

# Ronald McDonald House of Hershey Meals Program

*Thank you for your willingness to assist our families by providing a meal. Please know how grateful our families are for your thoughtfulness!*

- ▶ Guest participation varies greatly depending on House occupancy and other factors. As a rule of thumb, you can plan on **approximately 30 to 35 servings**. Due to food safety issues, all food/meals must be commercially prepared or prepared/cooked in the Ronald House kitchen. Please store and transport your raw food items safely to prevent food borne illness, particularly during hot weather.
- ▶ If you don't have the time to cook a meal at the House, consider donating commercially prepared and take-out meals—pizza, fried chicken, and frozen entrees along with a salad and store bought dessert make a great meal for our guests. If you're bringing frozen entrees, please be sure to have them at the House to allow for sufficient baking time so that they can be served by 6:00 p.m.
- ▶ It is very unlikely that all guests will be at the House at the same time due to hospital visitation and individual schedules; therefore, please consider a meal that can be held at serving temperature in crock pots or our commercial food steamers. We suggest that your breakfast be ready by 9:00 a.m. at the latest and the evening meal by 6:00 p.m.
- ▶ Your 'kitchen crew' must be limited to **no more than 8 individuals** so that other guests can still use the kitchen if they choose.
- ▶ All basic food preparation implements are available, including ovens, stoves, microwave ovens and most other cooking and serving utensils. Disposable aluminum trays are available for cooking and serving. Coffee, tea, seasonings, and other staple food items are normally available in the House. We frequently have an abundance of donated food items that can be used when planning your menu. Call the House a few days before your scheduled meal to check on available items for your meal. If you know your menu ahead of time, please contact us and we will let our guests know what you are preparing for them.
- ▶ Since we frequently have immune suppressed children using the House, we are very concerned about spreading infectious disease. We ask that you don't come to the House if you have been exposed to chicken pox or measles within the past three weeks prior to your visit, or if you have a cold, flu or virus. **All Food servers/handlers are required to wear disposable gloves and hair nets that are provided in the House kitchen.**
- ▶ We ask that you clean up the kitchen as part of your service to the House after preparing and serving your meal. Please let the office know when you arrive at the House so that we can assist you with set up and announce when your meal is ready. We would also be happy to give you a tour of the facility and tell you more about the House and RMHC of Central PA!

Your name \_\_\_\_\_

Group name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # of contact person \_\_\_\_\_ e-mail address \_\_\_\_\_

Proposed date \_\_\_\_\_ Alternate date \_\_\_\_\_

Arrival Time (*not before 8 a.m.*) \_\_\_\_\_ Serving Time \_\_\_\_\_

Preparing \_\_\_\_\_ **Breakfast** \_\_\_\_\_ **Dinner/Supper**

Number of kitchen crew \_\_\_\_\_ (**maximum 8 people**)

\_\_\_\_\_ I/We will use the House kitchen to prepare/cook a meal.

\_\_\_\_\_ I/We will bring a commercially prepared meal.

\_\_\_\_\_ I/We will serve the meal to House guests.

*Please return this form to:*

**Todd Layser, House Manager**

**Ronald McDonald House of Hershey**

**745 W. Governor Road Hershey, PA 17033**

**717-533-4001 or 888-829-3545**

**fax 717-533-1299**

**tlayser@comcast.net**

*(You will receive confirmation of your meal when this form is returned to the House.)*

2/2009