

# DINNER SPONSOR INSTRUCTIONS



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

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

- Bring** - Please bring food for dinner, drinks, paper plates, forks, spoons, cups and napkins. Typically, the meal is set up buffet style in the kitchen, and everyone takes their plates to the dining room. Volunteers can help the moms with kid's plates. Menu options include: casseroles, chicken, chili, burgers, ribs, salads, veggies, fruit, desserts, soups, milk. (Our families have an overabundance of meals with spaghetti sauce, so we encourage other options.) We also encourage nutritionally balanced meals. Please bring enough food to feed 45 (approximately 12 adults and 33 children) in addition to your group, as we hope you will sit down and eat with our families.
  - Note:** You may not always see a full house, because often our moms work second shift and arrive back to shelter after the dinner hour. However, they will want to eat dinner with their children, which is why we ask volunteer groups to cook for the whole house, even if not everyone is there at dinner time. Also, many times we have new arrivals late in the evening.
- Arrival Time**  
Arrive between 5-5:30 p.m. so that dinner can be served promptly at 6 p.m. If you are cooking the meal and using stoves in our fully equipped kitchen, you can arrive earlier (any time after 1 p.m.). It's important to start on time, because the moms are required to attend classes immediately after dinner.
- 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. 😊*
- Child Care** – Volunteers are always needed after dinner to provide child care while the parents are in class. Child care runs until 8:15 p.m. When signing up for dinner, please let us know if your group would like to stay and play with the children. A background check is required (\$10 fee) for adults age 18 and older.
- Directions** – **1836 FAIRMOUNT** - Cincinnati OH 45214 – I-75 to the Harrison Ave. exit – follow Harrison 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.**