



Dear Meal Sponsor,

Thank you for sponsoring a meal with The Neighborhood Table.

Your interest in our meal program shows that you understand the importance of our work in the community. Whether our guests come to us for a meal or for comfort, we make every effort to help them. We share not only a meal, but also an atmosphere of hospitality and mutual respect.

Attached is important information to assist you in planning and serving your meal. The Neighborhood Table will assist you in any way we can so your meal will be a success.

If you have any questions please contact Dale Davis (715) 697-4497, Lisa Borre at (715) 424-4687, or whoever has been assigned as your TNT Meal Coordinator(s). Please do not hesitate to contact us with any questions you may have.

Mary Schultz

President

The Neighborhood Table

(715) 345-1438

(715) 424-6750 Ext 4024



YOUR MEAL WITH THE NEIGHBORHOOD TABLE (TNT)

Date:

Sponsor:

Sponsor Coordinator(s):

TNT Meal Coordinator(s):

Meal Location: Dining Room at the United Methodist Church - 441 Garfield Street (2 blocks south of McMillian Memorial Library) – Wisconsin Rapids

Responsibilities of a Meal Sponsor

TNT works with our sponsors to plan and shop for the meal in the most cost-effective way possible. We will help with preparation as necessary and guide you on how to serve and clean up after the meal. Your volunteers are also asked to welcome and interact with our guests to make them feel at home. We are currently serving about 275 guests at each of our Thursday meals, approximately two thirds are dine-in and one-third are take-outs. Take-Out meals require pre-registration and approval by the TNT Board. On Tuesdays we serve about 150 dine-in guests only – there are no take-outs on Tuesdays. To use our inventory efficiently and timely, our Tuesday meal menus are planned by our TNT meal team.

After the meal, your TNT Meal Coordinator(s) will provide a list of food and supplies used to the TNT Operations Manager and an invoice will be prepared. Invoices will include the cost of the food used and a dining room/kitchen rental fee of \$115. If your organization provided all or part of the food for your meal, you will see these items on your invoice and they will be noted as “donated” to help document the menu and amount of food used for the meal. If you cannot afford to pay the rental fee, please deduct a portion or the entire fee from your payment. All support and funding is greatly appreciated.

TNT covers the cost of beverages, miscellaneous condiments, meal supplies, take-out containers, etc. These items will not be included on your invoice and are funded by donations from sponsors and individual contributors.

Once you receive your invoice, you may contact the TNT Operations Manager or Treasurer with any questions. Their contact information will be on your invoice. Please remit payment upon receipt.

Timetable

3-4 Weeks in Advance: Your TNT Meal Coordinator(s) will contact you to discuss plans for your meal. We ask that your meal contain the following:

Main Course (protein & starch)

Vegetable, salad, or other appropriate accompaniment

Fruit

Dessert

Optional: Bread (buns, rolls, bread sticks, etc.)

- You can request a specific menu or ask your TNT Meal Coordinator(s) to offer one or more menu options. We receive donations of food and we purchase food from Feeding America at reduced prices. We can help keep the cost of the meal down by using food from our inventory.

- Start recruiting your volunteer workers by using the sign-up sheets provided in this guidelines document.

2 Weeks in Advance: Your TNT Meal Coordinator(s) will contact you to finalize the meal plan, check on the status of your volunteer worker sign-up sheets, and familiarize you with the procedures of serving your meal. **If you have not sponsored a meal before, you may wish to have one or two volunteers attend a meal prior to your meal to better understand the duties of all jobs for your meal date.**

1 Week in Advance: Your TNT Meal Coordinator(s) will contact you to see if you have enough volunteer workers. If you do not, we will recruit workers from our volunteer list to insure a full roster.

Day of Your Meal: Your TNT Meal Coordinator(s) will meet your Kitchen/Meal Prep volunteers at United Methodist Church at your agreed-upon time or the time noted on your sign-up sheets. Your TNT Meal Coordinator(s) will be present throughout the day, along with our TNT Cooks, to lead and guide your volunteers with their job assignments. At 4pm, your TNT Meal Coordinator(s) will give directions to your 4-6:30pm volunteer workers. Our doors open at 4:15 pm for our guests to take a seat. At 4:30pm, your TNT Meal Coordinator(s) will make announcements to our guests, followed by a meal prayer, and then the meal service begins. We stop serving meals at 6pm and your TNT Meal Coordinator(s) will give your dining room and kitchen volunteers direction on clean up of their areas. Clean-up is usually complete by 6:30pm. Depending on the amount of food left, we can freeze it for an upcoming meal or donate it to the Family Center or Oxford House or Cranberry Oxford House– it will be your choice.

The Neighborhood Table provides the following for each meal:

- Table settings (plates, silverware, cups, placemats & napkins)
- Take-out containers (for Thursday meals)
- All beverages (milk, coffee, tea, cold drinks, water, ice)
- Food purchasing, preparation and storage services
- Use of a full kitchen including a commercial dishwasher and garbage disposal services

Volunteer Duties and Sign-Up

Please have volunteers sign up for specific jobs and time slots. Volunteers are welcome to sign up for more than one time and job as long as the time assignments do not overlap. A sign-up sheet, with duty descriptions, is attached at the end of these guidelines to assist you in filling the various volunteer opportunities. We ask that you share the sign-up sheets info with your TNT Meal Coordinator(s) one week before your meal to allow us time to fill any volunteer vacancies you may have. **All volunteers must read and sign the TNT Waiver & Release form attached below – either in advance or upon arrival at the church. Any volunteer under age 18, must have a signed permission slip from their parent/guardian – talk to your TNT Meal Coordinator(s) for copies.**

IMPORTANT INFORMATION FOR ALL VOLUNTEERS

Volunteering at The Neighborhood Table (TNT) helps reduce hunger in our community and can be a very rewarding, fun experience. While volunteering at TNT we ask all our volunteers to work safely so that everyone leaves the meal unhurt. While we strive to maintain a safe place for volunteering, accidents can sometimes happen. If you notice any safety hazards while volunteering, we ask you to notify the TNT Meal Coordinator(s) of the condition immediately. Under no circumstances should you do anything that is unsafe. There is no job so important that it cannot be done safely.

We require that all our sponsor group volunteers complete the attached TNT Waiver & Release form explaining our policy in the event of an unforeseen accident. **ANYONE volunteering is required to read and sign the TNT Waiver and Release form each time they volunteer for a meal.** Anyone not signing the form will not be allowed to volunteer for your meal until the waiver form is completed. Parents or Guardians are required to sign the form for any volunteer under 18 years old or send a signed Permission Slip with their minor child.

Please park in the lot south of the United Methodist Church and enter the right door which is closest to the kitchen. Our guests will park in the lot east of the dining hall and enter in the entrance in the middle of the east side of the building.

Volunteers are asked to wear name tags (with first name only) to help identify volunteers during the meal. If you have long hair or long bangs, we ask that you pull it back with a hair tie or barrette. We ask volunteers to wear our aprons to identify you as a volunteer and to protect your clothing.

You may be asked to wear plastic gloves and/or a hair net for your job. Please wash your hands regularly.

We practice safe food preparation procedures. If any of the volunteers are feeling ill on the day of the meal, please try to find a replacement volunteer to help out and do not come to the meal. We do not want to spread any illness at our meals.

It is very important that you not congregate and visit with other volunteers while the meal is going on. Please talk with guests as much as you are comfortable to help create a safe and comfortable environment for our guests. Some ways to do this are:

- Ask about their meal.
- If things are slow, have a cup of coffee, water, etc. with a family or group.
- Walking around the dining area clearing plates, saying “hello”, etc. is a great way to increase the comfort level of the guests.

Thank you very much for all you do as a volunteer in our community. You are of great value to our meal program and we would not be able to continue our program without you!!



The Neighborhood Table Volunteer Sign-Up Sheets

(Please note that all volunteers need to read and sign the TNT Waiver & Release form)

Kitchen - Meal Preparation 12:30 - 3:00 pm 2-3 People (Varies with Menu)

Cut up meat, chop vegetables, open cans, fill fruit cups, etc. TNT will provide an experienced cook to assist you. Meal Preparation can only be done off-site if you have a State-certified kitchen and can ensure the food is safely stored and transported.

1. _____
2. _____
3. _____

TUESDAY Dining Room Set-up 1:30 - 3:00 pm 2-3 People

Set the tables in the dining room, cut desserts, and arrange desserts on serving trays. Your TNT Meal Coordinator(s) will be available to guide you.

1. _____
2. _____
3. _____

THURSDAY Dining Room Set-up 1:30 - 3:00 pm ODC Team
--

ODC clients involved in a specialized training program are covering these duties. If you have people that want to volunteer during this time, they are welcome to come and share the duties with the ODC team. Please discuss with your TNT Meal Coordinator(s).

1. _____
2. _____

THURSDAY Take-Out Meal Prep 3:00 - 4:00 pm 4-5 People (may be earlier/later workers)

Thursdays Only. 1) Fill take-out containers (2-3 people). Often, the Meal Preparation volunteers (see above) stay to fill take-outs. 2) Carry take-out containers across dining room to Take-Out table (2 people). Often, the Kitchen/Dining Room Server volunteers (see below) come in early to carry take-outs.

Fill Take-Out Containers:

1. _____ 2. _____
3. _____

Carry Take-Out Containers (Runners):

1. _____ 2. _____

Kitchen Servers & Clean-Up 4:00 - 6:30pm 3-4 People (Varies with Menu)

These volunteers fill the plates and give them to the Dining Room Servers through the serving window. Your TNT Meal Coordinator(s) or Cook will make a sample plate with measured scoops to ensure everyone gets an equal portion and to help us not run out of food. Kitchen Servers are expected to help with Kitchen Clean-Up starting at 6pm.

1. _____ 2. _____
3. _____ 4. _____

Greeter(s) 4:00 - 6:00 pm - 2 people (1 each on lower and upper level)

- Door Greeter: Welcome guests at the main entrance doors. Assist them on the elevator lift, if needed, or guide them to the dining room upstairs. Thank them for coming on the way out.
- Dining Room Greeter: Assist guests in finding an empty seat, get highchair when needed, make space for wheelchairs, etc.

1. _____ 2. _____

Dining Room Team & Dining Room Clean-Up ***(Ages 14 and up only please!!)***
4:00 -6:30pm

Plate Scraper (1): Scrape plates into garbage can. Help with cleanup.

1. _____

Dessert Table Workers (2): Cut desserts & set on trays. Help with cleanup.

1. _____ 2. _____

Beverage Table Workers (2): Pour a variety of beverages. Help with cleanup.

1. _____ 2. _____

Table Servers (12): Serve beverages, meal plates, & desserts; visit with guests; bus tables for a second setting. Help with cleanup.

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

Dishwasher Helper: 4:00 - 7:00 pm **(Teamed with a TNT Dishwasher)**

1. _____

Clean-up Team 5:45 – 7:00 pm 2 people OR two Dining Room/Kitchen Server Volunteers stay until the end

Assist Kitchen Team in doing dishes (using the commercial dishwasher), putting away dishes, cleaning off counters, wiping off tables, counters, and sinks, storing all items belonging to The Neighborhood Table in the storage area or pantry, and return all site-owned items to their proper place. A TNT volunteer and checklist will be available to assist you with these duties. This is an important job so TNT and the Sponsor groups are welcome to serve again at our meal site!!

1. _____ 2. _____



The Neighborhood Table ■ P.O. Box 512 ■ Wisconsin Rapids, WI 54495-0512 ■ www.theneighborhoodtable.org

WAIVER AND RELEASE FORM AGREEMENT

The Neighborhood Table is a private not-for-profit volunteer organization with the mission to reduce hunger in our community, improve the quality of life for our residents, and create an awareness of needs that exist in our community. Since serving our first meal on New Year's Eve in 2003, we have served more than 210,000 meals. Countless volunteers dedicate a few or many hours throughout the year to help us help others.

Volunteering for The Neighborhood Table includes inherent risks and we ask all volunteers to work safely. We require all volunteers to sign in each time they volunteer, and to sign this Waiver and Release Form. Serving others is our calling. Please help us assure the opportunity to continue serving others by following our policies, procedures and training.

Waiver & Release

In consideration of my voluntary involvement with The Neighborhood Table, I, the undersigned, waive, release, and forever discharge The Neighborhood Table and the United Methodist Church of Wisconsin Rapids, Wisconsin, from any and all liability, claims and damages of any kind suffered by me or which arise in the course of my volunteering with The Neighborhood Table. I also hereby grant full permission to use any and all photographs including me or any other record of my voluntary involvement with The Neighborhood Table for any purpose whatsoever. The Neighborhood Table is also not responsible for any lost or damaged personal items. **Please note: Parent or guardian must sign if the volunteer is under 18 years of age.**

Meal Date: _____ Meal Sponsor: _____

Volunteer's Printed Name:	Under 18	Signature (of Guardian if <18)	Date
1 _____	<input type="checkbox"/>	_____	_____
2 _____	<input type="checkbox"/>	_____	_____
3 _____	<input type="checkbox"/>	_____	_____
4 _____	<input type="checkbox"/>	_____	_____
5 _____	<input type="checkbox"/>	_____	_____
6 _____	<input type="checkbox"/>	_____	_____
7 _____	<input type="checkbox"/>	_____	_____
8 _____	<input type="checkbox"/>	_____	_____
9 _____	<input type="checkbox"/>	_____	_____
10 _____	<input type="checkbox"/>	_____	_____