Embry Rucker Community Shelter
Bagged Meal Donation Guidelines

Thank you for volunteering to prepare bagged meals for clients residing at Cornerstones’ Embry Rucker Community Shelter! Please review this important information to guide your food preparation.

The Embry Rucker Community Shelter distributes approximately 60-70 bagged meals to residents and drop-in clients each day. Meals are distributed on an on-going basis as residents and clients request them.

Schedule a Donation:
Two options are available for bagged meal donations:
Option 1: Adopt a specific day or days. For example, adopt the third Wednesday of each month or every Monday for one month.
Option 2: Schedule a one-time bagged meal donation at least one week in advance.

Contact Nate King to ensure that we are able to schedule and effectively use your generous contribution at Nate.King@CornerstonesVA.org or 571/323-9569 at least 2 weeks before your desired donation date.

Each Bagged Meal Should Consist of the Following:

- 2 sandwiches generously filled with deli meat and cheese (please no peanut butter & jelly sandwiches or vegetables/condiments directly on the sandwiches)
- 1 fruit in a cup or fresh fruit (please no apples or bananas)
- 1 HEALTHY snack (e.g.: chewy granola bars, sunflower seeds, trail mix, string cheese)
- 1 plastic utensil (if needed) and a napkin
- Two 16-ounce bottled waters OR 2 box drinks & one 16-ounce bottled water

Preparing Meals for Delivery:
- Place fruit or fruit cup, snack, utensil and napkin in each paper bag
- Pack sandwiches in a separate container (box or bag) for refrigeration. Sandwiches should be provided separately, wrapped in individual bags, with the “use by date” of 5 days from the day of preparation marked on the outside of each bag and the contents of the sandwich indicated.
- Beverages can be provided in original containers for refrigeration

Helpful tips:
- We would appreciate a donation of 60 bagged meals, but we welcome smaller and larger quantities.
- Not all bagged meals need to be identical.
- Bottled water should be provided separately from the bagged meals, to reduce tearing of lunch bags due to heavy water bottles.
- NOTE: During Summer Months, any extra bottled waters that can be supplied are greatly appreciated – we have a much higher demand for bottled water during this time.
Safety Tips:
- Wash your hands, wear gloves and cover your hair.
- Never leave perishable food at room temperature for more than two hours or for one hour if the temperature is above 90 degrees.
- Cornerstones reserves the right to discard donated foods that do not meet our guidelines.

Deliver ALL above food donations to the **Embry Rucker Shelter, 11975 Bowman Towne Drive, Reston, VA 20190**. You are welcome to drop the meals off at the shelter any time between 5 PM the evening before the arranged date and noon of the arranged date.

While this is a wonderful opportunity for the whole family, please do not bring children under 18 years old to the shelter **when you drop off your bagged meals at the shelter**. The Youth Opportunities Calendar on our website [http://www.cornerstonesva.org](http://www.cornerstonesva.org) lists age-appropriate activities to raise awareness about our clients.

Last but not least, **we want to thank you for your participation!** When you deliver your donation, please complete a donation form. We will provide you a copy for your tax records and use it to demonstrate community support for our programs.