

SAC Luchtime Meal Program Information

Fellowship coordinator: **Sondra Treadwell**, sondramont@aol.com

The **Luchtime Meal Program** feeds **80-100 people** with a monthly budget of up to **\$170.00 per meal**. The meal is delivered on the **third Tuesday of each month** to:

Salvation Army Community Center

117 Nelson Ave. *(one block north of Main St.)*
Peekskill, New York 10566

General Guidelines

The group preparing the meal will need:

1. an **organizer** to

- enlist and notify volunteers of preparation date, time and supplies needed to be brought to Fellowship *(cooking can be done on Sunday afternoon/evening or on Monday evening)*
- select menu and determine amounts to be purchased including a main dish, side dish and/or vegetable, dessert and a can of powered drink mix *(condiments, dressings and eating utensils are supplied by Salvation Army)*
- determine supplies needed for preparing and packing of food *(check kitchen for available supplies and cookware)*
- notify Fellowship Administrator if/when kitchen will be used
- procure the tax exempt Fellowship form from administrator *(if necessary)*
- procure Fellowship key

2. a **shopper** to

- use tax exempt Fellowship form when purchasing nonperishable supplies *(BJ's does not accept the form)*
- complete Luchtime Meal Program Reimbursement Form *(found in Susan Peters' mail box)*
- place completed reimbursement form into Susan Peters' mail box with original receipt(s) attached *(keep a copy of receipt(s) for shopper's records)*

3. **volunteers** to prepare, cook and store food and clean-up kitchen *(meals can be stored on the bottom shelves of the Fellowship refrigerator, please be considerate of Montessori's food usually stored on top shelf)*

4. a **delivery person** to make arrangements for meal delivery between 9 and 11A.M. by contacting the Salvation Army site coordinator, **Mr. James McNair**, at 914-382-6266.

Planning and Cooking Tips

Preparation of the meal can be done at the Fellowship or volunteers can prepare food at home and then drop the food off at a central location for storage and delivery. Take into consideration how many people are needed to prepare and cook the meal, as well as the time needed from preparation to cleanup.

The Fellowship kitchen has cutlery and utensil drawers, a cookware cabinet, and a can opener located on the wall next to the window over the sink. Also, check in and above the kitchen cabinets for storage pans, lids, foil, spices, dishwashing soap, etc. before shopping.