latter.*
- 9) *Organizer will select four Volunteers as Help-liners and rest of the Volunteers role will be decided by the concerned Student Coordinator.*
- 10) *The Volunteers will assist and coordinate with the Donors.*
- 11) *Plasma Compendium will award the Certificate of Appreciation to donors who donate blood and Volunteers for their service.*

*Thank you*



*R. Balamurali Krishna  
Founder*

**Dated: 14/06/2009**

## **Sample Certificate**

|  |  |   |
|--|--|---|
|   | <p><b>SASTRA UNIVERSITY</b><br/>(A UNIVERSITY UNDER SECTION 3 OF UGC ACT, 1956)<br/>THANJAVUR - 613401</p> |  |
| <p><b>CERTIFICATE OF APPRECIATION</b></p>  |  |   |
| <p><i>This is to certify that Shri/Smt _____</i><br/><i>of _____ year, in the department of _____, has proactively</i><br/><i>volunteered for Plasma Compendium, a non-profit student blood bank</i><br/><i>e-organization of SASTRA University, during the academic year 2012 to 2013.</i><br/><i>The efforts and contributions made by the volunteer are highly appreciated.</i></p> |  |   |
| <p>R. Balamurali Krishna<br/>Founder</p>   | <p>Kowshe Kandasamy<br/>Organizer</p>  | <p>Dr. S. Vaidhyasubramanian<br/>Chief Coordinator</p>                                |
| <p><b>SAMPLE</b></p>   |  |   |

## Join our Team?



### Work Nature:

Volunteers will be heading/assisting any one of the below given cells.

- **Promo**
- **Accounts & Audits**
- **Help-lines**
- **Value Added Program**
- **Design**

## Work Description:

### Promo

#### Outsource:

Create awareness about our Plasma Compendium **outside** the college campus like government hospitals, educational institutions, etc.

#### Disseminate:

Advertise Plasma Compendium **within** our college campus, by sticking pamphlets/posters in Notice Boards.

### Accounts and Audits

Maintain the record of monetary transactions and other office expenses. Submit the Audits report to the Chief Coordinator.

### Help-Line

Help Liner: Receive phone calls from people who require blood and assist the concerned Student Coordinator and update the Organizer.

Maintain the records of received calls and donors who donated blood.

Helper: Accompany the donors to hospital when required.

### Value Added Programs

Conduct awareness programs pertain to **Blood donation, Organ donation and other health issues** among our Student community.

### Design

Design posters, pamphlets and banners for our Plasma Compendium.

*Thank you!*