**Meal Volunteer FAQ:**

**\*\*Please note, at least one person from your meal team needs to attend an orientation and educate the rest of the meal team on volunteer protocols before serving at Day By Day\*\***

**What time should I arrive?** Please be here by 5:30. Food needs to be ready to serve at 6. If you are running late please call to notify the Day By Day Frontline Staff at (920) 203-4865.

**What should I bring?** A meat dish (sloppy joes, burgers, brats, chicken, spaghetti, stews) bread or buns (butter), vegetables (peas, carrots, ect. No raw or hard vegetables, please.), fruit (again, nothing hard) and dessert. Please bring two to three gallons of milk with you. Please bring every category of food groups recommended above. Often times the shelter dinner is the only meal our guests eat all day, therefore we like to offer a food from every food group.

**How many people should I have?** Every group is different. Some people only have two and others bring a larger group (maximum of 6 people). If you would like to divvy up the responsibility you can have one person in charge of the main meal, one in charge of starch, one in charge of the vegetables, etc. then the person can serve what they brought if they would like.

**Can we serve seconds?** Yes, if there is enough food and everyone has eaten. Staff should notify guests when it’s time for seconds, if you do not hear staff announce it, please let them know you have enough for a second round.

**Do I need to wear gloves?** Yes, at all times when handling food.

**Can I leave the leftovers**? Yes, you can leave the left overs. Please put them into a container with a lid on it and mark the date on top of the container with a piece of tape (found in the pen holder on the refrigerator, or ask the staff). There should be no leftovers in the fridge or freezer covered in saran wrap.

**Do I need to wash dishes?** Yes, it is your group’s responsibility to wash the dishes. They can air dry in the rack and the staff will put them away overnight.

**Can I prepare food at the shelter?** No, all food must be prepared at home and then brought to the shelter. You are able to heat up your food here and plug in your crockpots and Nesco if needed. You must be sure to grab all of your dishes after your shift we are not responsible for anything left here.

If you have any questions please email [info@warmignshelter.com](mailto:info@warmignshelter.com) or call us at (920) 203-4536.

**Once again, thank you for all you do!**