

Dear Catholic Charities Meal Provider,

Thank you for your interest in providing the evening meal for the Emergency Family Shelter.

Our guidelines as follows:

- Prepare enough food for 10 families, up to 34 people. This includes 2 staff members.
- Please provide a balanced meal.
  - An entrée, salad/relishes/vegetable, fruit, bread & optional dessert.
  - Beverages: 2 containers of juice and two gallons of Milk (2%, whole, or chocolate).
    - No Skim or 1% milk.
- Meal Confirmation: Confirm two to three days before your scheduled time to confirm the meal.
  - You can call us to confirm the meal three days in advance. If we do not hear from you, we will call you two days before your scheduled meal.
  - We will provide you with any food allergies/dietary restrictions and current shelter count.
  - Feel free to ask staff what has been served in the last several days.
  - Feel free to ask staff if you need to bring any condiments for the meal.
- Day of scheduled meal:
  - Dinner is served at **6:00 PM**.
  - Ready to serve meals, drop off between **5:00 PM – 5:45 PM**.
  - If the meal will be dropped off after **5:45 PM**, please call and let us know.
  - Meals staff need to help prepare, drop off between **7:00 AM – 3:00 PM**
    - We do not have the space to store a meal dropped off before the day of your meal.
  - Up to three members of your group can prepare the meal on site.
  - We do not allow meal providers to eat with our guests.
- Your group can take pictures in front of the shelter. Do not photograph shelter guests without prior approval. If you post your picture to social media, please tag us!
- If you or someone in your home is ill, please call us in the morning to cancel providing the meal.



Thank you so much for providing a meal for our Emergency Family Shelter.

Sincerely,

Randy Jansen

Shelter Coordinator

[RJansen@catholiccharitiesdm.org](mailto:RJansen@catholiccharitiesdm.org)

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