



# The Gathering Place

*a refuge for rebuilding lives*

*“Volunteering at The Gathering Place has been a wonderful way to build relationships and goodwill among our firm’s lawyers and staff. Besides having fun and feeling good about helping others, we have found that cooking and serving breakfast at The Gathering Place reinforces the values of teamwork, service, and trust that are critical to the high level of legal services we provide to our clients every day.”* - Michael O’Donnell, Chairman, Wheeler Trigg O’Donnell LLP

Thank you so much for your interest in being a meal sponsor! This packet contains some important information for planning a successful meal sponsorship experience. Those pieces are:

- **Basic Meal Sponsorship Information**
- **Kitchen Volunteer Guidelines**
- **Menu Planning Examples**
- **Menu Planning Form**

To set a date for your meal, please contact me, Trisha Koizumi, at 303-996-9044 or [trisha@tgpdenver.org](mailto:trisha@tgpdenver.org) at least one month before your desired meal sponsorship date.

If you have confirmed a date for your meal sponsorship with me, your next step is to contact Brook Engebretson-Horton, Director of Food Services, at 303-996-9029 or [brook@tgpdenver.org](mailto:brook@tgpdenver.org) at least 2 weeks prior to your service day. Brook will be able to help you with the details of your meal planning, food ordering, and answer any other questions you might have.

We look forward to working with you!

Best regards,

Trisha Koizumi  
Volunteer Resources Manager





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# Meal Sponsorship

## Basic Meal Sponsorship Information

The following information will help you plan and create a menu. If you need more assistance, please contact Brook Engebretson-Horton, Director of Food Services, at 303-996-9029 or [brook@tgpdenver.org](mailto:brook@tgpdenver.org).

### Breakfast

Served: 8:30-10 a.m. Time allotted: 7-10:30 a.m. **Prepare for 100 people.** 3-5 onsite volunteers needed. Serve a hot meal or continental style breakfast foods. Menu items should include milk, juice or fresh fruit, and a grain. **Average cost: \$250-\$500.**

### Lunch

Served 11:30 a.m.-12:45 p.m. Time allotted: 9 a.m.-1:30 p.m. (Time planned for a tour before meal prep.) **Prepare for 200 people.** 8-12 onsite volunteers needed. Menu items should include a hot or cold main dish with a comparable vegetarian option, 1-2 side dishes (depending on the complete menu), a salad bar with lettuce and 3 sides, 2 fruit options, milk, a grain, and dessert. **Average cost: \$300-\$600.**

### Snack/Early Dinner

Served 3:30-4 p.m. Time allotted: 2-4:15 p.m. **Prepare for 75 people.** 3-5 onsite volunteers needed. Menu items should include a main dish (if the dish contains meat, a comparable vegetarian option should be available), a side dish, a fruit or vegetable, milk, and a grain. **Average cost: \$100-\$250.**

### Sack Lunches

Offered 8:30-11:30 a.m. **Prepare for 50 people.** Great off site option for volunteer groups. Each lunch should include a healthy sandwich (no peanut butter and jelly), and 2 healthy sides (eg. granola bar, piece of fruit). All parts of the sack lunch should be brought to The Gathering Place separately. **Average cost: no estimate at this time.**

## Menu Suggestions

**These are just suggestions. We encourage you to share your family's favorite meal or a cultural dish with us!**

Also, before you set any menu, please take into consideration your group's comfort level in the kitchen and cooking skills. The most important part of creating a menu is ensuring your group will be comfortable preparing the menu items, so they can enjoy doing so.

Tacos, rice, and beans **OR** Various wraps, fresh fruit, coleslaw  
Tamale pie, red beans and rice, calabacitas **OR** Baked chicken, rice, and broccoli  
Lasagna, roasted veggies, bread **OR** Chef salad and bread and/or crackers

Each menu option above could be utilized for lunch or snack. If you are sponsoring a snack, each menu listed is sufficient. If you are sponsoring lunch, milk and a salad bar containing seasonal lettuces, three sides for the lettuces (tomatoes, cucumbers, carrots, etc.), 2 varieties of fresh fruit (pieces of fruit or fruit salads), and 2 varieties of salad dressing should be added to the menu.



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# Meal Sponsorship

## Kitchen Volunteer Guidelines

Thank you for choosing to partner with The Gathering Place by sponsoring a meal! Our kitchen staff is committed to providing quality service in a safe environment. We are also required to follow a number of guidelines set by Denver's Department of Environmental Health which protect the health of everyone we serve. Please make sure everyone in your group has the opportunity to read the kitchen guidelines below before your service day.

Clean up is part of your service, so plan for the following time frames: Breakfast, 7-10:30 a.m.; Lunch 9 a.m.-1:30 p.m.; and Snack 2-4:15 p.m.



And don't forget to eat with us while you are here! Part of meal sponsorship is eating with and getting to know the members of our community. We hope you will make this a part of your service experience with us.

Thank you!

Brook Engebretson-Horton  
Director of Food Services

### Kitchen Guidelines:

- Bring a hat or bandana. If you do not have one, we will happily supply you with hairnets.
- Wear a shirt with some kind of sleeve to keep food and hot splatters off your skin.
- Avoid wearing clothes that drape or hang due to safety concerns around hot stoves.
- Wear closed-toe shoes and long pants that meet your shoes (no capris).
- Remove any dangling jewelry. We have aprons for your use; Some have pockets you can stash jewelry in, if needed.
- We will supply plastic kitchen gloves which must be worn while preparing and serving food.
- All ages volunteers are welcome in the kitchen. Due to safety policies, volunteers under the age of 16 must be accompanied by a supervising adult.



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# Meal Sponsorship

## Menu Planning Examples

Breakfast Menu Items:

Details:

Your Shopping List:

Milk	1% and 2%	5 gallons total
Juice	2 varieties, orange & apple	5 gallons total
Breads	English muffins & toast	5 loaves of bread, 65 English muffins
Eggs	Scrambled	300 eggs
Fruits/Fruit salad	Berries, oranges, apples	45 lbs. total
Hash browns		40 lbs.

Lunch Menu Items:

Details:

Your Shopping List:

Milk	1% and 2%	6 gallons total
Lasagna	Meat & veggie options	Your recipe's ingredients
Breads	Garlic bread	15 loaves, butter, garlic, parsley
Roasted veggies	Zucchini, red bell peppers, onions, carrots	45 lbs. total
Salad bar	Lettuce, onions, tomatoes, carrots, parmesan	12 lbs. lettuce, 8 lbs. red onion, 15 lbs. cherry tomatoes, 10 lbs. carrots, 5 lbs. parmesan, 2 gal. each: Italian & Ranch dressing
Fruit	Apples and bananas	40 lbs.

Snack Menu Items:

Details:

Your Shopping List:

Milk	1% and 2%	3 gallons total
Hearty bisque	Squash and yam bisque	Seasonal squash, yams, butter, garlic, onion, ginger, half&half
Breads	Pita bread	100 mini pita breads
Fruits/Fruit salad	Seasonal berries	20 lbs.



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# Meal Sponsorship

## Menu Planning Form

*Please submit this document to Brook Engebretson-Horton two weeks prior to your service date.*

Sponsor or Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsorship Date: \_\_\_\_\_

What time will you arrive on site to prepare your meal?

Meal Sponsoring?      Breakfast      Lunch      Snack      Sack Lunches

Menu Items:	Details:	Your Shopping List:

If you have questions, contact Brook Engebretson-Horton,  
 Director of Food Services, at 303-996-9029 or [brook@tgpdenver.org](mailto:brook@tgpdenver.org).