



## Akron House Group Volunteer Guidelines

Thank you for your interest in providing a group to volunteer at Ronald McDonald House Akron. Having a child in the hospital can be difficult for any family, and providing assistance for us to create comfort as well as a warm, cozy atmosphere for our families. In addition, you are relieving parents of more worry in their already stressful day.

We are glad to welcome volunteer groups back into our Akron Ronald McDonald House and have developed the following guidelines to help when planning your meal. Please be aware that HEALTH AND SAFETY REGULATIONS REQUIRE FOOD PREPARATION AND COOKING BE DONE AT OUR HOUSE OR A COMMERCIALY LICENSED KITCHEN.

### **Your Volunteer Group**

To schedule a group at RMHC NEO Akron House, please refer to our calendar below, where you can view our open dates. If your intended date is already scheduled by another group or restaurant, please choose another day. We request you bring individuals who are all age 18 years and over.

Prior to your day of volunteering, you will be contacted by the Volunteer Manager or the Family Meal Program Coordinator with more information on your date and/or menu. At that time, your group will be assigned a PIN number for sign in purposes at RMHC NEO Akron House. Please make a note of your group's PIN.

Volunteers must wear face masks when indoors and in our common areas. Please bring your own masks.

### **Meal Groups:**

#### **Meal Preparation Times**

Dinner is prepared every day and served at 5:30 pm. You may arrive any time after 2 pm on the day you are scheduled to prepare dinner. If you require additional prep time, you may make prior arrangements with us. Your group will be required to wash all dishes and clean the Volunteer Kitchen by 5 pm so when our evening volunteer team arrives at 5 pm the meal is ready, and the kitchen is ready to prepare for serving. Once the meal is complete and the kitchen clean, you are welcome to sign out in the Volunteer Office and exit the House.

#### **Number of Servings to Prepare**

Plan to prepare a dinner meal including a main entrée, two or three side dishes and dessert to serve 50 - 60 people.

#### **What We Provide**

We have a large variety of pots and pans, skillets, utensils, and cookware, including cookie sheets, crock pots, mixers, half and full-size aluminum serving pans. You are



welcome to use these items to prepare and serve your meal. It is helpful to use our aluminum serving pans to serve the food providing easy cleanup during the evening volunteer shift. In addition, we provide plates, cups, utensils, bowls and 2 oz cups with lids for individual servings of condiments. We also have a selection of plastic wrap, parchment paper, aluminum foil and zip lock bags.

### **What We Would Like You to Bring**

Please bring all the ingredients needed for your meal as well as individual packets of condiments, seasonings, dressings, toppings, etc. If you do not have individual serving sized condiments, you may use our 2 oz. dishes with a lid.

### **What to Expect Upon Your Arrival**

RMHC NEO Akron House is located at 141 W. State Street, Akron. When you arrive at the House, you may back your vehicle up to the delivery entrance, ring the buzzer beside the window to announce your arrival and staff will buzz the door open. Please load your food onto the carts located in the delivery area, then move your vehicle to a parking spot. On weekdays, Volunteer Parking is available at Bowery Street Parking Deck for free. Once inside the House, please sign in using your assigned PIN in the Volunteer Office. Each person needs to get a Group Volunteer Badge from the basket on the counter to wear while in the House. Personal items must be stored in the red lockers in the hallway before going upstairs to the Volunteer Kitchen.

### **Changes or Cancellations**

In the event your group needs to cancel or change your meal, please give us as much notice as possible so we can make alternate arrangements for our families. If you are unable to cook a meal, we also accept catered meals. If you have any questions, please contact our Volunteer Manager at 330.253.5400 Ext. 1002 or [Jfowler@rmhcneo.org](mailto:Jfowler@rmhcneo.org).

### **Boxed Lunch Preparation**

We prepare 40 lunches every Tuesday and Thursday for families at the Hospital. Your group may provide the items included in the lunch as well as provide 2 people to pack the lunches. Lunches are prepared every Tuesday and Thursday morning from 9 – 11 am and delivered to Akron Children's Hospital the same day at 11 am. Items packed in the lunch may include a sandwich, chips, carrot and celery sticks, apple/applesauce, granola bar, bottled water or juice and cookies. Items we provide are the box, napkin and spoon. You may schedule one day or several days to help our House pack a lunch for parents at the Hospital.



### Cookie Baking

Our Akron House is known for its wonderful homemade cookies. If you would like to provide a batch for us, you will need to bring two to four people, your favorite cookie recipe, ingredients to make your cookies and individual sandwich size zip-lock bags. Cookie baking takes place in our Volunteer Kitchen with limited time slots. Cookies must be made on site and packaged into individual serving size bags.

### Group Activity

Our House is providing weekly breakfast bags for Mahoning Valley Hospital. Your group of up to 12 individuals can help us pack up to one months' supply of breakfast bags. There are several ways you may choose to participate:

- Option A: Pack at our House and we provide the supplies to pack
- Option B: Pack at our House and you provide the supplies to pack from our detailed list (about \$2/bag)
- Option C: Pack at our House and you donate funds for us to purchase the supplies to pack
- Option D: Pack at your location and you purchase the supplies from our detailed list then deliver the finished bags to the House

You may schedule your group for a two-hour group activity on the first Wednesday of each month, packing up to 500 bags or one month's supply of breakfast bags.