

## Komen Tissue Bank -- Tissue Collection Event

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### Donor Escort Job Description

1. Donor Escorts are responsible for ensuring that donors are personally escorted from one station to the next.
2. They will be assigned a liaison position between two stations, and will physically accompany each donor who is leaving the first station, and deliver her to the escort or volunteer in charge at the next one.
3. Dependent upon the size of an event, this process may be altered to assign an escort to remain with one donor throughout the donation process.
4. Escort will physically remain with the donor until she is delivered safely into the hands of another escort, never leaving her to find her own way to any station.
5. Once the donor has been safely delivered to the next station, the escort will return to position to await the next donor.

\*\*\*Donor Escorts who are helping the Room Coordinators should pull a post-it off the rooms that are available and take them to the Room Coordinator.

\*\*\*Room Coordinators will then call a donors name, and will hand a post-it note to a Donor Escort who will accompany the donor to the room whose number is on the post-it.