

The House Dinner program offers children and families staying at the House the comfort of a warm and delicious meal, prepared with love from caring community members.

Because of you and your generosity, guest families are able to relax and build supportive relationships with fellow guest families and volunteers, while enjoying a healthy, balanced meal without the added stress of planning and preparing.

PARTICIPATION REQUIREMENTS:

- Lead group member must complete the House Dinner Agreement Form on behalf of the group **and must share dinner information and expectations with the group so all are informed.**
- Due to safety, size of the kitchen, the desire for all volunteers to have an involved role, and to not overwhelm children and families, the recommended **maximum number of volunteers is 12** at any time.
- All volunteers must be **10 years of age or older to participate.**
 - For youth **ages 10-12**, we require adult supervision with **one adult for every two youth.**
 - For teens **ages 13-15**, we require adult supervision with **one adult for every four teens.**
- Notify the [Volunteer Director](#) of your arrival time to begin food prep. Arrival time earlier than 3 p.m. must be scheduled to ensure the kitchen is available. As a guideline, most groups arrive at 4 p.m., pending menu needs.
- All group members must be completely illness/symptom free (cold, flu, fever, stomach virus, etc.) for at least 72 hours prior to volunteering.
- A dinner volunteer badge will be provided and must be worn while on-site. These badges are to be returned to the nametag basket in the Kitchen at the end of your time at the House.
- All volunteers must remain within the Kitchen, Community Room, expanded Community Room space, or bathrooms at all times.
- Appropriate, non-offensive clothing attire is required.

MEAL PREP AND MENU REQUIREMENTS:

- **All food must be prepared, cooked, and assembled on-site in the House Kitchen, catered in from a local restaurant, or prepared in a commercial kitchen and transported properly. **No home-made items are allowed to be served.****
- Due to minimal space in our fridge and freezers, groceries purchased cannot be dropped off to the House ahead of your dinner unless approved by the Volunteer Director.
- Menus must be decided at least **10 days** in advance of your scheduled meal date so as not to repeat menus close together.
- The kitchen is fully stocked with pots, pans, and cookware. Please reference the Kitchen Supply List for more details. Gloves, masks, hairnets, and all paper products are provided.
- We have a limited, random assortment of paper plates, bowls and plastic silverware for groups to utilize. When able to, we ask groups to help supply these items with your dinner.
- Volunteers must practice good food safety hygiene, including frequent handwashing, changing gloves frequently, eliminating cross contamination/raw foods, wearing hairnets/hair ties during food prep and serving, etc. All refrigerated items should remain chilled as long as possible, and food in the Kitchen should always be covered.

- One of the goals of the House Dinner program is to provide a variety of healthy meals. The menu is up to your group; please check menus surrounding your date to avoid meal redundancy.
 - ♥ Required: main dish, side dish, salad and/or vegetable.
 - ♥ Optional: fruit, bread/rolls, dessert, beverages.
 - ★ Tap water, carton white & chocolate milk, and lemonade mix are available on-site for use.
 - ★ Spaghetti and tacos are easy for families to make on their own. If desiring to provide one of these menus, please consider making a pasta or taco bar with choices or an alternate menu option altogether.
 - ★ Cookies are available daily for families. If providing a dessert with dinner, please consider a fun and exciting alternative such as bars, brownies, pie, etc.
 - ★ Groups are not required to offer vegetarian or other special dietary options but are welcome to do so. Gluten-free items can be offered but note this is a gluten-friendly kitchen.
 - ★ When able to do so, we ask that you post ingredients to dishes to help guide those with food-related allergies.
 - ★ ***NEW FOR 2023*** For meals made on-site: meat ingredients cannot be brought in as a raw ingredient; all meat items must be prepared in a commercial kitchen and transported properly or must be purchased as a "precooked" or "fully cooked" item.
 - *With the exception of grilling: if using the grill for cooking meat, meat can be brought in and used in a raw state.

SERVING REQUIREMENTS:

- Prepare for serving **50-60* people**
 - It is difficult to predict the actual number of people attending a meal; not all families can make it during mealtime, but all greatly appreciate leftovers. Meal containers are provided.
 - Guest families are encouraged to stop in and prepare a take-out meal (containers provided) if their schedule or child's needs prohibit them from participating in the meal.
- Dinner is served from 6 – 7 p.m., typically set up buffet-style with the host group serving children and families.

**If your meal is ready at 5:30 p.m., we welcome you to begin serving early and continue through to 7 p.m.*
- A new set of clean gloves must be worn when serving.
- Volunteers must wash tables/chairs following each use and are responsible for thoroughly cleaning the kitchen and dining areas following the dinner as part of your volunteerism.
- Volunteers are encouraged to assist families with carrying food/drinks to tables and offer to clear tables when families are finished eating.

RONALD MCDONALD HOUSE CHARITIES MIDWEST | MN, WI, IA POLICIES & VOLUNTEER EXPECTATIONS:

We strive to create a safe, welcoming and respectful environment for our families, staff and volunteers alike. As such, we expect volunteers to adhere to the following:

- The House Dinner, any activities, or events must be consistent with the philosophy and policies of Ronald McDonald House Charities and the House.
- Bring compassion and respect to your volunteerism. Ensuring that we live our mission.
- Volunteers are required to respect and uphold guest families' right to privacy and confidentiality.
 - Names, photos, and other identifying characteristics of guest families cannot be shared or distributed in any manner, including on social media.
 - Photos can only be taken of your group. Due to confidentiality, photos of families may not be taken.

- Please share your dinner group photos with the House by emailing karnott@rmhmn.org or tagging the Ronald McDonald House Midwest | MN, WI, IA on social media!
- The House does not discriminate, nor does it condone any form of harassment, joking remarks, bullying or other abusive conduct. Discrimination in any form will not be tolerated.
- Out of respect for the wide-ranging diversity of religious and spiritual beliefs held by guest families, promoting or sharing of personal religious beliefs is not permitted at the House. This includes engaging in prayer and other religious-based practices and celebrations in public areas.
- Daily activities hosted by our House are for guest families only. If interested in doing an activity with dinner, please consider doing a food-related activity such as a sundae bar, decorate-a-cookie, etc. and discuss with the [Volunteer Director](#) regarding your plans.
- The House is a smoke-free and alcohol-free facility and grounds. Alcohol is not permitted in the House for consumption or for cooking purposes.
- To create a fun atmosphere, groups are welcome to bring decorations except for candles and latex balloons as these items are not permitted.
- Groups are welcome to bring small gifts, treat bags or swag to hand out to children and families as long as it is appropriate and follows these guidelines.
- Sales or solicitation is not allowed while on House premises.
- Groups will be responsible for any theft, injury, illness, property damage, and debts or losses incurred during or as a result of providing a dinner. In no event will the House accept liability for any activities.
- Community restitution and/or court-ordered volunteers are NOT allowed on the premises.

DAY OF THE MEAL:

- If you have been exposed to any contagious diseases, have family members who are sick, or are sick yourself, please refrain from coming to the Ronald McDonald House to help keep the families and immunocompromised children safe.
- **Carpooling is encouraged.** Limited parking is available: 1) 3-hour lot, 2) along 9th Avenue and 3) House Tennant upper lot accessible from 9th Avenue.
- Check in at the Front Desk. You will be given a badge to wear and a staff member or House representative (Dinner Host) will be on-site to greet you, take you to the Kitchen, and provide assistance throughout the dinner experience.
- We welcome you to decorate and encourage fun to aid in the experience for all!
- **Cancellation:** If your group needs to cancel your meal for any reason, contact the [Volunteer Director](#) or the House Manager on duty at 507-252-2164.
 - If you have to cancel your meal last minute and are still looking for ways to support families, please contact the [Volunteer Director](#) to discuss options for sponsoring a meal delivery.

Questions regarding providing a meal for families, please contact:

Katie Arnott, Volunteer Director

Ronald McDonald House of Rochester, Minnesota

850 2nd St. SW, Rochester, MN 55902

karnott@rmhmn.org

507-252-2161

Once you have completed the agreement form on page 4, save the document to your device and email it to karnott@rmhmn.org. **This form MUST be completed and returned at least 5 days in advance of the dinner.**

Thank you for having a direct impact on the lives of families who stay at the House. The following requirements are to ensure a safe and enjoyable experience for your group and House families alike.

The Group Leader (the person who signs the group up for the meal) is responsible for providing names of group members, sharing this information with all group members, confirming that all group members are in good health, and signing this agreement on behalf of the group. If any group/individual is in violation of any of these expectations, the House reserves the right to terminate future group involvement with the Ronald McDonald House Charities Midwest | MN, WI, IA.

I agree that I have read, understand, and will act according to the expectations outlined above.

LEADER NAME:				Has your group served a meal before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE OF SCHEDULED MEAL:					
NAME OF GROUP: (for signage purposes)					
HOME/BUSINESS ADDRESS: (for sending thank you)	Address:	City:	State:	Zip:	
E-MAIL ADDRESS:					
CELL PHONE NUMBER: (contact in the event of an emergency/update)				Planned arrival time for day of:	
SIGNATURE: (typed name serves as signature)				DATE:	

I acknowledge that all members listed below are at least 10 years of age, with appropriate adult supervision as stated above.

Group Member Names *max of 12 at one time* (Please print first and last names legibly)	