



## HOMELESS BAGGED MEAL PROGRAM

The Homeless Bagged Meal Program (HBMP) is a daily program fully supported by volunteers who provide food and bagged meals for distribution at PathForward's kitchen, located at our Homeless Services Center.

**Safety protocols allow us to accept food donations if the donor has reviewed, adhered to, and provided a signed copy of PathForward Food Donation Release Form.**

We invite individuals, volunteer groups and organizations to assemble and deliver meals. Food donations and bagged meals are to be assembled off-site and delivered to the Homeless Services Center where staff will accept them at our loading dock.

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**For this “purchase and prepare” program, volunteers purchase enough food to assemble at least 50-bagged meals, each containing:**

- (2) Sandwiches each with a meat and cheese option. Popular meats are turkey, roast beef, chicken, bologna. Vegetarian options are okay, but not preferred.
- (2) Snack items – one savory and one sweet
- (1) Piece of soft fruit
- (1) Beverage

*\* Due to allergies, please no peanut products on sandwiches or in snacks. Please do not put condiments directly on sandwiches. You may include individual condiment packets if you wish.*

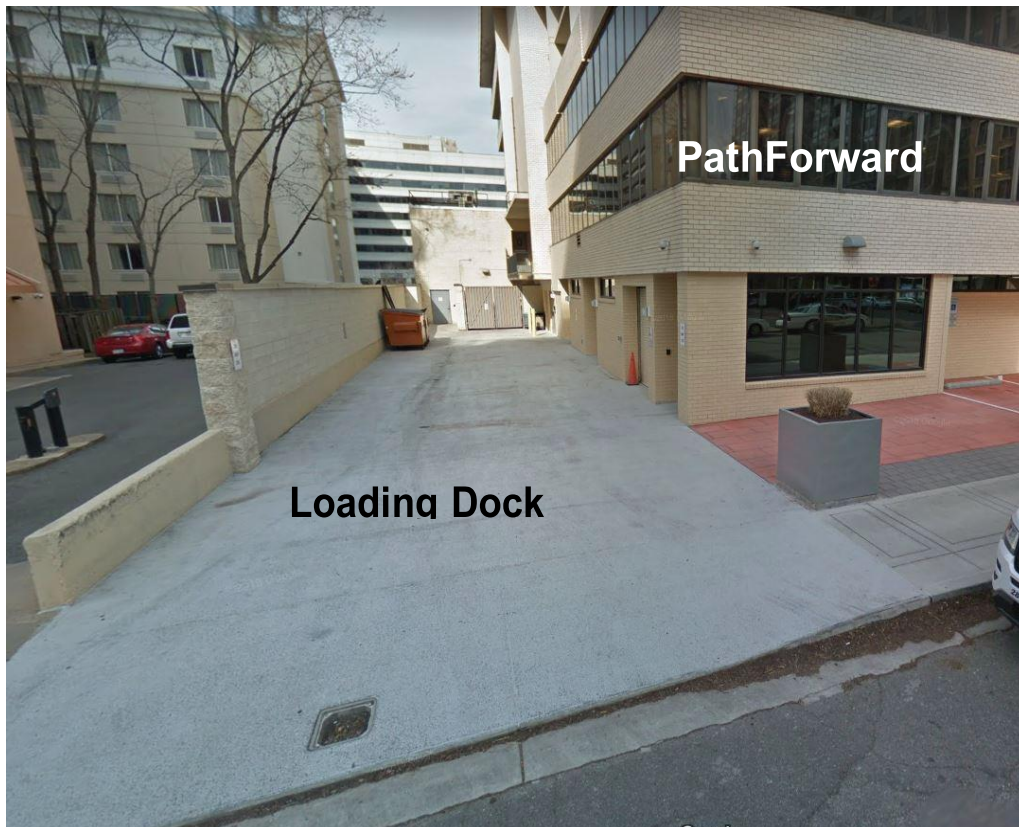
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**To assemble 50 bags, you will need:**

- Masks for all volunteers (if packed in a group setting)
- Food service gloves for all volunteers
- Tablecloths or sanitizer for food preparation surfaces
- 50 brown paper lunch bags (markers or stickers to decorate are fun, but not required)
- 10 – 12 loaves of sandwich bread to make 100 sandwiches
- Sandwich meat and cheese for 100 sandwiches
- 100 plastic sandwich bags
- 50 savory snacks (example: chips, pretzels, crackers)
- 50 sweet snacks (example: soft granola bars, cookies, brownies)
- 50 fruit items (fruit cups, bananas, or oranges – please no apples due to dental concerns)
- 50 individual beverages (bottled water, juice boxes, mini electrolyte bottles)

## Packing & Delivery

- When packing bagged meals, please place snacks and fruit on the bottom of the bag and the sandwiches on the top. Please deliver beverages in original packaging instead of packing in individual bags as the bags will break.
- Please only donate complete bagged meals with all items. If you have left over items, such as extra snacks or sandwich items, you can feel free to donate them as well and we can use the items as supplements in our kitchen.
- Once meals are ready for delivery, you can bring them to the Homeless Services Center loading dock. The Center is open 7-days a week, 24/7. The best time to deliver is between 8:00 am and 8:00 pm.
- To access our loading dock, please put 2020A 14<sup>th</sup> Street North, Arlington VA 22201 in your GPS. This will take you to the front of our building. From there, turn onto Troy St N and pull into the loading dock driveway directly behind the building.
- Once you arrive, please ring the intercom doorbell on the 'Homeless Services Center' doors or call 703-228-7802 and a PathForward representative will come down to receive you!



**Questions?**

**Please contact [volunteer@pfva.org](mailto:volunteer@pfva.org) and we will happily help!**



## Food Donation Agreement Form

I hereby certify that I, and/or the group I oversee or participate in, have taken all safety precautions before, during, and after preparing PathForward food donations, which include homemade meals, snacks, drinks, desserts, and the Homeless Bagged Meal Program (HBMP). These safety precautions include but are not limited to:

- the active practice of thorough handwashing
- sanitizing food preparation surfaces
- using clean and sanitized utensils and other food preparation materials
- wearing clean gloves at all times
- never using expired, spoiled, or otherwise contaminated food items
- packaging prepared food in new, unused, and clean packaging
- refraining from preparing food while feeling ill
- storing food at the appropriate refrigeration temperature until delivery
- ensuring that the prepared food arrives to PathForward in an appropriate and unspoiled, undamaged, and acceptable state

I hereby authorize PathForward to make the final decision regarding the acceptable state of my food donation and fully accept that my delivery may be turned away should PathForward conclude it unacceptable for donation following reasonable and fair inspection.

I hereby hold harmless and release and forever discharge PathForward from all claims, demands, and causes of action which, I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reasons of this authorization.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Group representative accepted.*

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Signature of legal guardian if under 18 years of age.*

*PathForward Staff Use Only:*  
Reviewed and Accepted by: \_\_\_\_\_ on \_\_\_\_\_