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Bag Lunch Prep Instructions for Small Groups

Thank you for your support of the Bag Lunch Program during this difficult time. If you are interested in taking providing lunches for a date, please contact Jinnia at baglunch@noahprojectdetroit.org.

We have tried to give detailed instructions below, but if you have if you have any questions, please do not hesitate to contact: Jinnia Siironen, Bag Lunch Program/Volunteer Coordinator, baglunch@noahprojectdetroit.org or 313-965-5422 ext 126.

Please follow these instructions when preparing to sponsor a lunch.

In the wake of the spread of COVID-19, we are asking bag lunch sponsors to take specific food safety precautions when preparing lunch for clients at NOAH:

1. We ask no one experiencing any symptoms of illness assist in the preparation of a bag lunch.
2. We ask everyone wash their hands before assisting in the preparation of bag lunch.
3. We ask everyone use food handling gloves when assisting in any aspect of bag lunch preparation that requires one to touch food directly (ie. Making sandwiches).

There are three options when your group/family or friends decides to sponsor a lunch:

1. Sponsor Sandwiches (300)
2. Sponsor Bags (300)
3. Sponsor Both! (300 of each)

We understand that this sounds like a big commitment during this time. Feel free to work with friends and family to divide up the work. This could include three families committing to make 100 sandwiches each or six groups making 50 sandwiches or bags!

Information for Providing Sandwiches

Choosing Types of Sandwiches: We ask that you make approximately 300 sandwiches when sponsoring a bag lunch (unless you have consulted the Bag Lunch Program Coordinator about providing a different amount). From among the options listed below, we ask that you make 10 sandwiches with only meat and another 10 sandwiches with only cheese. You should try to select **two to three** different kinds of sandwich to provide for the remaining 280 so our clients can have a **choice** of lunch meats. Try to make about an equal number of each type of sandwich. These sandwiches should contain meat and cheese or an appropriate substitute (peanut butter and jelly).

How many sandwiches should I bring?

	Whole Lunches	Sandwiches	Distribution
Monday through Thursday	300	300	<ul style="list-style-type: none"> • 280 with meat and cheese • 10 meat only • 10 cheese only



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What kind of sandwiches can I make and how many supplies do I need to make the amount of sandwiches?

Bread (1 Loaf - makes about 10 sandwiches)	<ul style="list-style-type: none"> • Wheat (preferred) • White • Hamburger Buns -if your local store is out of bread this an option!
Meat (Choose one per sandwich) 1 pack makes about 7-8 sandwiches	<ul style="list-style-type: none"> • Turkey • Ham • Bologna • Salami
Cheese (Choose one per sandwich) 1 slice per sandwich	<ul style="list-style-type: none"> • American • Cheddar • Swiss • Provolone
Other Options	<ul style="list-style-type: none"> • Peanut Butter and Jelly

Please do not put condiments on sandwiches
Feel free to use either fold over or zip block bags

Preparing and Delivering Sandwiches: We ask that the types of sandwiches be boxed or bagged separately. This makes it easier to keep track of the different sandwiches. After you prepare each sandwich place it in a sandwich bag and seal it or fold over. As long as different types of sandwiches are separated into different boxes, individual labels are not needed.

Once all the sandwiches are completed put them in a refrigerator overnight. Please deliver them to Central United Methodist Church by 9:30am. If you need to make other arrangements because you don't have fridge storage space, please let us know and we will work with you. We serve from 10 am and 2 pm.

If you are making bag lunches, please do not pack the sandwiches in the bag lunches because we will want to give the Bag Lunch Program attendees a choice of sandwiches to go with their bag lunches.

Information for Bags for Lunches

Preparing Whole Lunches: Please use the following guidelines to come up with a complete bag lunch. Make sure that each item is individually wrapped and that there are at least 300 of each item so that one will be available to include in each bag lunch. **Pack the non-sandwich components of the bag lunches separately from the sandwiches,** and follow the above directions for preparing the sandwiches.



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What goes in a Whole Lunch?

	<i>Please insert one of each in a Brown Paper Lunch Bag or Plastic Grocery Bag</i>
Healthy Item	<ul style="list-style-type: none">• Juice Box• Applesauce (please provide plastic spoon)
Salty Item	<ul style="list-style-type: none">• Chips• Pretzels• Cheese or Peanut Butter Crackers
Sweet Item	<ul style="list-style-type: none">• Cookies• Muffins• Pudding (please provide plastic spoon)• Granola Bar• 3-4 pieces of small candy
Optional	<ul style="list-style-type: none">• Soft Fruit (Banana or Orange) <i>Please do not bring harder ones like apples because many clients' teeth are in poor shape. If you plan to bring fruit, please do not put the fruit in the bag, as it may spoil if the bag is not used that day.</i>

***If your group is interested in sponsoring a lunch, please contact Jinnia at baglunch@noahprojectdetroit.org or 313-965-5422, ext 126 for more information.**

***If sponsoring a bag lunch may be too much, donations of fresh fruit or baked goods are also appreciated.**



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Sponsor Bag Lunch Dates in 2021! Reserve your dates by doing one of the following:

1. Fill out this form:

Organization Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Preferred Dates (see attached calendar): / /2021, / /2021, / /2021, / /2021

Do you plan to stay and serve lunch? Yes No If so, how many in your group?

Do you prefer to make whole lunches or sandwiches or hot lunches? (Please Circle)

Please send this completed form to: The NOAH Project, 23 E. Adams Ave., Detroit, MI 48226 OR Fax: (313) 965-4328

2. Fill out our online form:

Please visit us at: <http://noahprojectdetroit.org/programs/bag-lunch-program/>

Our up-to-date calendar reflects: Open Bag Lunch Dates

4. Call or email our Bag Lunch Coordinator:

Bag Lunch Coordinator Phone: (313) 965-5422 ext. 126

Email: baglunch@noahprojectdetroit.org