



# Dinner Groups

## *“Home away from Home”*



The Ronald McDonald House is a “home away from home” for the families of children with a serious illness or injury requiring hospitalization or outpatient treatment.

We are very pleased your group has volunteered to support our families by providing a home cooked meal on our premises. It means a lot because it is one less thing they have to think about and it is one more thing that feels like home.

*Thank You for thinking of our families!*

## *Dinner Group Members*

It is very important that our House provides a relaxing environment for our families. To help achieve this, we ask that the group size be limited to no more than **8 people, 16 yrs. and older**. (Participants under eighteen, must be supervised by at least one adult).

## *Menu Planning*

At least two weeks before your scheduled dinner date we will ask you to provide us with your menu. This helps to ensure we do not have similar meals within the same week.

Your menu should include:

- Entrée
- Vegetable
- Salad or fruit
- Bread or potato
- Dessert (optional)

All ingredients must be provided with the dinner food either by listing them on paper or cutting out labels from packages.

Please prepare food for **35-40** people. They will not all be present when you serve the meal at **6 p.m.**, but rest assured they’ll enjoy the leftovers you’ve placed in the community refrigerator when they return from a long day at the hospital.

Please bring all the necessary food items with you. We have all the required cooking utensils, pots, pans, bakeware, etc. No beverages need to be supplied as they are available at our House.

All food must be cooked in our RMHC kitchen to ensure food safety procedures, unless items are prepared in a commercial kitchen (from a bakery, Whole Foods, etc). We cannot serve our families food prepared in personal homes.

## *Key Times & Activities*

**Arrival & Check-in:** You may arrive as early as 4 p.m. Please check in with the office upon arrival for orientation. Coats, purses and other personal items should be left in the office.

**Dinner Service:** Plan to have the **buffet style** meal ready from **6 – 7 p.m.** Please ask our staff to **announce** when the meal is ready. During this time your group may relax in the adjoining living room while our guests enjoy their meal in privacy.

## Key Times & Activities cont'd.

**Clean Up:** Please begin cleaning up **at 7 p.m.**

Refrigerated leftover food should be:

- stored in plastic containers
- labeled with the contents
- dated and stored in the **community refrigerator.**

Items not needing to be refrigerated should be:

- covered in plastic wrap
- dated and left on the kitchen islands

Please **clean:**

- counters
- wipe down the stoves
- sweep the floor
- Place all dirty pots, pans, utensils, and dishes in **dishwashers**
- **throw out trash and take to dumpster in garage**

Cleaning supplies are located in the supply room near the Coke machine.

## Interactions with our Families

It is important to the health and welfare of our families that we **respect their privacy** and provide a comfortable Home for them. Please do **NOT** engage in the following activities:

- Inquire about the condition of the ill child
- Take any pictures that include our families
- Share any information about the families, including posting on social media or blogs.
- Give a gift of goods, services or money to a family, volunteer or staff member

Please note that Dinner group members are **NOT** allowed to:

- Provide transportation for a family nor care for a child.
- Enter the family sleeping rooms

The Ronald McDonald House is a non-secular organization. Please do **NOT** share your religious or political feelings, beliefs or practices with the families.

## Health & Safety

To help keep our families healthy and safe we ask you to:

- Stay home if you are not feeling well, have had a fever or been exposed to a communicable disease within 24 hours.
- Review the 5 Keys to Food Safety handout
- Wash your hands frequently and use the hand sanitizers provided.
- Wear plastic gloves during the meal preparation.
- Only open the front door IF you now the person.

Smoking in the house, and/or the use of alcohol or illegal drugs on our grounds is strictly forbidden.

## Dinner Group Checklist

Did you:

- Sign and return the Agreement?
- Give us your menu prior to the dinner date?
- Feel good you helped families during a stressful time in their lives?

For more information about our Dinner Groups please contact us at: [slaho@rmh-annarbor.org](mailto:slaho@rmh-annarbor.org)

Thank you for choosing our families to serve.