

**SNS Sponsor Group Guide**  
**For Meals @ Park Ridge Presbyterian Church**  
**1300 W. Crescent Ave. Park Ridge IL**

**Thank You!**

Sunday Night Suppers (SNS) wouldn't be possible without your generous gift of your time and resources. The coronavirus has greatly impacted how we are able to serve our guests, but we remain committed to sharing a meal, no questions asked. The following guidelines are in place to keep our guests and volunteers safe. We appreciate your flexibility and willingness to meet the needs of our guests during this difficult time by adhering to these new requirements.

**Volunteer Requirements:**

- Each Sponsor Group is limited to **3 volunteers** to assist with meal service
- Volunteers must wash hands when they arrive on site in the lounge bathrooms
- Volunteers are required to wear Personal Protective Equipment (PPE) the entire time they are on-site at PRPC. PPE has been designated as masks/face coverings and gloves.
  - SNS will provide masks if needed but it is recommended that volunteers arrive wearing their own masks.
  - SNS will provide gloves

**Sponsor Groups will provide:**

- 85 pre-packaged meals from a **restaurant or caterer**. We will not accept homecooked meals at the outset of the re-opening.
- 85 individual drinks (juice or milk)
- 85 pre-packaged and individually wrapped desserts from a store. We will not accept homecooked desserts at this time either.
- 2-3 volunteers to assemble and distribute to-go meals curbside

### **SNS Schedule:**

**3:30pm** – Sponsor Group Volunteers arrive at PRPC

**4:00pm** – Begin serving to-go meals curbside

**5:00pm** – Last meal served curbside.

### **Curbside To- Go Meals**

- To-go meals will be assembled at a table just inside the Lounge doors by Sponsor Group volunteers assisted by SNS Host Team Volunteers
- Each meal will contain:
  - Utensil packet
  - Individual juice or milk
  - Pre-packaged meal from restaurant/caterer
- One volunteer will be stationed at the curb and tell the team inside the lounge doors how many meals to bring out as each car arrives
- Each guest will only be served one meal
- Guests will not be permitted in the facility for any reason
- All volunteers must wear masks/face coverings and gloves throughout the duration of the night.

### **Questions?**

**Contact Laura Nelsen, [laura@parkridgepresby.org](mailto:laura@parkridgepresby.org)**