

Volunteer Manual

Asian American Donor Program



2169 Harbor Bay Parkway

Alameda, CA 94502

510.568.3700

www.aadp.org



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Become a Marrow/Stem Cell Donor

AADP is part of
BE THE MATCH



Asian American Donor Program

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Asian American Donor Program

Greetings!

Dear AADP Volunteer:

Thank you for your interest in supporting the Asian American Donor Program (AADP). We truly appreciate your time and energy as a valuable member of our team. This manual should help you become more familiar with AADP. We encourage all volunteers to provide us with suggestions, concerns and/or comments.

At AADP we are committed to working with all volunteers on an individual level. We would like to create a mutually beneficial relationship with you to utilize your strengths, passion for volunteerism and dedication to ultimately create a positive experience for everyone.

By working with AADP and its staff members you are acknowledging that you value our mission. Thank you very much for your support and we look forward to working with you.

James de Lara

Outreach and Volunteer Coordinator



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Asian American Donor Program History

In 1989, two Asian leukemia patients, Amanda Chiang, 9 months, and Judith Jang Berkoltz, 32, were in desperate need of bone marrow transplants. Both patients were unable to find matches within their own families. Turning to the then National Marrow Donor Program® (NMDP) Registry, the patients hoped to find unrelated marrow donors. With only 123 Asian donors listed on the National Registry, they were told that the prospects of finding compatible donors were virtually impossible.

Determined family and friends of the two patients made a statewide appeal to recruit more Asians onto the Be the Match Registry. Despite the tremendous emotional and financial sacrifice that led to the successful recruitment of more than 2,000 Asians, no matches were found. However, the unfortunate passing of these two people gave birth to the compelling mission of the Asian American Donor Program (AADP) and gave the hope of new life to others.

Since then, AADP has grown to be an organization that reaches out to all ethnic minorities, encouraging them to join the Be the Match Registry. In 2008, AADP expanded by launching its Latino Outreach Program.

Mission

The Asian American Donor Program is dedicated to increasing the availability of potential stem cell donors for patients with life threatening diseases curable with a stem cell transplant.



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Asian American Donor Program

Current Staff Members

Founder	Jonathan Leong
Director	Carol Gillespie
Recruitment Director	Ruby Law
Senior Outreach Coordinator	Annie Doan
Outreach Coordinator(s)	James de Lara
	Nitu Binnarh
	Debbie Nguyen
	Jhon Parades
Outreach Assistant(s)	Mellisa Kim
	Donna Megino



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Asian American Donor Program

Special Events/Fundraisers

- Laugh for Lives – February
- Hip Hop 4 Hope - May
- Barry Foon Golf Tournament -- September
- FantAsia – November
- 300+ bone marrow drives are conducted annually throughout the Bay Area.



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Volunteer Opportunities

Office Administration:

Office Administration Hours:

9:00am-5:00pm

- Help with mailings; stamp, seal, and mail letters/invitations to prospective donors.
- Help with assembling buccal swab kits.
- Help with assembling home registration kits.
- Provide general office assistance.
- Provide assistance during fundraisers/special events.

Outreach Events:

*Outreach events vary in time and location.

- Assist in set-up/break down of marrow/stem cell registration table.
- Assist AADP staff member in registering individuals with the Be the Match Registry.
- Educate the community about the need for more ethnic donors in the National Registry.
- Help potential donors complete registration forms.
- Help potential donors complete buccal swab kits.
- Assistance in media relations and public education.

Digital Media Assistance:

- Photograph or video special events.
- Graphic design for AADP's digital media. (i.e. website, blogs, leaflets, etc.)
- Assist in newsletter development.

One Time Volunteers:

- One time volunteers are encouraged to participate in any of the volunteer opportunities listed above.



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Volunteer Policies and Procedures

Attendance

We ask that you respect our time, and in turn we will respect yours. If you cannot come to a volunteer event we ask you to call us at 510-568-3700 or email us at info@aadp.org ASAP if you cannot make it.

Confidentiality

Please read and sign the Confidentiality Policy attached in this manual.

Drugs & Alcohol

AADP is a substance-free environment; please respect this policy at all times. We ask that you refrain from alcohol or using other substances at AADP events, including fundraising events and outreach programs. Volunteers will be asked to leave the volunteer opportunity should this policy be broken.

Equal Volunteering Opportunity

AADP provides equal volunteering opportunity for everyone regardless of age, sex, color, race, religion, marital status, political belief, sexual orientation, or disability that does not limit the performance of essential job functions. All matters relating to volunteers are based upon the ability to perform the job and dedication to AADP's life saving mission.

Feedback

We encourage AADP volunteers to share their thoughts and suggestions regarding their experience. Do not hesitate to get in contact with the Volunteer Coordinator for an appointment.

Smoking

AADP is located at a non-smoking facility. There are outside areas appropriate for you to enjoy a short break.



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