

## Volunteer Meal Program Reservation Form



**Provide the following information. Your date will be confirmed by phone and/or e-mail:**

Group Name: \_\_\_\_\_ Total # of Volunteers \_\_\_\_\_  
Dates Requested (provide 2-3 choices): \_\_\_\_\_  
Meal Service Desired: Breakfast \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Please choose ONE (1) option for preparing the meal:**

- \_\_\_\_\_ **Option #1:** \$500 monetary contribution/We supply all the food with YOUR Group assisting in all facets of the meal preparation, serving & clean up
- \_\_\_\_\_ **Option #2:** Bring food to prepare, serve & clean up
- \_\_\_\_\_ **Option #3:** Bring food prepared in a Health Department approved kitchen, serve & clean up

### **Frequently Asked Questions**

1. **Is there a dress code?** Yes there is. We ask that no sandals and/or open-toe shoes or high heels of any kind be worn. With long hair, please wear hair in a ponytail or bun, and with short hair the use of hair nets or baseball caps are required, especially with the handling of food in any way, shape or form.
2. **What is the time requirement?** We request arrival 2 hours prior to the meal service start times for lunch and dinner; 1 hour prior for breakfast.
3. **When do we serve meals?** Breakfast: 7:00-8:30am, Lunch: 12noon-1:30pm, Dinner: 6:00-7:30pm
4. **How many volunteers are needed?** Past experience has shown that an ideal number is 6 to 16 adults. This can be discussed in detail with the Meal Program Coordinator.
5. **Is there an age requirement?** As we are a full-service meal establishment, no one under the age of 16 is allowed in the commercial kitchen or on the serving line.
6. **How many people will we be serving?** Breakfast ranges between 100-125 people and Lunch & Dinner between 150-175 people.
7. **Where do I park?** Parking structure under the RMH. **Carpooling is advised because we can only provide 10 \$4 discount parking vouchers per group.** Parking structure is free after 8:30pm and on weekends.
8. **Are there any food guidelines?** ALL food must be prepared and cooked at our facility (*with the exception of food that's packaged and/or prepared from a Health Department approved establishment, such as COSTCO, supermarket, restaurant or catering facility*).
9. **How large is the commercial kitchen?** Our kitchen area is small and compact. However, we do have other areas available for "prep" work.
10. **If we're going to provide the food, what do we cook?** The Meal Program Coordinator will assist you with every facet of *the meal service and to answer any questions. It's also strongly encouraged to set up a "site visit" prior to the event.*
11. **Are there any other FAQ's that my group and I should be aware of?** When you arrive, the kitchen is prepped for you with clean dishes, counters and floors. We ask that you leave it in the same way. We also request the following:
  - Dishwashing of all pots and pans, and wiping down all tables and countertops with sanitizer.
  - Basic sweeping of the floor areas and emptying of the kitchen and dining room trash receptacles (*ongoing*).
  - Assistance with the loading & unloading of the dishwashers for our permanent service ware (*plates, bowls, glasses, cup, flatware, etc.*).
12. **This all appears very daunting, I'm not sure!!** Please remember that there is Kitchen Staff who will be with you. It is their job to guide you and make this experience successful and enjoyable for your group, the RMH House, and most importantly, the families we serve!

**Please return this form to the Ronald McDonald House**  
**Phone 858-598-2414 ~ Fax 858-467-4757 ~ E-mail [mealprogram@rmhcsd.org](mailto:mealprogram@rmhcsd.org)**