



# Hot Meal Provider Guidelines

## Who can prepare a hot meal?

Groups of ten volunteers can prepare and serve a meal. Children 12-17 are welcome to help. Still, a minimum of one adult for every three youths is required, and they must assist in the preparation of the meal the entire time they are at RMHC Dayton. Please do not bring additional helpers as we won't have "extra" jobs for them.



## Hot Meals Needed

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
<b>Arrival Time</b>	6:45 AM	9:30 AM	3:30 PM
<b>Meal Ready</b>	8 AM - 9 AM	12 PM - 1 PM	5 PM - 6 PM

Please plan to feed 50-60 people per meal.

## What should I bring?

Please bring all food and baking ingredients needed to complete the meal. Desserts and non-alcoholic drinks are optional but always welcome. We have a soda machine, milk, and water available for guests. Bring paper plates, napkins, bowls (no Styrofoam please), and plastic utensils.

## What supplies are available?

- Pots & Pans
- Four Ovens
- Four Stovetops
- Two Microwaves
- Mixer
- Knives
- Cutting Boards
- Baking Sheets
- Cooking Utensils

## What should we cook?

Groups set the menu and provide the ingredients. Each dinner should include a main course, a side dish, and a vegetable. Please keep in mind we have many spaghetti and taco meals. While there are no dietary restrictions, we ask that you clearly label foods containing well-known allergens. High-risk foods, such as shellfish, non-pasteurized juice or milk, raw seed sprouts, or undercooked meat, fish, and raw eggs, are prohibited. Meal providers are encouraged to think of dishes that can be easily divided and reheated. For planning purposes, please let us know the week before coming what your group has chosen to cook.



## Meal Preparation

Please review the **volunteer guide** to food safety before arriving.

Dinner preparation must be done on-site; unless it is prepared in a commercial kitchen and brought in. Food prepared at a licensed retail food establishment, such as a pizza place or restaurant can be accepted if it has been protected from contamination and is delivered directly from the retail establishment.

For sanitary reasons, all meals must be prepared at the Ronald McDonald House from unopened packaged ingredients and delivered in their proper condition. For instance, frozen foods must still be frozen solid, refrigerated items cold, and canned/boxed items sealed with an expiration date printed on them.

If you are unable to prepare a hot meal in the House but would still like to provide one, store-bought frozen entrees, such as lasagna, barbeque chicken, or pizza, are graciously accepted. These foods can still provide a full meal for our families when paired with a few bags of salad and a side item, such as rolls. All items must be sealed and in their original packaging to be accepted.

Please note that the actual number of family members attending a meal may vary. Our families spend the majority of their time with their children. If they miss a dinner, they look forward to returning to the House to find something prepared and ready to eat in the refrigerator.

## Clean Up

Meal providers are responsible for leaving the kitchen in the same condition they found it.

- Food should be packaged in individual containers, labeled and placed in the refrigerator.
- All cookware used should be washed with soap and hot water
- Counters, stove tops, ovens, and grills should be cleaned.
- Floors swept and free of debris.
- Trash taken out to the dumpster through the back entrance.



## Freezer Meals

We also need prepared meals for The Ronald McDonald Family Rooms® (RMFR). The Ronald McDonald Family Rooms offer a place for families to rest and recharge inside the hospital while remaining just steps away from their child's bedside.

Families have free access to meals, shower, and laundry facilities. Averaging 30–40 visits a day, these warm meals provided in a home-like setting inside of the hospital are so appreciated by families. Please create meals that can be frozen and reheated either in a crock pot or the oven. Please supply either re-sealable gallon-sized Ziploc bags or half-sized aluminum pans. Meals must be packaged separately and put away right after being prepared. For freezer meal ideas, please check out our Pinterest page.

# Rules and Regulations

The safety and comfort of our guests is our top priority. While meal providers are welcome to interact with guest families, it is imperative that they respect their right to privacy and observe reasonable boundaries. While not an inclusive list, guidelines for doing so can be found below:

- Photographs of your group are permitted. However, no guest should be visible in it without their explicit consent.
- Meal providers are limited to the common areas of the House. Under no circumstances is a meal provider permitted to enter a guest room.
- For everyone's safety, volunteers cannot be left unattended with any child who resides at our House. Volunteers may not take responsibility for supervising or caring for the children of House guests in the absence of a parent or guardian.
- Ronald McDonald House welcomes families from across the country and around the world, drawing guests from many different backgrounds. We welcome a variety of faiths and beliefs. Engaging in any type of religious solicitation is prohibited.
- Weapons (of any kind) are not permitted on the premises, nor are drugs or alcohol.
- For the safety of our guests, if volunteers are not feeling well or exhibiting symptoms of a cold, cough, fever, or flu, we ask that you please stay home.
- Failure to abide by these guidelines or otherwise observe reasonable boundaries may result in an individual or group being asked to leave.

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## Things to Know

**DROP OFF AND DELIVERIES:** Food deliveries and drop offs can be made in the receiving area on the west end of the House facing Air Street.

**TOURS:** We would love to show your group our House. Our Guest Services Associates are available to give you a tour of the House.

**TAX DEDUCTABILITY:** Hot meal donations are tax-deductible; a receipt for the full amount of your meal donation will be given to the individual or corporation before they leave the House.

## Questions?

**Contact:** Deborah Neely, Volunteer and Family Resource Manager  
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