

Dear Catholic Charities Meal Provider,

Thank you so much for your interest in providing a meal for our Emergency Family Shelter.

Our guidelines for providing a meal are as follows:

- We provide shelter to 10 families, up to 32 people each night. We also have 2 staff members who eat dinner with our guests.
- Call two to three days in advance of your scheduled time to confirm. At this time ask if there are any food allergies/dietary restrictions, and our number count. Feel free to ask staff what has been served in the last three to five days.
- A balanced meal includes an entrée, salad/relishes, vegetable, fruit, bread & optional dessert.
- Please bring 2 containers of juice and two gallons of milk (2%, whole or chocolate – NO SKIM or 1%, please).
- No more than *five* people (including adults & children) can deliver the meal and/or eat with the guests due to space constraints.
- Meals can be brought early in the day, prepared at the shelter, or delivered in the **5:00 P.M.** hour, ready to serve.
- Meals cannot be delivered more than one day in advance of the scheduled date due to a lack of appropriate storage space.
- If delivery of the meal will be later than **5:45 P.M.**, please call ahead to inform staff as they will start dinner if they haven't heard from you.
- Dinner is served to our guests at **6:00 PM.**
- Shelter staff will complete all of the meal clean-up.
- Your group can take pictures of your group in front of the shelter; guests cannot be photographed without prior approval.

We look forward to having you at Catholic Charities Emergency Family Shelter.

Sincerely,

Leslie Van Der Molen  
Program Manager

Shelter Address:  
1535 11<sup>th</sup> St  
Des Moines, IA 50314  
(515) 282-1235

P.S. For those of you scheduling groups or families to bring the meal, if you could share this letter with those providers it would be very helpful to the shelter.

