



GIFT of LIFE
Family House

www.GiftofLifeFamilyHouse.org

Home Cook Heroes Program Meal Guidelines



Thank you for considering providing a meal for our families! Coming home from the hospital to a home-cooked meal, made by people who care, is a real gift to our families. Please read over these simple guidelines to get started!

Gift of Life Family House

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GIFT*of* **LIFE** Family House

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Home Cook Heroes Program Guidelines

Imagine going from vending machines and fast food for days, weeks and even months on end to a delicious home-cooked meal! The Home Cook Heroes program at Gift of Life Family House is a great opportunity for individuals or groups to get together and serve our families. Whether it's your co-workers, classmates, family, friends or teammates, you are guaranteed a worthwhile experience planning and serving a meal to our families. All you have to do is bring the food and we will provide everything else in our fully equipped kitchen. You will be required to cook, serve, and clean up after the meal is finished.

Please read through the following guidelines for more information.

How to Sign Up

- Once you read through the guidelines below, visit the Home Cook Heroes section of the Family House website to sign up www.GiftofLifeFamilyHouse.org/volunteer/homecookheroes.
- On the site you can sign up online or download a form to mail or fax in.
- Once the form is received a Family House staff member will email you a confirmation of your date along with some simple guidelines about your meal. At this point you can ask any questions that you may have regarding your meal or the Home Cook Heroes program.

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.

Serving Requirements and Times

Occupancy:

- The number of families varies depending on the House occupancy and the particular day your group is cooking. A Family House staff member will reach out to you for an approximate headcount within the week you are scheduled to come in.
- If you have questions or need the information sooner, feel free to call us but please note that we cannot give an accurate headcount too far in advance.

Ingredients:

- The Family House policy is that we do not ask Home Cook Heroes groups to cater to any family or guest's specific needs based on allergies or dietary restrictions. The guests know to check with the Front Desk to see which ingredients are included in the meal. They can always feel free to use any food in our pantry if they cannot eat what is served on a particular night.
- All ingredients for each dish must be written out on a Meal Ingredient Form that you will find at the end of this packet or a form will be given to you when you come in to cook. It is up to the group whether this form will be filled out in advance or at the time of volunteering.
- When dropping off a meal to the Family House, please always include a completed Meals Ingredient Form.
- No alcohol may be used in any food preparation or served during mealtime.

Time:

- **Brunch is served at 10am (weekends only)** – groups may begin arriving at 8am
- **Dinner is served at 6pm (everyday)** – groups may begin arriving at 4pm
- **Baking groups may come in on off-peak hours (weekends 12:30-3pm; weekdays any time before 3pm)**
- For brunch and dinner, groups may arrive up to 2 hours before to begin preparing. Groups may also drop off commercially prepared food to serve, but please keep in mind time needed to bake/thaw food so that the meal can be served by the times listed above.

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.

Our Kitchen

- We have 4 fully-equipped kitchen stations complete with ovens, stoves, microwaves and sinks that you can feel free to use.
- We also have all of the plates, platters, utensils, etc. that you will need for your meal but donations of paper plates, napkins and paper cups are always needed and appreciated!
- 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.
- Coffee, tea, seasonings, and other staple food items are normally available in the House. Groups may call a few days before your scheduled meal to check on available items.
- We have an outdoor grill that you can feel free to use in warm weather. The grill is filled with propane which is provided by the Family House.



Meal Restrictions

The following foods are prohibited:

- Non-pasteurized juices and milk products (ex. Freshly squeezed juice, raw milk)
- Raw seed sprouts, such as alfalfa sprouts
- Undercooked meat, fish or eggs
- Alcoholic beverages of any kind

Serving

Family House staff and volunteers will explain how the meal is set up when you arrive, but please read through the following guidelines:

- All meals are served buffet style on the island in the middle of the kitchen
- Plates are stacked and silverware is put out on the end of the serving island. You may pull dishes from any of the kitchen stations.
- We have all of the serving platters and equipment you will need.
- We have hot plates that can be used to keep cooked food hot throughout dinner.

Clean Up

- The volunteer group is responsible for cleaning the kitchen stations and equipment you used to prepare your meal.
- 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.
- Guests clear and clean their own dishes so the volunteer group does not need to worry about waiting for the families to finish eating.
- Family House staff will put away and label leftovers so that they are properly managed.

Group Cancellation

- In the event that your group will be unable to meet your commitment to provide your meal, we would appreciate as much notice as possible so we can make alternate arrangements to feed our guests.

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.

Health and Safety

Volunteer Illness:

- 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.

Safety Tips

- While in the kitchen please use good hand washing techniques before preparing and serving meals. All kitchen surfaces must be wiped down before and after food preparation. When cooking meats, please ensure the proper temperature is reached for food safety.
- Keep raw meat away from other food to prevent cross contamination.
 - Wash and sanitize surfaces that come in contact with raw meat.
 - Use a separate cutting board for raw meat.
 - Wash hands after handling raw meat.
- Cook food to proper temperature:
 - 165 degrees F: poultry, hot dogs, stuffed foods and stuffing, casseroles, canned foods, all reheated food
 - 160 degrees F: beef, pork, veal, lamb (steaks, roasts, chops); ground beef (includes hamburgers and any dish that contains ground beef); egg dishes
 - 145 degrees F: fish
- All meats must be fully cooked. Once cooked to proper temperature, hot-held food must be kept at or above 140 degrees. Thermometers are supplied.
- Take special care in transporting food to the House:
 - Potentially hazardous food must be transported in coolers on ice.
 - Hot food that is commercially prepared off-site and transported to the House by the dinner group must arrive at the House within 75 minutes from time of purchase. If the temperature on arrival is less than 140 degrees, it must be reheated to 165 degrees.

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.
- 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 first floor common areas of the House and cannot enter a guest's room at any time.
- We ask that any volunteer who has never been to the Family House takes a tour of our facility. By seeing all of the different amenities we have to offer (ex. Activity Center, Library, Guest Rooms) we can give volunteers a better understanding of our mission. Tours can be given by Front Desk staff at any time, but usually it is most convenient to take the tour after your meal is served.
- No alcohol or smoking is permitted inside the Family House gates.

We encourage you to have fun preparing your meal in our kitchen!

Here are some suggestions:

- Have a theme and dress up according to the theme to serve the meal.
- Bring props (i.e. Hawaiian theme, bring flowers for tables and/or pass out leis).

As a general guideline, please consider providing the following menu items:

- 1.) Main dish (it is not necessary to provide both a meat and vegetarian entrée)
- 2.) Starch, if not included in the main dish
- 3.) Fresh green or vegetable salad and/or vegetable
- 4.) Fresh fruit
- 5.) Bread/rolls with butter
- 6.) Dessert
- 7.) Beverages

MENU IDEAS

The following are some ideas for meals but feel free to be creative. Consider healthier, lower fat cooking options like grilling and steaming and avoid deep frying.

Sample Dinner Menus

Bean Chili
Cheddar Cheese
Corn Bread
Fresh Fruit
•
Chicken Cacciatore over Pasta
Sautéed Spinach
Garlic Bread
•
Pulled BBQ Pork on Rolls
Cole Slaw
Oven Browned Potato Wedges
•
Chicken Noodle Soup
Tossed Salad
Warm Dinner Rolls
•
Cornmeal Crusted Chicken Tenders
Sweet Potato Fries
Sesame String Bean Salad
•
Hearty Smoked Turkey
White Bean Soup
Spinach Salad
Warm Herbed Biscuits

Sample Brunch Menus

Baked French Toast Casserole
Turkey Sausage
Citrus Fruit Salad
•
Egg, Pepper, Onion and Ham Scramble
Home Fried Potatoes
Fresh Sliced Fruit
Bagels w/ Cream Cheese, Butter, Jam
•
Broccoli, Cheddar Cheese and Egg Bake
Fresh Fruit
Warm Biscuits and toast
•
Breakfast Burritos
Yogurt and Fruit Parfaits
•
Multi-Grain Pancakes with
Chocolate Chips, Bananas, Walnuts
Turkey Sausage
Fresh Fruit Salad
•
Cheddar and Chile Egg Casserole
Side of Bacon
Corn Muffins
Fresh Fruit Salad

Driving Directions

Gift of Life Family House

401 Callowhill Street
Philadelphia, PA 19123



(On the corner of 4th Street and Callowhill Street)

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.

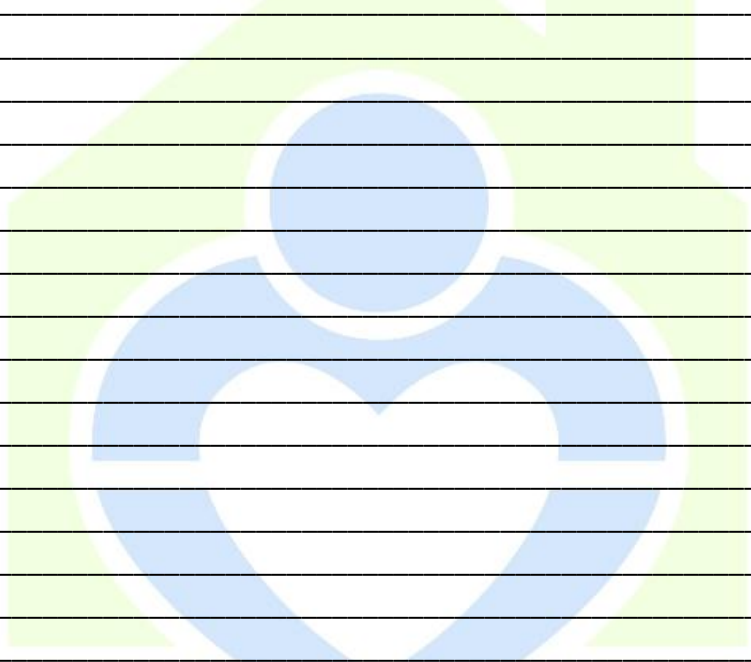
Date: _____

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.