

What to know about hosting a tissue collection event in partnership with the Komen Tissue Bank.

What we do is collect normal breast tissue from women who do not show evidence of breast cancer. These women can be cancer survivors if they have an unaffected breast. We are a clinical trial with a detailed protocol and various other documents that are all approved through our IRB. Our eligibility criteria (and a lot of other information about donating) can be found [here](#). The way we collect tissue is in a clinical environment that we use on a weekend so that it doesn't interrupt normal clinical activities. We basically set up a one day "event" where we set appointments for up to 200 women to donate their breast tissue. We have done these events many times both here in Indianapolis and in other locations. We have very specific SOPs and requirements that we need to follow to implement a successful event. You can see a video of someone going through the process [here](#).

Because we have a small staff, we use approximately 200+ volunteers to help us implement the tissue collection event. These volunteers are about evenly split between medically trained volunteers (physicians, surgeon assistants, phlebotomists, specimen processors, informed consenters) and non-medically trained (greeters, specimen runners, volunteer hospitality, height & weight, etc.). We have detailed job descriptions for all of the volunteer roles. You can see a lot of information about volunteers [here](#). You can also see a list of volunteer roles with descriptions attached.

We will be looking to collect tissue from approximately 200 women in your community. Ideally we would like the percentage of minority women to be as high as possible (this is why we travel outside Indianapolis). In reality, we understand it is culturally difficult to recruit these women to donate, so we usually set a goal of 50% minority participation.

When we travel to other locations, we need a medical partner and a community partner (usually a Komen Affiliate). While we need these two organizations to be supportive and participate in the event, we try to do as much of the work as possible to put on the event because we know that the medical partner and community partner are adding to their existing workload to make this unique event successful. At the end of this narrative is a summary that shows what kinds of activities we are looking for from each of our partners. There is another table that shows how much space we need to put on an event. We will also bring all supplies and equipment that will be needed to conduct the event.

We handle all volunteer and donor registration online through our website. We have a customized database that captures all donor and volunteer information and sends out confirmation emails.

We are looking forward to exploring this opportunity further with you. If we all agree that this is a worthwhile endeavor, we will work together with you to identify a date to

hold the tissue collection event, a location that has the resources we need to hold a tissue collection, a date range in which we could travel to your city for a site visit and a time for some of your team to travel to Indianapolis to see a tissue collection event. We will also need to identify someone from your team who will serve as the primary liaison with our team as we jointly plan the event. We are also hopeful to raise awareness among breast cancer researchers in your area about our resource in an effort to increase use of our samples.

There are many FAQs and videos on our [website](#).