

# Bag Lunch Donation Program

## About the Bag Lunch Ministry:

St. Vincent de Paul Emergency Shelters give out 125 bag lunches daily. Oftentimes, when a guest arrives for their first time at the shelter, they are provided with a bag lunch. Bag lunches may also be provided to guests if they have a medical condition such as diabetes or pregnancy. Also, if a guest misses a meal for reasons such as an appointment, or work, they are given a bag lunch. By providing bag lunches, you are helping us to accompany our guests one person at a time, which is intrinsic to our mission.



## In Order to Sign Up:

1. Visit [our website for Bag Lunch Donations](#)
2. You will be navigated to the sign-up page for bag lunches.
3. Please find the date you would like to donate bag lunches and fill out the information.
4. Our Kitchen Manager will be notified when you sign up. If you have questions, you can contact us at [kitchen@stvincentdayton.org](mailto:kitchen@stvincentdayton.org)

## Bag Lunch Requirements:

- **One hearty meat sandwich:** 2 ounces of meat on bread without condiments (no PB&J please) (condiment packets may be placed in bag, but are not required)
- **A drink:** small, bottled water or juice box.
- **2 snacks:** a salty snack and a sweet snack or a piece of fruit
- **Date:** Every bag must be dated with the date it was prepared.

## ***Please Remember:***

- This could be someone's main meal of the day, so think about putting together a meal that you would like to eat.
- If you are using thinly sliced meat, please make sure you have at least two ounces.
- The bag lunches are refrigerated for a period of time so items like bananas and peanut butter/jelly are not recommended.
- An appropriate inspirational note or greeting in the bag is a nice touch but is absolutely not required.
- Please avoid preparing bagged lunches with expired or moldy items. If mold is in one bagged lunch, it can spread throughout our food supply. We cannot serve any items that have mold.

**You are making an impact for St. Vincent de Paul shelter today. Thank you for your kindness!**

# St. Vincent de Paul Bag Lunch Donation Form

Please attach one copy of this form to your donation when dropped off.

<b>BAG LUNCH DONATION</b>	
<b>Name of Group:</b>	
<b>Name of Contact Person:</b>	
<b>Contact Phone Number:</b>	
<b>Email Address:</b>	<b>Date:</b>
<b>Total Number of Bag Lunches Prepared:</b>	
<b>&gt; Please attach this label to your donation. Thank you for your donation!</b> <b>&gt; Please notify us of any changes to this donation or contact person info by emailing <a href="mailto:kitchen@stvincentdayton.org">kitchen@stvincentdayton.org</a>.</b>	
<i>SVdP Internal Use Only:</i> Please deliver this sheet to the Food Services Manager.	

## ***Delivery Directions:***

- Point of Contact: [Kitchen@stvincentdayton.org](mailto:kitchen@stvincentdayton.org)
- Hours for drop off/deliveries: 9a.m.-3p.m.
- Central Kitchen Door is Labelled as Door: W6
- Address: 1133 S Edwin C Moses
- FYI: New Signage is being placed outside Central Kitchen to make it easier to find.