



GIFT of LIFE
Family House

Home Cook Heroes Program Baking Guidelines

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Gift of Life Family House

401 Callowhill Street

Philadelphia, PA 19123

Phone: 267-546-9800

Fax: 267-546-9801

Home Cook Heroes Program

Baking Guidelines

Thank you for your interest in preparing baked goods for Gift of Life Family House. Individuals or small groups may come in to bake cookies, brownies and other treats in our kitchen. Whether you would like to bake on-site in one of our kitchens, or bake in your own home and deliver to the House, we greatly appreciate either! Having fresh baked goods available to our guests adds to the comfortable atmosphere that we provide on a daily basis.

Baking can be done two ways:

- 1.) Schedule a day and time to bake at the House, usually approximately 2 hours.
- 2.) Bake at home and drop off goodies to the Family House between 9am and 8pm any day of the week. Please note: When dropping off/or baking baked goods House, please include a completed **Meals/Baked Goods Ingredient Form** (page 5) or fill it out when you get to the Family House.

Information for baking at the Family House:

Group Requirements

Size:

- We ask that groups have a maximum of 10 volunteers. This helps to ensure that each volunteer will have a worthwhile experience while having the kitchen remain a safe and productive area.
- If you have a group larger than 10 we suggest breaking up into sections (ex. preparation and cleanup) or choosing two separate dates to come in.

Ages:

- For every 3 children under the age of 18 there must be at least 1 responsible, adult chaperone accompanying them.
- Children need to be supervised at all times for their safety and our guests.

Time

- Baking groups may come in on off-peak hours (weekends 12:30-3pm; weekdays any time before 3pm)

Upon Arrival/Parking

- The Family House is located on 4th Street and Callowhill Street in Philadelphia.
- You may park in our free gated parking lot (entrance located on Callowhill Street) and enter in the front entrance where you will be greeted by the Family House staff or volunteers that will give you directions to the kitchen.
- All members of your group must stop at the Front Desk to sign in and the leader will be responsible for any additional materials given.

What to Bake:

- Cookies, brownies and muffins are always popular and wrap easily for freshness. Please avoid or limit items that need refrigeration.

How much to Bake:

We can have up to 30 families residing at the House. You can provide one batch of cookies or brownies or you can make several batches or multiple items – it is up to you!

Our Kitchen

- We have 4 fully-equipped kitchen stations complete with ovens, stoves, microwaves and sinks that you can feel free to use.
- We have two Kitchen-Aid mixers and numerous baking pans and tins
- We ask that if you have any equipment ‘special requests’ such as a specific type of pan, food processor, etc. that you bring the item with you just to be sure that you can prepare your meal properly.

Clean Up

- Wipe down all surfaces with Clorox wipes or hot, soapy water including the counters and stove tops.
- Wrap and/or cover your treats individually (if possible) or in appropriate container; label with date.
- Whenever possible, all dishes must be cleaned in the dishwasher. Larger pots, pans, and serving dishes can be washed by hand in the hottest water possible.

Health and Safety

- For the safety of our House guests, anyone in your group who has any symptoms of illness, has recently been exposed to, or has a communicable disease (including the common cold) should not visit the Family House or be involved in any food preparation. We may have guests that are immune suppressed and cannot fight off the simplest cold.
- Please visit the US Department of Agriculture’s volunteer guide to Food Safety which includes additional information you need to know to ensure that your meal is as safe as can be for our families. http://www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf.

Special Notes

- Please keep in mind that guests you will be serving are presently experiencing a crisis in their lives. It is important to be empathetic and set a respectful mood while cooking in the Family House.
- In the unfortunate event that your group will be unable make your scheduled baking date, we would appreciate as much notice as possible so that we can schedule another group.

- No weapons of any kind may be brought onto Gift of Life Family House’s property including any firearms, knives, ammunition, etc.
- Volunteer groups are restricted to only the common areas of the House and cannot enter a guest’s room at any time. We’d be more than happy to give your group a tour of the House – please notify the Front Desk when it is convenient for your group to do so.
- No alcohol or smoking is permitted inside the Family House gates.

Photo Release

- By participating in the Home Cook Heroes program, you grant permission to Gift of Life Family House, Gift of Life Donor Program and Transplant Foundation, and their respective affiliates, subsidiaries, principals, directors, agents, officers, employees or contractors to use and disseminate (with or without my name) any photographs, interviews, motion pictures, recordings or images of me regardless of medium, or any other record of this event in promotional materials, presentations (**regardless of medium and including online or social networking websites**), **whether now known or hereinafter existing** or for any lawful purpose and waive all rights to compensation for use of these images or interviews.
- Should you have any photo release concerns, please contact the Family House Manager.
- All group leaders must sign a photo/media release waiver on behalf of their entire group upon arrival.



Driving Directions

Gift of Life Family House

401 Callowhill Street (on the corner of 4th Street and Callowhill Street)
Philadelphia, PA 19123

From the North (Langhorne, Trenton, Northeast Philadelphia)

- Take I- 95 S toward Center City Philadelphia
- Take the Callowhill St. exit (Exit 22) toward I-676 E/ US 30 E/Independence Hall
- Turn right onto Callowhill St.
- Gift of Life Family House located at 401 Callowhill St. will be on your right.

From the South (Delaware)

- Take I-496 N ramp toward Port of Wilmington/ Philadelphia
- Merge onto I-495 N and then stay straight and go onto I-95 N
- Take I- 676/US-30 exit (Exit 22) on the left toward Center City Philadelphia/Independence Hall/Callowhill St.
- Take the exit towards I-676 E/US-30 E/Ben Franklin Bridge/ Independence Hall/Callowhill St.
- Stay straight onto Callowhill St.
- Gift of Life Family House located at 401 Callowhill St. will be on your right.

From the East (Southern New Jersey)

- Take I-676N/US-30 W via the ramp on the left towards the Ben Franklin Bridge
- Take the 5th St. Exit which will be immediately on your right as you come off the bridge
- Keep left at the fork in the ramp. Turn slight right onto N. 5th St.
- Turn right onto Willow St. (Willow St. is a ½ block past Callowhill St.)
- Take the 1st right onto N. 4th St. and take the 1st right onto Callowhill St.
- Gift of Life Family House located at 401 Callowhill St. will be on your right.

From the West (King of Prussia)

- Take Route 76/Schuylkill Expressway and follow signs for 676 East/Center City
- Take the I-676 E/ Benjamin Franklin Bridge Exit
- Keep left to take Vine St. Expressway/I-676E/US-30 East via Exit 344 toward Central Philadelphia
- Take the 8th St. Exit and turn right onto N. 8th St. (If you reach Vine St. you've gone a little too far.)
- Take the 1st left onto Vine St. (If you reach Race St. you've gone about .1 miles too far.)
- Turn left onto N. 7th St./N. Franklin St.
- Continue to follow N. 7th St. and turn right onto Willow St. (Willow St. is a ½ block past Callowhill St.)
- Turn right onto N. 4th St. and take the 1st right onto Callowhill St. You will see Gift of Life Family House on your right.

Home Cook Heroes Ingredients Form

When dropping off or baking meals/baked goods to the Family House, please always include this completed form.

Date: _____

Name of group or individual(s) who prepared the meal: _____

Phone Number: _____

E-mail Address: _____

Please list all menu items with ingredients:

Please list cooking/heating/reheating instructions:

Any leftovers should be discarded in how many days? _____

For the safety of our House guests, anyone in your group who has any symptoms of illness, has recently been exposed to, or has a communicable disease (including the common cold) should not visit the Family House or be involved in any food preparation.