

ADOPT-A-MEAL PROGRAM



Union Station Homeless Services need volunteer groups to provide hot meals for our clients. If your family, corporate, faith-based, civic or social group would like to become an Adopt-a-Meal volunteer, please call us at 626-240-4550 x124 or email mealprograms@unionstationhs.org.

Adopt-A-Meal at our FAMILY CENTER

825 E Orange Grove Blvd., Pasadena

DINNER

Arrival: 5:30 pm

Dinner Service: 6:30 pm

Clean up: 7:30 pm

Purchase, prepare and serve 50 hot, nutritious dinners, once a month for 12 months.

Dinner must include:

- Main dish (no pasta or pizza please)
- Vegetable or salad
- Whole grain/starch (potatoes, rice, pasta)
- Dessert
- Beverage (iced tea, lemonade or fruit juice/punch; must include 1 gallon of milk)
- Coffee

Adopt-A-Meal at our ADULT CENTER

412 S. Raymond Ave., Pasadena

DINNER

Arrival: 7 pm

Dinner Service: 8 pm

Clean up: 9 pm

Purchase, prepare and serve 60 hot, nutritious dinners, once a month for 12 months.

Dinner must include:

- Main dish (no pasta or pizza please)
- Vegetable or salad
- Whole grain/starch (potatoes, rice, pasta)
- Dessert
- Beverage (iced tea, lemonade or fruit juice/punch)
- Coffee

LUNCH

Arrival: 10:30 am

Lunch Service: 12 pm

Clean up: 1pm-2pm

Purchase, prepare and serve 120-180 hot, nutritious lunches once a month for 12 months.

Lunch must include

- Main dish (no pasta or pizza please)
- Vegetable or fruit
- Whole grain, starch or snack (potatoes, rice, pasta or granola bars)
- Dessert
- Beverage (iced tea, lemonade or juice)
- Coffee

BREAKFAST

Arrival: 8 am

Breakfast Service: 9 am

Clean up: 10-10:30

Purchase, prepare and serve 120-180 hot, nutritious breakfasts, once a month for 12 months.

Breakfast must include:

- Main course or combo (i.e. Omelets or sausage and pancakes)
- Two complimentary sides (fruit, toast, potatoes, sliced tomatoes, cottage cheese)
- Beverage (juice and 1 gallon milk)
- Coffee

***All groups may use Union Station's commercial kitchen.**



ADOPT-A-MEAL GUIDELINES

WHAT IF...	WHO DO I CONTACT...
<p>If your group has to cancel and will not be able to provide your “adopted” meal, let us know at least one week in advance.</p>	<p>Volunteer & Community Programs Department: (626) 240-4550 x124 or (626) 255-1434 mealprograms@unionstationhs.org</p>
<p>If there is an emergency the day of your “adopted” meal and your groups cannot make it, call the Adult Center or Family Center directly.</p>	<p>Adult Center: (626) 255-1434 or (626) 255-0258 Family Center: (626) 255-0889 or (626) 255-0258</p>
<p>If you are going to be late (meaning you will not arrive an hour before your scheduled meal service) call us to let us know. If we do not hear from your group, our staff will prepare an emergency meal.</p>	<p>Adult Center: (626) 240-4550 x305 (security) Family Center: (626) 255-0889</p>
<p>If you are no longer able to participate in the Adopt-A-Meal-Program, contact the Volunteer & Community Programs Department.</p>	<p>Volunteer & Community Programs Department: (626) 240-4550 x124 mealprograms@unionstationhs.org</p>

GROCERY LIST DELIVERY GUIDELINES:

- We ask that you adopt-a-meal group purchase and **bring food** for your “adopted” meal. Please do not use the food in the kitchen.
- To ensure that you are preparing **enough food**, please call (626) 240-4550 x124 for a head count or email mealprograms@unionstationhs.org one week in advance.
 - Please Note: If your group serves dinner on Friday night or Saturday night at the Family Center that the client count is much lower. Please call (626) 240-4550 x124 or email mealprograms@unionstationhs.org for an accurate number.
- If you are serving a meal at the **Family Center**, please bring a gallon of **milk** for the children.
- Please arrive no later than **one hour before** your scheduled meal time.
- Please do not pre-plate the meals.
- A main dish **may not** consist of pasta or pizza.
- Please **clean up** after yourself. Put items back where you found them and empty trash.
- You **do not** need to mop the floor.
- Please do not pour grease down the drain. Please set it aside in a covered container.
- Please plate six dinners and leave them on the counter for late arriving clients.
- Please label and put any extra food in the refrigerator so that we can use it the next day.
- Our resident love a variety of foods: **Be creative!**
- **Questions?** Please contact us at mealprograms@unionstationhs.org



