



Everyone deserves a community.

Bag Lunch Prep Instructions

Thank you for your support of the Bag Lunch Program. We are delighted that you have decided to sponsor a bag lunch supporting Noah at Central's mission to support the unsheltered community.

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

The following **food safety** precautions should be followed at all times:

1. *No one experiencing any symptoms of illness assists in the preparation of a bag lunch.*
2. *Everyone to 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).*

Bag Lunch Sponsorship Options

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)

If you are sponsoring a **hot lunch**, please reach out to the Bag Lunch & Volunteer Coordinator, Sarah McLeod or Noah at Central Director, Stacie Vaughn - Covington, for instructions.

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

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

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 type of meat 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 ● Tuna salad ● Chicken salad

Please do not put condiments on sandwiches

Feel free to use either fold over or ziplock bags

Preparing and Delivering Sandwiches: We ask that the individual **types** of sandwiches be **boxed or bagged separately**.

For example, all turkey sandwiches are packaged together. This way, our staff and volunteers do not have to spend time inspecting and separating the sandwiches by type.

After you assemble 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.

Additionally, please do not transport sandwiches in garbage bags, sandwiches should be packed neatly in boxes.

Once all the sandwiches are completed, put them in a **refrigerator overnight**. Please deliver them to Noah **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.

If you are also making bags for lunches, please do not pack the sandwiches inside of the bags

Information for Bags for 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 can be included in each bag lunch.

What goes into a Bag 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, bring the items separately.</i>

If your group is interested in sponsoring a lunch, please contact Sarah 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.**