



St. Columba  
ECUMENICAL MINISTRIES

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### Procedure for Making Sandwiches

St. Columba provides sandwiches to the individuals who make use of our Day Center. We can provide up to 120 sandwiches in a single day, so it is imperative for us to have ongoing donations of sandwiches. We receive a majority of our sandwiches from community groups or families who incorporate making them into their regular meeting. Groups/families make anywhere from 50 to 500 sandwiches; so do what is comfortable for you.

In order to volunteer in this way, the group/family interested first purchases items to make sandwiches (these can be store brand or sale items) including:

- bread
- cheese
- bologna or another sliced meat
- plastic baggies
- disposable gloves
- face masks

Perishable items must be stored properly before and after the sandwiches are made.

Please do not use any condiments (mayonnaise, mustard, etc.) as these add more time and effort to sandwich making and do not freeze as well.

Gloves and masks are worn while making sandwiches. Sandwiches are made and put in individual plastic baggies. They are then returned to the bread bag for easy storage and transportation.

St. Columba can receive sandwiches anytime during regular business hours, Monday through Thursday, 8 am to 2 pm. When sandwiches are delivered, the first time the group representative must sign an agreement stating that they sandwiches were made with respect to safe handling and storage of food. Every time sandwiches are delivered we must have the representative sign a form that includes the name of the group making the donation and the number of sandwiches. This is used as documentation of the donation for our grants since we are permitted by our funders to use the sandwiches as match.

Thank you for your time and generosity in supporting our ministry.