Ronald McDonald House
Southeastern MN & Western WI

House Meal Expectations & Agreement

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

Thank you for having a direct impact on the lives of families who stay at the House!

Participation Requirements:

Lead group member must complete the House Meal Group Agreement Form on behalf of the group and must share all information and expectations with the group, so everyone is informed.

- The **maximum number of volunteers** at any time is **12.**
- All members must be at least **10 years** of age with appropriate adult supervision.
- Arrival time is based on menu needs. Generally, 2 hours ahead of serve-time to prepare the meal or 30 minutes ahead of serve-time if catering. Earlier arrival time must be approved to ensure the kitchen is available.
- **No community restitution and/or court-ordered service allowed on the premises.**

Menu Requirements:

- **All food must be prepared and assembled on-site in the Ronald McDonald 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 brought in and served.
- One of the goals of the meal program is to provide a variety of healthy meals. The menu is up to your group; check menus surrounding your date to avoid meal redundancy.
  - Please include as much detail about your planned menu as possible and ensure your meal is well-rounded to include a main dish and side dishes.
  - Optional, but encouraged: bread/rolls, dessert, beverages.

Serving Requirements:

- Prepare for serving:
  - 50-80 **number will be confirmed closer to meal date*
  - 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.
- Meals are served buffet-style with the host group serving families.
  - Sunday-Thursday meals are served from 6:00 p.m. – 7:00 p.m.
  - Friday-Saturday meals are available as breakfast or brunch, served from 8:00 a.m.-9:00 a.m. and 10:00 a.m. – 11:00 a.m. respectively.
    - Serve times may be shifted to breakfast, lunch or dinner, please reach out directly to inquire.

Questions regarding providing a meal for families, please contact:
Katie Arnott, Volunteer Director **karnott@rmhmn.org** **507-252-2161**

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House Meal Group Agreement Form

Office Use Only:
- ☐ Team
- ☐ Thank You
- ☐ In-kind Form

The Group Leader (the individual registering the meal group) is responsible for completing and returning this agreement form, communicating all guidelines, expectations, and policies to each group member, and confirming that all participants are in good health prior to the scheduled meal. The Ronald McDonald House Southeastern Minnesota & Western Wisconsin reserves the right to deny or discontinue current or future volunteer opportunities for any individual or group that does not comply with the meal guidelines or other House policies.

Return this completed form to karnott@rmhmn.org in advance of the meal date.

Leader Name:		Has your group served a meal before?	◯ Yes ◯ 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 volunteer service at Ronald McDonald House is not eligible for court-ordered community service, legal restitution, probation, or any other mandated service requirement.

☐ I acknowledge that all members listed below are at least 10 years of age and are accompanied by appropriate adult supervision, as required.

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