

## Casserole Club Guidelines

Hope Center for a Women and Children

3333 University Ave DSM, IA

- Casseroles will be prepared off-site and delivered either frozen or ready to bake with cooking instructions.
- Simple assembly (without cooking) seems to be the easiest way for the groups I have spoken to before.
- As you are making the casserole off-site and delivering them to our facility, please remember to wear gloves and hairnets as you make the casseroles.
- Provide casseroles in disposable aluminum or otherwise leave behind containers. Any dishes received with casseroles will be considered part of the donation and will not be returned to you.
- Delivery should take place during business hours and will be scheduled in advance by calling Merry Lee at 515 265-7272 at the Hope Ministries Administration Office.
- Recipes can be provided to you, if you wish.
- For Hope Center for Woman & Children we need 50-60 servings (6-9 of the size 9X13 pans)
- Another option that Chef Annette at Hope Center recommends is Potato Bar or Taco Bar-they love it!
- Fresh or canned fruit makes a healthy dessert
- Please divide the food into 3 parts as we will be giving it separately to families in Faith House, Love Hose and Hope House
- Please call Merry Lee 515 265-7272 to advise us in advance the menu you have chosen.
- Also let Merry Lee know if you'd like a tour of HCWC when you deliver—can be 45min or less
- Upon arrival for delivery (best from 8am til 4pm when staff is available) please contact the staff cell phone 515 729-4024 from the parking lot so that they can guide and assist you.
- Meals will be a dropped off only; no serving or cleanup is necessary
- You will receive a tax deductible In-Kind receipt provided by Hope Center staff.