



# Casserole Donation Guide

**Thank you for your interest in our Casserole Donation Ministry!**

These casserole donations are so important to shelter guests. We serve three meals a day, 365 days per year in our emergency shelters. Preparing casseroles to be used for lunch or dinner helps our kitchen staff coordinate the nearly 1,500 meals they prepare and serve each day. **Your gift of a homemade meal is a wonderful way to bring comfort and nourishment to your neighbors going through a difficult time.**

- To serve casseroles for one meal at both our men & women and families shelters, we need 50 -70 total casseroles of the same recipe.
- On average we serve casseroles 4 times week, which means we serve up to 280 casseroles a week and 1,120 casseroles a month (if available).

The information in this guide will give 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 Food Services Manager.

\*Please note: the casseroles need 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 your group delivers are of the SAME recipe.

*“Our priest does a great job each time as he makes four casseroles himself and challenges everyone to do the same!”*

*--St. Remy Parish*

## **To Sign Up for a Casserole Donation:**

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

## **To Organize a Casserole Donation Drive:**

1. Announce the casserole drive several weeks prior to when they need to be dropped off to St. Vincent. 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.

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2. Provide the pan with a copy of the recipe and general instructions folded and placed in the bottom.
  - The following page is provided for you to give to your casserole-making volunteers. Please complete the “Drop Off Frozen Casseroles” section with your organization’s information *before* you give it to your volunteers.
  - Include the recipe with each pan – it may be easiest to copy and paste the recipe you have chosen for this drive onto the instruction sheet. **Please choose one approved recipe per drive.** This helps our food service staff when all the casseroles coming from an organization are the same.
  - Before the pans and lids are handed out to your casserole-making volunteers, please place a label on each lid to let staff know 1) the date the casserole was prepared and 2) the type of casserole inside the pan.
  - We request 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:



- Please remember that all casseroles need to be delivered to our donation dock **all together** and **frozen**. Many groups find it helpful to set a designated drop off day/time at their church or central location and run it like a drive thru. Your volunteers drive up, you unload their casseroles, and they drive away. Pro tip: gloves are a good idea as all the casseroles will be frozen!
- - **Point of Contact:** [Kitchen@stvincentdayton.org](mailto:Kitchen@stvincentdayton.org)
- - **Hours for drop off/deliveries:** 9a.m.-3p.m.
- - **Central Kitchen Door is Labeled as Door: W6**
- - **Address:** 1133 S Edwin C Moses
- **FYI: New Signage is being placed outside Central Kitchen to make it easier to find.**

**Thank you so much for your generosity and support of our mission!**



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## Casserole Preparation Instructions

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. 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.

### Casserole Drive Drop Off Instructions:

Casserole Drive Group Leader: \_\_\_\_\_

Casserole Drive Group Leader Phone Number: \_\_\_\_\_

Casserole Drive Group Leader Email: \_\_\_\_\_

Casserole Drive Drop Off Date: \_\_\_\_\_

Casserole Drive Drop Off Location: \_\_\_\_\_

Casserole Drive Drop Off Further Instructions: \_\_\_\_\_

Recipe:



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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 (to 165° F)  
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 (to 165° F) 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  
¾ 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.



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## **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 the turkey or chicken breast meat (to 165° F).  
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 (to 165° F); 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 (to 165° F) 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

Ensure chicken is cooked to 165° F. 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.



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## **TUNA NOODLE CASSEROLE**

24 oz wide egg noodles  
17 oz tuna in water (12oz +5 oz cans)  
31.5 oz cream of mushroom soup (3 x 10.5oz cans)  
12oz frozen peas  
3 cups shredded cheddar cheese  
3.5 cups whole milk  
1 cup dry breadcrumbs  
3 tbsp melted butter  
2 tbsp parmesan cheese  
1 tsp salt  
1 tsp black pepper  
Preheat oven to 350 degrees, grease aluminum pan.  
Boil eggs noodles until al dente following package instructions. Drain and rinse well. In a large bowl, mix mushroom soups with whole milk until blended. Add drained tuna, peas, cheddar cheese, salt, and pepper. Add back cooked noodles and blend well. Pour into prepared casserole pan. Top with breadcrumbs. Drizzle butter over crumbs and top with parmesan cheese. Cover with foil and bake for 30 minutes until hot and bubbly. Remove foil and broil until top is golden brown. Remove from oven, cover and let set until room temperature. Cover tightly and freeze.

## **COWBOY GOULASH**

3 lb Extra wide egg noodles  
3 lbs Hamburger  
1 large onion- diced  
1 tsp each paprika, salt, pepper  
1 28 oz cans Baked beans  
1 14.5 oz can Petit diced tomatoes  
16 oz Sour cream  
Boil egg noodles per package instructions. Strain and set aside. Brown hamburger, add chopped onions and cook until softened. Add paprika, salt, and pepper and stir to combine. Add 2 cans of baked beans and 1 can of tomatoes. Stir and cook until heated through. Add sour cream, stir to combine. Cover and bring to room temperature, then freeze.