



## Thursday Night Dinner Program Registration Form

Your meal plan should serve at least 55-65 people. We ask that you keep it simple and nutritional.

**Name** (Point of Contact): [Click here to enter text.](#)

**Organization:** [Click here to enter text.](#)

**Date Sponsoring Meal:** [Click here to enter a date.](#)

**Food Items** (If serving pork, please include another type of protein due to health and religious issues):

**Protein:** [Click here to enter text.](#)

**Vegetable:** [Click here to enter text.](#)

**Carbohydrate:** [Click here to enter text.](#)

**Dessert:** [Click here to enter text.](#)

**Drink** (*optional*): [Click here to enter text.](#)

**Volunteers:**

# of volunteers (3-5 PM -setup and cook / 3-4 volunteers): [Click here to enter text.](#)

# of volunteers (5-7 PM - serve and clean / 3-4 volunteers): [Click here to enter text.](#)

**NOTES:**

- It is beneficial if all volunteers wear name tags (sticker type are recommended).
- Pre-cooked food from a restaurant or frozen food is acceptable.
- **No homemade food** – USDA regulation prohibits food to be prepared in residential homes and brought into the facility.
- **Ensure ALL volunteers read and understand the attached guidelines.**
- If you have any questions or concerns, contact Veronica @ (301)775-5201.  
[support@ourplacewaldorf.com](mailto:support@ourplacewaldorf.com)

**Thank you for supporting the Shepherd's Table Thursday Night Dinner Program!  
Your contributions are greatly appreciated!**

## Thursday Night Dinner Program Guidelines

- ✓ Be friendly and courteous to our guests.
- ✓ Wait until the guests sit down and situated, and then serve the dinner.
- ✓ Wash your hands before and after you touch any food (remind the younger ones more often).
- ✓ Use gloves when preparing or handling food.
- ✓ Long hair should be pulled back into a pony tail. Utilize hair nets if possible when preparing food.
- ✓ Rinse equipment before using it.
- ✓ Clean the counter before and after use.
- ✓ Wash and dry the equipment and the utensils after using.
- ✓ Return everything where you found it.
- ✓ Ask before using any food item from the refrigerator or shelves (the food might belong to other organizations).
- ✓ Clean up any spilled food or liquids immediately and be sure to use the “warning” cone if the spill is large and cleanup will take time.
- ✓ Recycle bins are **ONLY** for boxes, bottles, cans and aluminum and are located in the dining hall.
- ✓ Closed toed shoes are recommended.
- ✓ If you need anything or have any questions, please ask.











## Thursday Night Dinner Program Guidelines For Minors

Minors are welcomed and encouraged to participate in the Thursday Night Dinner Program.

According to USDA regulation children under 16 years of age cannot be in the kitchen.

However, there are many other things they can help with.

Please follow these guidelines:

- ✓ **Setup tables, chairs and the salad bar.** 
- ✓ **Greet guests.** 
- ✓ **Wait until the guests sit down and situated and then help serve dinner.** 
- ✓ **Serve our guests drinks.** 
- ✓ **Refill drinks for guests.** 
- ✓ **Serve desserts.** 
- ✓ **Pack "To Go" bags with non-perishable items.** 
- ✓ **Clean up tables and take away plates when guests are finished.** 
- ✓ **Clean floors and help put away chairs and tables.** 
- ✓ **Please no running.** 

**Thank you for all your help**

