**1/30/2018**

**Rosenbaum Family House Volunteer Group Dinner Instructions and Suggestions**

**Family House Meals Program**

Guests of the Family House are far from home and truly appreciate an evening meal, either homemade or from a restaurant.  These meals provide a taste of home and an opportunity for fellowship. You or your group can provide a meal for 50-55 WVU Medicine and Family House guests by either using our kitchen to prepare the meal or bringing already prepared food in to serve.

**Suggested Menu Items**

* Breakfast for dinner – Sausage gravy & biscuits/pancakes or waffles/eggs/bacon/sausage/applesauce/toast/fruit/milk or juice
* Meatloaf, potatoes, veggies, desserts
* Chicken, potatoes, veggies, desserts
* Soup, sandwiches, desserts
* Chili, corn bread or crackers, desserts
* Hotdogs, hamburgers, baked beans, salad, desserts
* Grilled chicken, corn on the cob, baked beans, desserts
* Pasta with meat sauce, salad, rolls, desserts
* Meatballs, salad, rolls, desserts
* Taco salad, nachos & cheese, desserts
* Tacos, drinks, desserts
* Baked turkey, potatoes or stuffing, veggies, desserts
* Baked ham, potatoes, veggies, desserts
* Sloppy Joes, salad, baked beans, desserts
* Casseroles, veggies, rolls, desserts
* Pot roast w/veggies, rolls, desserts

**Unloading and parking**

Family House located across the street from Ruby Memorial Hospital. The house is located between the Ronald McDonald House and the football stadium. To get to Family House you can come from University Avenue, turn onto Inglewood Drive, come to the bottom of the hill and make a right. Go in front of the Ronald McDonald House and make a right to come in front of the house. You may pull right in front of the main doors to unload. If you need carts, please either call ahead or see front desk staff when you arrive. Once unloaded, please get a parking pass and park anywhere in the lot in front of the house. Please advise all with your group to get a parking pass from the front desk staff.

**Set up**

Dinner is served in our third floor lounge. There are two kitchens in which your group can work. Buffet tables can be set up for your meal by request. Please feel free to use the bar that adjoins the kitchen to set up for food items. We request you bring plates, napkins and cutlery with you. If you are not able to do so, please let us know ahead of time so we can provide those items. Our kitchens are fully stocked and you are welcome to use whatever you may need in preparing your meal.

Tables and chairs are available on the deck outside for a picnic style dinner if the weather permits.

**Clean up and leftovers**

We ask that you stay and interact with our guests as well as clean up once dinner is finished. Please wipe off the stoves and the counters in the kitchen areas. If you have used any kitchenware, please place all of the items in our dishwasher and start the cycle. We are required by the local Health Department to wash everything in our dishwasher and not wash items by hand.

We have foil, disposable pans and plastic storage containers for any leftovers. We ask that you label any leftover food as “help yourself” and place it in the help yourself refrigerator. Labels are provided. Some of our families are at the hospital during dinnertime, but they come back to the house later in the evening and are often hungry and very tired. Any leftovers from the dinner will not go to waste.

**Other important information**

Styrofoam plates, cold drink cups, hot drink cups, plastic cutlery, drinks of any kind and desserts of any kind are always things we always need. We appreciate you bringing some or all of these supplies/food items when you come to prepare your meal for our families.

Although most groups prefer to prepare dinners on week nights; meals for our families can be served for breakfast, lunch or dinner. We are currently open 7 days a week 24 hours a day. Weekday dinners are normally served at 5pm or 6pm, and the weekend dinners are usually at 4pm. We can be flexible with dates and times to accommodate your group’s schedule.

Visitors must have a key to gain access to the kitchens and lounges. We ask that the first person to arrive from your group stop by the administrative office to get a key for use while you are here preparing a meal. Please remember to return it when you leave.

There is a public restroom outside the lounge for use by members of your group while you are here or restrooms are located on the first floor across from the elevators.

**Please keep in mind that we have average sized kitchens in the event you have a large group planning to come. Try to limit your prep team and your cooks to 5 or 6. The other volunteers can be assigned to other duties such as entertainment, servers or the clean-up crew. You may want to stagger the times people are to arrive. We do have a piano in the lounge if any of your group plays or feel free to bring other instruments and entertain our guests while they eat.**

While you are here, feel free to join our guests in the lounges to share in food and / or conversation. Our guests enjoy the company and appreciate what your organization has done for them.

If this is your first time at the house, we are happy to give you a tour and tell you a little more about what we do. Please let us know if you’d like a tour and we will be sure our staff makes that happen.

Thank you for your interest in preparing a meal for our guests!