

Meal Volunteer Guidelines October 2022

- Thank you for volunteering to provide a meal. You will receive a confirmation via email indicating the date you are scheduled and the meal you are donating. Please make note of your scheduled date to provide meals.
- You will be contacted two days in advance of your scheduled date to confirm that you are still able to provide a meal. You will also be provided with any additional information if needed (e.g., prior meals the families may have had, allergies, changes to the number of people, etc.).
- Masks are required to be worn at all times (except when eating) when interacting with the families.
- Please review and follow the Family Promise Volunteer Guidelines (attached).
- Meals should include an entree, drink, and dessert for each person (unless you are advised otherwise).
- Meals can be ordered as takeout from a restaurant of your choice or you may provide a homemade meal. If you are unable to deliver meals personally, most restaurants are affiliated with these delivery services - DoorDash®, Uber Eats and/or Grub Hub.
 - Meals should be family style and include enough to feed all families.
- You will need meals for all families. You may buddy up and provide a meal family style.
 - Family 1 - Mom with 1- and 2-year-old boys. Prefer almond or oat milk instead of cow's milk.
 - Family 2 - Mom with 9- and 13-year-old girls
 - Family 3 - Mom with 13-year-old boy
 - Meals **should not** include any pork products.
- Meals must be delivered between **5:00 - 6:00 pm** on the date you are scheduled.
 - All meals should be delivered to Bethlehem Baptist Church, 712 Penllyn Pike (entrance on Dager Road), Spring House, PA 19477. If you have any questions about delivery, please call the Meal Volunteer Coordinator, Stephanie Snead @ 215-219-2312.
 - If you are having the meals delivered, please instruct the Delivery person accordingly. The entrance to the Church is on Dager Road.
- Meal Volunteers are responsible for setting up any homemade meals.
- Look for the Family Promise Hostess on Duty. If you are not sure who that is check the schedule on in the Family Promise binder.
- Take food to the kitchen. The presumption is the food is already cooked but the microwave and convection oven can be used should you need to warm up the meal.
- Great/welcome Families.
- Meal Volunteers, at their discretion, may eat and fellowship if invited by the families. Please use this time to get to know the families.
- After dinner, determine what if any food, the families would like to keep. Families should pack it up and place it in the refrigerator. Any food the families do not wish to keep should be properly disposed of or the Meal Volunteer may take it back home.

- After dinner, work with the families to dispose of trash, wipe down counters and tables and clean the floor.
- Do not go into the family living/bedroom area unless there is a situation or emergency that requires your presence.
- All contact with families must be **observable and interruptible**. You cannot be with a child or parent alone. Do not take child to bathroom or allow child to sit on your lap. Always interact with children with another adult present.

In the event of an emergency, or if you have transportation issues, please contact:

Family Promise on call number: 267-405-3348

BBC Family Promise Coordinator: Sonya Harris 484-213-3664

Emergency Contact:

Shean Johnson 267-979-2462

Michael Anthony 215-896-2963

Security Contact:

Monday - Friday (4:00 PM - 8:00 PM) - Frank Williams 610-804-2514

Saturday - Sunday (4:00 PM - 8:00 PM) - Fernand Agou 484-636-6516

Non-Emergency Police number: 215-646-5300 Police Emergency: 911



Thank you for partnering with Family Promise Montco to provide shelter for our Hospitality Network families. As you prepare for this volunteer service opportunity, please follow these instructions:

1. All volunteers are asked to complete the IHN volunteer application.

- Please complete this brief application, as an **Interfaith Hospitality Network Volunteer** at <https://www.tfaforms.com/4671632>.

2. Coordinators and Evening Hosts

- Coordinators and evening hosts are being asked to have PA child safety records. This includes two documents:
 - PA Child Abuse History Clearance <http://www.keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>
 - And the PA Criminal Background Checks <https://epatch.state.pa.us/Home.jsp>
- Please send to sue@fpmontco.org and cc: deaconessministry@bbc4christ.org

3. Transportation volunteers

- All drivers need to send me their **PA Individual Drivers History- 3-year record**. It is immediate, costs \$12, online at this website <https://apps.pa.egov.com/idr>
- Starting this year, drivers are being asked to have PA child safety records. If you do not have one, here is the link to the PA Child Abuse History Clearance. <http://www.keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>
- Please send to sue@fpmontco.org and cc: deaconessministry@bbc4christ.org

Let me know if you have any questions.

We appreciate your cooperation,

Sue Zomberg

Community Resource Manager

Family Promise Montco

215-606-3421

Sue@fpmontco.org