



ST. VINCENT DE PAUL  
ASSISTANCE • SHELTER • HOPE

# Casserole Program Guide

Thank you for inquiring about our Casserole Donation Program; preparing casseroles to be used for lunch or dinner is a great way to help us serve the guests in our shelters!

**IMPORTANT:** if you decide to do a casserole drive, first please email [volunteerinfo@stvincentdayton.org](mailto:volunteerinfo@stvincentdayton.org) or call 937-222-5555 x103 to be placed on the schedule. (You can also use this email for general questions.) To ensure we have adequate storage space for casserole drives, we do need to know in advance when you plan to drop off the casseroles.

**These casserole donations are so important to our shelter guests.** We serve three meals a day, 365 days per year in our homeless shelters.

- **For the men's shelter, we require about 20 casseroles for one meal.**
- **For the single women and families, we require about 15 casseroles to make a meal.**

Please note we need the casseroles to be delivered to us all together and FROZEN. There is more information on that in the details below. Also it helps our kitchen staff immensely if all the casseroles are of the SAME recipe.

The information contained herein will provide you an idea of how to structure a large casserole donation, as well as provide helpful information you can give to your casserole-making volunteers, including recipes that have been give the seal of approval by our Foodservice Manager.

## Helpful Hints

Typically, an organization will announce the casserole drive several weeks prior to when they need to be dropped off to St. Vincent.

1. Prior to the drive, a copy of the recipe, which includes general instructions, is folded and placed in the bottom of each pan. This gives the maker the instructions plus recipes. We have included numerous recipes within this document that you can use. We recommend that you choose one recipe per drive; it is much easier for our food service staff to manage if all of the casseroles coming from an organization are the same. It is recommended that the pans used be ½ size disposable steam table pans (approx. 12x10), sturdy, and have sturdy foil lids. An example of this kind of pan and lid:



2. Before the pans and lids are handed out to your casserole-making volunteers, the organizer(s) should place a label on each lid so the shelter knows the date prepared and the food within.
3. A table can be set up at your church or organization up to two weeks prior to scheduled delivery at St Vincent to hand out pans and conduct a sign up. We recommend a sign up sheet be used to include the maker's name, # of pans, and a telephone number or email so that your volunteers can be reached if they forget to drop off their casseroles on the designated date.
4. Many churches and organizations have found it helpful during the designated drop off day/time to run it like a drive through! Your volunteers drive up, you help unload their casseroles and they drive away. Gloves are a good idea as all the casseroles will be frozen.
5. Once you have received all of your group's frozen casseroles, you can make your scheduled delivery to our main kitchen at 120 W Apple St., Dayton OH 45402. Please pull up to the Donation Door (garage door) under the awning and a staff member or volunteer will assist you.

*"Our priest does a great job each time as he makes 4 casseroles himself and challenges everyone to do the same!"*  
*St. Remy Parish*

*The following page is provided to you to hand out to your casserole-making volunteers. Please fill in "Drop Off Frozen Casseroles", with your organization's information before you hand out to volunteers.*

*Finally, there is a list of recipes enclosed here as well. It might be easier to cut and paste the recipe of choice onto this next page and hand that out to your casserole making volunteers so all of the information they need is on one piece of paper.*

*Thank you so much for your support of our mission! Contact us at [volunteerinfo@stvincentdayton.org](mailto:volunteerinfo@stvincentdayton.org) or 937-222-5555 x103 if you have any questions*



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**CASSEROLE PREPARATION INSTRUCTIONS  
for St. Vincent de Paul Casserole Drive**

**Thank you for volunteering to help serve those in need!**

**General Directions:**

1. Spray aluminum pans generously with non-stick spray and fill out the label on the lid.
2. Prepare recipe (DO NOT BAKE). Pour into casserole pan and cover.
3. Freezing Directions: Before putting pan in the freezer, cool in the refrigerator, loosely covering with the lid. When cool, SEAL LID SECURELY, and place in the freezer. Allow 36 hours to freeze completely.

DROP OFF FROZEN CASSEROLES:

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

If questions contact: \_\_\_\_\_



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Suggested recipes for St Vincent de Paul Casserole  
Donations:

### **HOMEMADE SLOPPY JOES**

4 lbs. Hamburger  
2- 6 oz. cans tomato paste  
1 cup onions chopped fine  
4 Tbsp. prepared mustard  
2 Tbsp. Worcestershire sauce  
1 cup catsup  
2 tsps. salt  
1 tsp. pepper  
1/2 cup water

Brown hamburger and drain.

Add all ingredients, and mix well.

Pour into aluminum pan, cover and freeze.

### **HOMEMADE MACARONI & CHEESE**

1 ½ lbs (24 OZ.) elbow macaroni  
2 lb. cheese melted (like Velveeta)  
1 can Cream of Celery soup  
2 ½ cups milk

Cook macaroni and drain.

Melt cheese separately and add to macaroni. Add milk and soup. Mix well. Pour into sprayed pan, cover, and freeze.

### **EASY LASAGNA**

1/2 lb. lasagna noodles  
2 lbs. hamburger  
2 onions, chopped  
32 oz. spaghetti sauce  
1 tsp. oregano  
1 lb. cottage cheese  
2 cups shredded mozzarella cheese

Cook noodles according to directions. Brown hamburger and onion; drain fat. Add spaghetti sauce, oregano and cottage cheese. In the aluminum pan, put a layer of noodles, then spoon sauce and some mozzarella cheese. Repeat 2 times. Top with mozzarella cheese. Cover and freeze.

### **CHEESY POTATOES**

48 ozs. frozen hash browns  
¼ cup margarine/butter melted  
1 ½ tsp. salt  
1 1/2 tsp. pepper  
½ C. chopped onion  
1 -1/2 cans Cream of Chicken soup  
1-1/2 pint sour cream  
3 cups shredded cheddar cheese  
1-½ cup corn flakes

Mix all together and pour into aluminum pan. Optional sprinkle crushed corn flakes in top. Cover tightly and freeze.

### **TURKEY/CHICKEN TETRAZZINI**

1 lb. spaghetti  
3 cans cream of mushroom soup  
12 oz. shredded cheddar cheese  
4 cups shredded turkey or chicken breast meat  
2 small cans mushrooms  
2 cups chicken broth

Cook spaghetti and drain.  
In a large saucepan, heat soup over low heat.  
Add shredded cheese (reserve some for topping) and stir together. Then, add the cooked meat, mushrooms, and cooked spaghetti and stir all together. Add enough of the broth to make it "soupy" and mix all together. Pour mixture into aluminum pan. Sprinkle reserved shredded cheese on top. Cover tightly and freeze.

### **SAUSAGE POTATO CASSEROLE**

2 lbs pork sausage  
2 cans Cream of Mushroom soup  
1 ½ cups of milk  
1/8 cup chopped onion  
½ teaspoon salt  
¼ teaspoon pepper  
32 ozs. frozen potatoes  
2 cups shredded cheddar cheese

In a large skillet, cook sausage; drain and set aside.  
Combine soup, milk, onion, salt, and pepper.  
Layer half of the potatoes, soup mixture and sausage in aluminum pan. Repeat layers. Top with cheese.  
Cover tightly and freeze.

### **SHEPHERD'S PIE**

Potato Layer:

4 lbs. potatoes  
½ cup milk  
½ lb. butter  
½ tsp. salt  
½ tsp. pepper

Boil potatoes until soft, drain.  
Add butter, milk, salt, and pepper.  
Mash with potato masher or whip with electric mixer.

Meat Layer:

2 lbs. ground beef  
1 med. onion  
Salt, pepper & garlic to taste  
1 lb. frozen corn, or frozen vegetables

Sauté meat with onion and spices and drain.

In the aluminum pan, layer meat on the bottom, corn or vegetables in the middle, mashed potatoes on top. Cover tightly and freeze.

### **CHICKEN AND RICE CASSEROLE**

4 cups Minute Rice (uncooked)  
14 oz bag frozen broccoli florets  
5-7 cups cooked chicken  
2 cans condensed Cream of Chicken soup  
2 cans condensed Cream of Mushroom soup  
2 soup cans of water  
1 15 oz jar of Cheez Whiz or generic brand  
1 stick (1/2 cup) margarine  
2 tsp salt  
½ tsp pepper

Heat margarine, soups, cheese, water salt and pepper until margarine and cheese are melted. Put uncooked rice, soup mixture, broccoli and chicken in large bowl and stir together until rice is moistened. Pour into casserole pan.  
Cover and freeze.