



Meals for the Home Builders Care Assessment Center (formerly known as the Men's Emergency Shelter)

We appreciate your interest in providing meals for men experiencing homelessness and staying at the Home Builders Care Assessment Center (HBCAC).

Dates Needed:	Daily – To schedule a meal at the shelter contact Jacqueline Havens at jhavens@mcch.net or 301-917-6675. For further questions or volunteer opportunities please contact Amanda Lewis at amlewis@mcch.net or 301-917-6654.
Mealtimes Needed:	<p>Depends on the amount of preparation needed prior to serving the meal.</p> <ul style="list-style-type: none"> • Hot breakfast can be served 8:00 – 9:00 a.m. on weekends • Hot lunches can be served 11:30 a.m. – 1:00 p.m. daily • Hot dinners can be served 6:00 – 7:15 p.m. daily <p>In general, bag meals can be dropped off one day in advance and up to one hour before mealtime. Frozen meals must be delivered at least 4-5 hours before mealtime and hot meals must be delivered 1 hour prior to mealtime.</p>
Number of Meals Needed:	<p>November – March: 100 bagged breakfasts and lunches; 200 dinners</p> <p>April – October: 60 breakfasts and lunches; 80 dinners</p>
Type of Bag Meals:	<p><i>An ideal bag breakfast includes:</i></p> <ul style="list-style-type: none"> • Bagel (with separate cream cheese packet) • Fruit • Granola bar • 100% juice <p><i>An ideal bag lunch includes:</i></p> <ul style="list-style-type: none"> • Two cold cut and/or cheese sandwiches on whole grain bread • 100% juice or bottled water • A piece of fruit or applesauce cup • Snack (such as crackers or pretzels) <p>We cannot accept peanut butter or tuna sandwiches. If possible, please include condiment packets instead of directly applying condiments to the sandwiches. A handwritten note inside the lunch or decorated bag is also welcomed.</p>
Type of Hot Meals:	<p>Examples of hot meals include:</p> <ul style="list-style-type: none"> • Hot breakfast: Egg casseroles, trays of pancakes/waffles that may be reheated, oatmeal and fruit. • Hot lunch: Soups, stews or chili with sandwiches, cold cut platters and a side salad or a dessert. • Hot dinner: Baked skinless chicken legs or breasts, beef dishes, or sliced turkey with rice, vegetables or salad (dressing on the side). Casseroles and lasagna are another easy option. <p>All food must be pre-cooked or able to be served cold. Food that needs to be reheated should be delivered in a microwavable container or aluminum trays (20" x12" trays feed 15-20 men). Note that the HBCAC has limited reheating and freezer capacity.</p>
Location:	<p>600-A East Gude Drive, Rockville, Maryland, 20850</p> <p>HBCAC's entrance is between Dover Road and Calhoun Drive on East Gude Drive and directly across the street from the brown Fisher Lumber building. HBCAC is the first building on the left when you enter the complex (grey with double doors and columns). Park and bring food to the front desk and sign the donation log.</p>

IMPORTANT NOTE ABOUT CANCELLATION: If you need to cancel your scheduled meal delivery and cannot reach Amanda or Jacqueline (information above), please call the HBCAC shift supervisor at 301-545-5025 by 12 noon the day before (for breakfast and lunch) and 12 noon the day of (dinner).

Hours Earned for Meals Volunteers (SSL or Community Service)

To receive SSL credit, you must follow these instructions:

- 1) Meals must be scheduled in advance, with a definite date and an approximate drop off time. To schedule a meal please contact Jacqueline Havens at jhavens@mcch.net or 301-917-6675.
- 2) Prepare the meals as outlined in the meal guidelines.
- 3) Deliver the meals as scheduled. If a student commits to a day, they must bring the scheduled food in time for the meal they signed up for, within the designated time frame (i.e. Tuesday p.m. or Wednesday a.m. before 11:30 am for Wednesday lunch), in order to receive credit.

Let us know if your plans change as soon as possible and with ample time for us to come up with an alternative meal plan for our clients. Emailing Jacqueline or Amanda within 48 hours of a scheduled delivery cannot be relied upon to confirm a cancellation. If you are cancelling within 48 hours, please also call HBCAC directly at 301-545-5025 with as much notice as possible.

- 4) When delivering donation to the shelter at 600-A East Gude Drive in Rockville, go inside to the front desk, tell them you have a scheduled donation, let them know if help is needed carrying it in, sign the donation log and ask for a receipt.
- 5) Submit **completed** SSL paperwork along with a copy of the receipt and a self-addressed stamped envelope to:
Montgomery County Coalition for the Homeless
Attn: Jacqueline Havens.
600-B East Gude Drive
Rockville, MD 20852

How Hours are Calculated:

In order to earn:	You must first
3 Hours	Make and Deliver 20 lunches or hot meals
4 Hours	Make and Deliver 40 lunches or hot meals
5 Hours	Make and Deliver 60 lunches or hot meals
6 Hours	Make and Deliver 80 lunches or hot meals
7 Hours	Make and Deliver 100 lunches or hot meals
8 Hours	Make and Deliver 120 lunches or hot meals
9 Hours	Make and Deliver 140 lunches or hot meals
10 Hours	Make and Deliver 160 lunches or hot meals

Please note: If working as a group, divide the number of meals by the number of people in your group. For example, if 3 people make 60 lunches then that is 20 lunches each or 3 hours. If two people make 20 lunches, they get 2 hours each.

In addition, if the student prepares a hot meal for all residents, we can arrange for them to stay and serve the meal for which they will receive an additional 2 credit hours. Please talk with staff when arranging the meal if this is desired.

Food Safety Tips

- We recommend that volunteers and community groups who are interested in donating bagged meals or prepared meals review *the U.S. Department of Agriculture's information for consumers on safe food handling*, at www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf.
- Never leave perishable food at room temperature for more than two hours or one hour if the temperature is above 90 degrees.
- Keep hot food hot and cold food cold.
- Please *wash your hands* at every step in food preparation.

Thank you for your interest in helping people experiencing homelessness!