



LET'S DO LUNCH!

WORKPLACE VOLUNTEER PROGRAM



Meals at Home is 501(c)3 non-profit organization and member of Meals on Wheels America

Contact 847-332-2678 or volcoord@mealsathome.org



Let's Do Lunch!

Partner with Meals at Home to Deliver Meals to Seniors at Lunchtime

Who we are

With the help of dedicated volunteers, Meals at Home delivers prepared meals to clients during lunchtime. Established in 1968 as a 501(c)3 nonprofit organization, Meals at Home is a member of Meals on Wheels America's national network of meal delivery programs. Meals at Home volunteers deliver in Evanston, Skokie, New Trier Township and northeast Lake County.

Our mission is to foster health and contribute to individual well-being and independence by delivering nutritious meals, medically prescribed diets, and providing other supportive services to the homebound, elderly, disabled and others temporarily unable to care for their nutritional needs.

How does it work?

On a company allowed, extended lunch break, individual employees, or teams of two, drive to the meal pick up location and deliver meals to approximately 8-10 clients before returning to work.

You choose the day: Your office will be scheduled to deliver meals once a week. Delivery routes take about 90 minutes from meal pick up to last stop.

You set your schedule: One person will be the "Team Coordinator" and is in charge of scheduling for your weekly route. Working in teams isn't required but it makes it more fun and faster. The more teams you have the less often each team is scheduled

Talk about a Power Lunch! Typically, no employee is out of the office more than once a month. On your lunch break you can ensure that the people on your route have their meals for the whole day.

What are the Benefits?

Volunteering promotes employee morale, communication, team building and communication.

Volunteers meet new people, feel satisfaction in giving back to the community, and develop new skills.

Your company will be seen as a community partner and contributor.

Contact Meals at Home Volunteer Coordinator, Stephanie Hawkins, to start your Delivery Team. Email her at volcoord@mealsathome.org or call 847-328-2678



Team Coordinator Responsibilities

As the Team Coordinator, you will be the main point of contact between your company and Meals at Home. You will be responsible for

- Recruiting colleagues and coworkers to volunteer, then collecting volunteer applications from new volunteer drivers and submitting them to the Meals at Home office.
- Creating and completing a schedule for volunteer drivers to sign up for delivery routes.
- Keeping the Meals at Home office updated with scheduling changes or when a volunteer leaves.
- Scheduling substitute drivers or alert the Meals at Home office at least one day before a substitute is needed.

Volunteer Responsibilities

As a volunteer, you will be responsible for delivering meals when scheduled.

- Pick up meals on time and transport them in insulated coolers to ensure food safety. Meals are ready to pick up between 11-11:30am.
- Maintain a clean driving record, valid driver's license, and vehicle insurance. Meals at Home conducts annual background checks.
- Notify your Team Coordinator if you need to reschedule or can't deliver on your scheduled day so they can find a replacement.

Meals at Home will provide

- Directions to the pick-up site and detailed driving instructions for your route.
- Hands on training from your Team Coordinator or another qualified volunteer.
- A copy of Meals at Home's Volunteer Policies and Procedures.
- Insulated bags and ID Badges

FAQ

Do I need a big truck to deliver meals?

Pretty much any size vehicle will work. You will have two packages per client which fit nicely into coolers or insulated bags. Usually a standard size trunk or back seat is adequate.

What if I get lost?

You will have detailed door to door instructions ahead of time to take with you. There will also be live phone support from the Meals at Home office if you get turned around.

What if no one is home?

Sometimes our meal recipients have appointments or emergencies, or just don't hear the door. If this happens you will be able to call the Meals at Home office for the next step. Sometimes meals may be left in insulated bags if we know the recipient will be home soon.

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Workplace Delivery Teams Registration Form

ORGANIZATION NAME: _____ DATE: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

TEAM COORDINATOR: _____

PHONE: _____ E-MAIL: _____

BACKUP COORDINATOR: _____

PHONE: _____ E-MAIL: _____

Preferred Day(s)

Monday Tuesday Wednesday Thursday Friday Saturday

Preferred Pick Up Location

St. Francis Hospital – serves central and south Evanston, Skokie

Evanston Hospital – serves north Evanston and New Trier Township

Piggly Wiggly, Zion – serves North Chicago, Waukegan, Zion and Winthrop Harbor

Comments: _____

___ I understand the volunteers will not be financially reimbursed by Meals at Home for time or expenses while part of the volunteer program.

___ I understand, for liability reasons, persons not registered as volunteers with Meals at Home may not substitute.

___ I certify that all employees of _____ have passed a background check prior to employment.

Manager's Name and Signature

Date

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