



Homes • People • Hope

Embry Rucker Community Shelter Bagged Meal Donation Guidelines

Thank you for volunteering to prepare bagged meals for clients residing at Reston Interfaith's 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 Donations

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 Susan Alger to ensure that we are able to schedule and effectively utilize your generous contribution at Susan.Alger@restoninterfaith.org or 571/323-1383.

Prepare bagged meals, including:

- 2 sandwiches generously filled with deli meat and cheese (please no peanut butter & jelly sandwiches or condiments directly on the sandwiches)
- 1 fruit in a cup or soft fresh fruit (please no apples or bananas)
- 1 box drink AND individual size water
- 1 HEALTHY snack (ie: string cheese, granola bars, sunflower seeds, trail mix, cut vegetables)
- 1 plastic utensil (as needed); condiments in individual packages; and a napkin

Helpful tips:

- We would like you to prepare 60 bagged meals, but we welcome smaller and larger quantities.
- Not all bagged meals need to be identical.
- Bagged meals should be delivered cold, in paper bags, **with the a “use by date” of 5 days from the day of preparation marked on the outside of each bag.**
- Mark the outside of each bagged meal indicating the contents of the sandwiches in each bag.

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.
- Never leave perishable food at room temperature for more than two hours or for one hour if the temperature is above 90 degrees.
- Reston Interfaith 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 anytime of the day on the pre-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 www.restoninterfaith.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 a copy for your tax records and use it to demonstrate community support for our programs.