



## BREAKFAST SPONSOR INSTRUCTIONS

**1836 Fairmount (45214) & 1629 Joseph (45237)**

Thank you for sponsoring a breakfast for our families! We are very grateful for your desire to make a difference 😊

- Bring** - Please bring breakfast food and drinks, paper plates, forks, spoons, cups and napkins. Typically, the meal is set up buffet style in the kitchen, and our families take their plates to the dining room. Volunteers can help the moms with kid's plates. We recommend bringing food items that are easy to prepare or precooked. Ideas include: breakfast casseroles, sausages, bacon, fruit, donuts, bagels, pancakes, French toast, OJ, juices, milk, etc.  
Please bring enough food to feed 45 (approximately 12 adults and 33 children) and your group, as we hope you will share the meal with our families.
  - NOTE:** You may not always see a full house, because often our moms work and arrive back to shelter after breakfast. However, they will want to eat breakfast with their children, which is why we ask volunteer groups to cook for the whole house, even if not everyone is there at mealtime.
- Arrival Time** - Your group should arrive by 8:30 a.m. If you are cooking your meal and using the stoves in the kitchen, you can arrive earlier, so breakfast can begin at 9 a.m.
- Paperwork** – Please complete TWO different forms upon arrival:
  - Each volunteer needs to sign in on a Volunteer sign in sheet.**
  - The group leader should complete a Gift-In-Kind form for the actual donation.** People who contributed to the meal should also fill out their own form for donation/tax purposes.  
*Both of these forms are very important, because we are required to report volunteer hours and gifts-in-kind to HUD in order to maintain funding. Your name is NOT included in our report – only the number of volunteers, number of hours and amount of the donation. Thank you in advance for remembering to do this! The staff on duty will also be reminding you to fill out these forms 😊*
- Playtime** - Some groups like to spend time with the children after their meal, which is wonderful. However, many of the families have plans on the weekends. We never know when families will be sticking around after breakfast. If there are families who are not heading out, you are more than welcome to stay and play with the kids in the playroom or outside if weather permits.
- Directions** – **1836 FAIRMOUNT** - Cincinnati OH 45214 – I-75 to the Harrison Ave. exit – follow Harrison up one mile and take a right on Fairmount. Go ¾ mile, cross Luckey Ave, and the shelter will be the first house on the left – it's a big red brick, 3-story house with a circular driveway. Please park in the parking lot on the right, walk up to the side door and ring the buzzer. The staff will let you in.  
**OR**  
**1629 JOSEPH** - Cincinnati OH 45237 (Bond Hill) I-75 to Exit 7/Ohio 562. From 562, take the Reading Road Exit. Go north on Reading, and Joseph will be the first street on the left. Turn into the first driveway on your left.

**THANK YOU VERY MUCH – WE  OUR VOLUNTEERS!!**

Please contact [info@bhsinc.org](mailto:info@bhsinc.org) or 513.921.1131 with questions.