**DATE: SUNDAY, APRIL 11, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, APRIL 22, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, MAY 9, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, MAY 27, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, JUNE 13, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, JUNE 24, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, JULY 11, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, JULY 22, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, AUGUST 8, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, AUGUST 26, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, SEPTEMBER 12, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, SEPTEMBER 23, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, OCTOBER 10, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, OCTOBER 28, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, NOVEMBER 14, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, NOVEMBER 25, 2021 (Thanksgiving)**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: SUNDAY, DECEMBER 12, 2021**

**ETIMATED COUNT FROM CLARE KAZYAK:**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

**DATE: THURSDAY, DECEMBER 23, 2021**

**ETIMATED COUNT (get from Clare Kazyak)**

**DROP OFF TIME**: **6:30pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Needed** | **Item to be Provided** | **Volunteer Name** | **Volunteer Phone & Email** |
| Main Dish  |  |  |  |
| Vegetable (Starch) |  |  |  |
| Vegetable (Green or salad) |  |  |  |
| Dessert |  |  |  |
| Mini Rolls |  |  |  |
| Beverage with MealPre-made Iced Tea and/or Lemonade.OR Can Powdered Mix |  |  |  |

Tips for Coordinators

* Email list of assignments and highlight any openings for that month with request for volunteers to sign up. I have the schedule set up with both suppers for each month on one page (including address in heading) so you or others can easily select only the months they want to print out while still retaining your master list.
* When signing up people in advance, they usually prefer selecting the specific dish closer to the event. Just list them as a TBD (to be decided) to remind yourself that you need to fill that when you get closer to date of supper.
* Email reminder 1 week prior to drop off date.
* Confirm what specific items are being provided and let them know what main dish and sides are being provided so they will select things that complement the main dish.
* Confirm if volunteer will drop off at shelter or needs food picked up and delivered for them.
* Best to have people dropping off food to meet in the parking lot and go in as group to confirm all items are there and volunteers will unlock doors and assist in carrying items in.
* Shelter has utensils, napkins and paper products, but usually flimsy plates so may want to provide our own if someone wants to donate them. Totally optional, but nicer presentation and better quality makes residents feel valued. You can pick up a large box of utensils and large packs of plates from BJs every few months.
* Clare usually provides an estimate of how many meals they will need for any specific month.
* If people do not respond to your emails, do not panic or assume they have dropped out. Some just do not want to deal with it until a few days before, but I always called to make sure they understood if they drop off, not to go to Stoner Avenue site, which for the Night by Night year round you will have to remind them to NOT drop off items at St. Paul’s UCC anymore but DO drop off at the Stoner Avenue site.
* Within 2 days of the supper, it is best to call anyone who has not responded to your previous emails to confirm they are still providing food, and to ensure they have details right. It is a hassle to call maybe, but better to have everything organized and understood than showing up at the shelter and find you are missing something and need to make a run out to the store. At 2 days before you still have time to find an alternate, so everything is delivered on time to the shelter.
* I found it helpful to keep a can of powdered iced tea and lemonade on hand, in case you need a last minute replacement for that.
* If someone who was providing a side cancels out due to an emergency, I find it is usually quite easy to get a replacement if you suggest them getting 2-3 bags of pre-washed salads from the grocery store, a large bottle of dressing, and bag of croutons from grocery store. The party shop near Giant has cheap large plastic bowls or you can use a small aluminum pan (chaffing dish type) to load up quickly. I always throw in extra veggies (cucumbers, tomatoes, carrots, eggs, etc.) to make it look more interesting and less last minute. Cutting the decision making out on what to pull together at the last minute, makes them more likely to feel they can pull off a salad in no time and solves the problem.
* If the shelter staff will be serving, since volunteers have been banned from coming inside during pandemic, if someone leaves a crock or electric skillet, or warming plate to keep things warm, they should label it with their name and then arrange with staff on when they can pick their cookware up.
* The Stoner Avenue site does have an oven to keep things warm. You can bring food in a disposable aluminum pan (chaffing dish type). This site also has outlets to plug in electrical appliances (like crockpots) until food is served. They also have one microwave for reheating food for late arrivals.