



## Embry Rucker Community Shelter Bagged Meal Donation Guidelines

Thank you for volunteering to prepare bagged meals for clients residing at Cornerstones' Embry Rucker Community Shelter! **Please review this important information to guide your food preparation.**

The Embry Rucker Community Shelter distributes approximately 60-70 bagged meals to residents and drop-in clients each day. Meals are distributed on an on-going basis as residents and clients request them.

### Schedule a Donation:

Two options are available for bagged meal donations:

**Option 1:** Adopt a specific day or days. For example, adopt the third Wednesday of each month or every Monday for one month.

**Option 2:** Schedule a one-time bagged meal donation at least one week in advance.

Contact Nate King to ensure that we are able to schedule and effectively use your generous contribution at [Nate.King@CornerstonesVA.org](mailto:Nate.King@CornerstonesVA.org) or 571/323-9569 at least 2 weeks before your desired donation date.

### Each Bagged Meal Should Consist of the Following:

- 2 sandwiches generously filled with deli meat and cheese (please no peanut butter & jelly sandwiches or vegetables/condiments directly on the sandwiches)
- 1 fruit in a cup or fresh fruit (please no apples or bananas)
- 1 HEALTHY snack (e.g.: chewy granola bars, sunflower seeds, trail mix, string cheese)
- 1 plastic utensil (if needed) and a napkin
- Two 16-ounce bottled waters OR 2 box drinks & one 16-ounce bottled water

### Preparing Meals for Delivery:

- Place fruit or fruit cup, snack, utensil and napkin in each paper bag
- Pack sandwiches in a separate container (box or bag) for refrigeration. **Sandwiches should be provided separately, wrapped in individual bags, with the "use by date" of 5 days from the day of preparation marked on the outside of each bag and the contents of the sandwich indicated.**
- Beverages can be provided in original containers for refrigeration

### Helpful tips:

- We would appreciate a donation of 60 bagged meals, but we welcome smaller and larger quantities.
- Not all bagged meals need to be identical.
- **Bottled water** should be provided **separately** from the bagged meals, to reduce tearing of lunch bags due to heavy water bottles.
- **NOTE: During Summer Months**, any extra bottled waters that can be supplied are greatly appreciated – we have a much higher demand for bottled water during this time.

**Safety Tips:**

- Wash your hands, wear gloves and cover your hair.
- Review the U.S.D.A.'s safe food handling guide: [www.fsis.usda.gov/PDF/Cooking\\_for\\_Groups.pdf](http://www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf).
- **Never leave perishable food at room temperature for more than two hours or for one hour if the temperature is above 90 degrees.**
- Cornerstones reserves the right to discard donated foods that do not meet our guidelines.

**Deliver** ALL above food donations to the **Embry Rucker Shelter, 11975 Bowman Towne Drive, Reston, VA 20190**. You are welcome to drop the meals off at the shelter any time between 5 PM the evening before the arranged date and noon of the arranged date.

While this is a wonderful opportunity for the whole family, please do not bring children under 18 years old to the shelter ***when you drop off your bagged meals at the shelter***. The Youth Opportunities Calendar on our website <http://www.cornerstonesva.org> lists age-appropriate activities to raise awareness about our clients.

Last but not least, **we want to thank you for your participation!** When you deliver your donation, please complete a donation form. We will provide you a copy for your tax records and use it to demonstrate community support for our programs.