



Sandwich and Fresh Food Donation Guidelines

Making Sandwiches for Martha's Table

THANK YOU for making sandwiches for Martha's Table! The sandwiches you make will be distributed on **McKenna's Wagon**, our volunteer-run, mobile food service that provides hot, nutritious evening meals, sandwiches, fruit, and snacks to 150 - 250 homeless men and women at three locations across the city every night.

Below you will find guidelines for making sandwiches for Martha's Table, and on the next page you will see an information sheet that you can post or share with volunteers when you host your sandwich-making event. The last page contains a donation form for you to complete and send to Martha's Table prior to your sandwich donation.

Sandwich Guidelines

- We accept two types of sandwiches: Meat & Cheese and Peanut Butter & Jelly.
- Please use healthier types of ingredients, such as whole wheat bread or lean meats, whenever possible. Less is better if the healthier ingredients are more expensive. Please avoid bologna and white bread when possible.
- Please do NOT apply any condiments to sandwiches (to extend shelf life), but feel free to include a packet in the bag with the sandwich.
- Please individually wrap the sandwiches, whether that be in foil, plastic wrap, or sandwich bags. Where possible, label sandwich bags to indicate sandwich contents (ex. TC = Turkey and Cheese; HC = ham and cheese; H = ham, etc.).
- Once wrapped or placed in sandwich bags, please place the sandwiches in boxes in order to make transporting them easier.
- Please sort the sandwiches by type and label the boxes "Peanut Butter & Jelly" or "Meat & Cheese" so that we can quickly determine what must be refrigerated.
- Prior to dropping off the sandwiches, please provide a description, count and estimated value of what you are donating using the donation form on page 3. This allows us to refrigerate appropriate items immediately.
- When transporting sandwiches with cheese/meat, please be aware of the time that they are not refrigerated.



Hunger in the District

1 in 8 households struggle to find enough to eat.

23% of District residents rely on food stamps, **the highest percentage in the nation.**

One in three children in the District, or **30,000 children**, don't know where they will get their next meal.

When surveying Martha's Table clients ...

60% of families **worried they might run out of food** each month.

56% worried about having enough money to buy food.

57% said their family eats **less than 2 cups of fresh produce** each day.

Martha's Table's Food & Nutrition Programs

Through healthy food, affordable clothing, and quality education, Martha's Table works with families and partners to build a stronger community and a better future.

Our FOOD & NUTRITION PROGRAM reduces hunger and improves wellness by providing access to healthy food and nutrition education that meets each individual's immediate needs and promotes healthy lifestyles.

- 🍏 So far this year, Martha's Table has supplied **379,705 healthy meals**. We are on pace to distribute over **720,000 healthy meals** by the end of 2014.
- 🍏 At 15 different locations, Martha's Table provides healthy food supports and nutrition education in neighborhoods lacking proper food access.
- 🍏 We distribute groceries that are **45% fresh produce** at our 11 healthy mobile grocery markets at school and community partner sites ("Martha's Markets").
- 🍏 We feed the hungry and homeless 365 days a year through McKenna's Wagon.

Visit www.marthastable.volunteerhub.com to sign up to volunteer on McKenna's Wagon or to participate in any of our other volunteer opportunities!



Fruit and Vegetable Donations

- When donating cut fruit or vegetables please transport them in cardboard boxes or plastic containers lined with a heavy duty plastic bag (to make it easy to transfer them to other containers in our refrigerator).
- When providing fresh vegetables, please provide an estimate of the weight of your donation in the In-kind Donation Form (see next page).
- Whenever possible, replace typical dessert items with healthier items, such as fresh fruit, particularly soft textured fruits as many of our clients have dental problems.
- With respect to prepared foods, please consider how long it has been since the items were either heated or refrigerated before donating them.



In-Kind Food Donation Record

Fill out one form for each pick up or drop off of donated food.
(Select which type record it is and whether picked up or dropped off.)

() **Pick Up Request**

() **Dropped Off**

Date _____ Donated by _____

Address _____ City _____

Zip _____ Contact _____ Phone _____

Email _____ Scheduled Pick Up Time _____

Items Donated:

	<u>Quantity</u>	Value
1. Sandwiches	_____ ea	_____
2. Canned Goods	_____ lbs	_____
3. Bread/Loaves	_____ ea	_____
4. Produce/Fruit/Meat		
Prepared Meals	_____ lbs	_____
5. Desserts	_____ lbs	_____
6. Misc. Non-food	_____	_____

Total Value.....\$ _____

Comments/Instructions

Received/picked up by: _____ Date: _____