

ACTIVITY DESCRIPTION: Purchase the supplies and prepare sandwiches for Guest House meal program. Guest House provides approximately **350 sandwiches daily** to shelter guests and those in need in our community.

PURPOSE: Our goal is to have sandwiches available to all those in need each day of the year.

TIME COMMITMENT: Flexible to your time and location. If your group would like to make sandwiches at Guest House as a service project, allow for 1.5 hours.

SUPPLIES NEEDED: Determine total sandwich goal and purchase bread, meat and cheese accordingly. You will also need Ziploc bags. Individual mustard and mayonnaise packets are optional but appreciated. (We've found retailers such as GFS, Wal-Mart, Sam's Club or Costo to be the most economical for purchasing bulk supplies.)

SANDWICH GUIDELINES:

- You are welcome to make as many sandwiches as you are able.
- Each sandwich should be placed in a sealed, zip-top bag to ensure freshness.
- Each individual bag must be dated with permanent marker or printed label.
- Sandwiches should include cheese, meat, and bread only. Condiments* are optional as side items.
You can provide mustard and mayonnaise packets by enclosing a sealed packet of each right into the baggie with the sandwich
- **PLEASE AVOID:** Bologna and peanut butter & jelly. Our guests enjoy turkey, ham, and roast beef sandwiches.

OFFSITE SANDWICH ASSEMBLY:

- You are welcome to drop off your sandwich donation 24/7 without an appointment as Guest House is always staffed!
- **Delivery instructions:** If open, you may park in the marked loading zone on the street right in front of the entrance at the center of the building. Feel free to ask for a cart or additional assistance by ringing the doorbell at the north door at the center of the building, where our elevator is located.
- To request a staff member be present at your sandwich assembly to provide a brief overview of Guest House and the impact of sandwich donations OR to schedule a tour of Guest House at delivery, please email info@guesthouseofmilwaukee.org.

ONSITE SANDWICH ASSEMBLY:

- If your group would like to bring supplies to and assemble sandwiches at Guest House, please email info@guesthouseofmilwaukee.org to schedule. This engagement includes a tour of our shelter.

BAG LUNCHES (OPTIONAL):

- Bag lunches can be assembled or left unassembled, but please provide paper lunch bags.
- Be sure to include a healthy snack, though chips and cookies are also always well received.
- Beverages (juice boxes or bottled water) are optional.