



Dinners From Scratch

Join us in supporting families through our Dinners from Scratch program, perfect for **groups of up to 10 people**. Your group can rely on the expertise of our Culinary Managers to help you prepare a delicious, nutritious and comforting dinner for RMHC-Denver families. While not a formal cooking lesson like our Chef-Led Meals, the Culinary Managers make the process simple and stress-free.

From providing menus and accompanying grocery lists to consulting during meal prep and service, our Culinary Managers partner with volunteers to guide the process, ensuring the experience is both meaningful and enjoyable while providing families with diverse and nutritious meals. This program offers an affordable and impactful way for teams, families and friends to come together and give back, with most meals costing around \$300.

Arrival Time	Prep Time	Serving Time	Clean Up Time
4 PM	4-6 PM	6-7 PM	7-7:30 PM

Sign Up:

- We need **1** volunteer to act as the **Group Leader** and register with our VolunteerHub site to reserve a date. The Group Leader must be 18 years of age or older.
- Once the date is reserved, we will reach out with registration instructions for your other volunteers to sign up. Group Leaders will be able to view who has signed up in VolunteerHub.
- Volunteer Group Requirements:
 - This opportunity is for groups of **up to 10 volunteers**.
 - All volunteers must be **14 years of age or older**. Volunteers between the age of 14-17 must have adult chaperones. Volunteers ages 14-17 will not register online and will be given waivers to fill out and bring to the volunteer opportunity.
 - There is a monetary commitment for this opportunity. The group is responsible for purchasing all food ingredients.

Prepare:

- **Ensure all volunteers register** and sign up for the volunteer event using your group's custom VolunteerHub link. We have important waivers attached to the registration that must be acknowledged prior to the volunteer event.

- There is a monetary commitment for this opportunity. The group is responsible for preparing a menu and purchasing all the food ingredients.
- **Select and confirm a menu** with the Culinary Manager. The Culinary Manager will provide you with menu options and accompanying grocery shopping lists for you to make a selection.
- Meal teams are typically asked to **provide food for 40-50 people**, although we cannot guarantee how many guests will attend the service. An updated estimate will be provided closer to time based on recent meal attendance.
- **RMHC will provide cookware** (suitable for cooking for large groups), serving supplies (ceramic tableware, metal silverware, cups, mugs, etc.), and kitchen supplies and basics (gloves, cleaning supplies, paper towel, etc.). **If you would prefer to use disposable plates and plasticware, we ask teams to please provide their own.**
- All food must be prepared in our facility, a commercial kitchen or packaged from a store. **No at-home meal preparation can be done in advance!**
- Make sure everyone in your group is healthy. All volunteers must be completely illness/symptom free (cold, flu, fever, stomach virus, etc.)

Day-Of Instructions:

Arriving to RMHC:

- Please do not arrive earlier than the arrival times listed above, as our kitchen spaces may not be ready for you and staff may not be available to assist you.
- Park anywhere in our parking lot and head towards our main entrance. Go through the first set of doors and wait to gain access through the second set of secure doors (do not pull on the doors).
- When you arrive at the House, check in at the front desk. Everyone in your group must sign in on our iPad to ensure our waivers are acknowledged.
- We will provide you with a cart to bring in all your food supplies.

During Meal Preparation and Serving:

- A staff member or volunteer will direct you to the kitchen to meet the Culinary Manager.
- All health and hygiene protocols must be followed, including wearing gloves that are provided.
- We have ice and drink pitchers for serving iced water.
- Once you have finished preparing the food, feel free to begin serving families, even if it is early. Serving is buffet style, you can choose to serve the families, or they can serve themselves. You are welcome to sit down and enjoy the meal with the families.
- Leftover food can be used to make 10-15 to go meals for families who may have missed the meal. To-go containers will be provided by RMHC.
- **If you still have leftovers after preparing the to-go meals, you must bring the food home with you, due to limited refrigerator space at RMHC. Please do not leave large containers of prepared food at our facility.**

After Serving:

- Please clean the kitchen according to the Culinary Manager's instructions.
- Make sure all dishes, pots, pans, silverware, etc. are loaded into the dishwashers before you leave. Please use the dishwasher detergent from under the sinks to start the dishwashers before you leave.
- Put away any clean dishes, pots, pans, etc. into the correct drawers and cabinets.
- Fill out a Meal Wrap Up Form in the Meal Volunteer Binder to check off our cleaning steps, report an estimate on how many people you served, and let us know if you have any comments or suggestions.
- Use a cart to bring down the 10-15 to go meals to the staff person or volunteer at the front desk. They will distribute the meals to the kitchens.

How to Register and Sign Up for a Date as the Group Leader:

1. From our Group Volunteer Opportunities webpage under "Dinners from Scratch", choose which house you would like to volunteer at and click the corresponding link.
2. If you do not already have an account with our VolunteerHub Site, click "**Create Account**" on the top right of the screen. If you already have an account, click "Sign in" on the top right of the screen to sign in, and skip to step 6.
3. Under the "Account" tab, **create a username and password**. Then click "Next."
4. Under the "Join Code" tab, **skip** by clicking "Next" (**do not type anything in**).
5. Under the "Affiliations" tab, check the box for the opportunity you are interested in ("**I'm interested in cooking a meal from scratch**").
6. Under the "Profile tab" please fill out all required information (with an asterisk). Click "Next" once you are done.
7. When you get to the "Complete" tab, click "Next" and you will be brought to our events calendar.
8. Click on the date you are interested in signing up for. There will be one opening for the Group Leader.
9. Click "**Next**" again to get to our waivers. All you will need to do is **check the boxes** saying you agree. Click "Next" and you will be completely done and signed up.
10. You will receive an email confirming you are signed up. If you did not receive an email, you will need to go back in and ensure you clicked all the way through the signup.
11. Once you sign up, the Culinary Manager will be in touch with registration instructions for your additional volunteers, provide menu options, provide additional information about the volunteer opportunity, and answer any questions you may have.

Thank you for supporting our families!