

Information on Hosting – Cooking Up Hope Events – Rochester, MN

Thank you for your interest in hosting a meal at the Rochester Hope Lodge. To get things started, please email jennifer.odonnell@cancer.org the following information:

- Date(s) that work for your group to host a meal
- Which meal you would like to serve:
 - Breakfast Serving Time: 7:00 – 9:00 AM
 - Lunch Serving Time: 11:00 – 1:00 PM
 - Dinner Serving Time: 5:00 – 7:00 PM
 - Please note that on Wednesday evenings, guests host a potluck dinner. If hosting on a Wednesday is the only evening that will work for your group, let us know and we will accommodate your date.
- Your planned menu. This will be posted 1 week prior to the event so guests know what you will be serving.
- The approximate time you will want to begin preparing the meal. Kitchen space(s) will be reserved for you. **If you would like to come in and drop off food/other supplies prior to the day of the event, we can store dry foods as well as fridge/freezer foods.

General Information about Cooking Up Hope:

Food can be prepared at home, at the lodge, or catered.

As the host of a meal at Hope Lodge, groups agree to:

- Purchase all food served for the event. Food is not provided by Hope Lodge.
- Prepare enough food for 85+ guests. We do encourage all of you to sit down and eat/mingle with our guests during the event.
- Hot foods must be served at 160 degrees or higher (digital thermometers are available for your use)
- Clean up after the event and return the kitchen(s)/dining room(s) back to the way they were when they arrived. This includes:
- Take out the garbage from the event to the dumpster in the back of our building **see a staff member and they can show you where to take it out**
- Wash/dry/put away all dishes, pots, pans, etc. that were used to prepare and serve during the event. **Please keep track of which kitchens the items came from so they can be returned to the correct place**

- Clean all counter spaces after the event, return any leftover paper plates, bowls, and plastic silverware to the storage cupboard.
- Clean and remove all food from the community fridge/freezer/pantry area and take with you at the end of the event that you do not plan to leave at the Lodge.

If you have items that are left over that you would like to donate to the lodge, please put those items in the community pantry, refrigerator, or freezer.

Hope Lodge has paper plates, bowls, and silverware available. As a host, you are welcome to provide these items for the event. Please just notify the Volunteer Coordinator if you would like Hope Lodge to supply these for your event.

You are free to use all cooking utensils, pots/pans, serving plates, etc. from our kitchens. If you require something special to prepare your meal, you will want to bring those items with you and make sure to take them home with you after the event.

Prior to arrival:

- Please have at least one person from your group register as a Meal Volunteer by clicking on the link below. .
https://volunteercommunity.cancer.org/s/acs-community-shift/a238X00000Ca0Q8QAJ/hope-lodge-meal-volunteer-cs51965?language=en_US
- If any of the volunteers are feeling ill, running a fever, coughing, etc. please have them stay at home and participate in the next event to protect the guests that are here from catching anything and getting ill.

After Arrival at Hope Lodge:

- All volunteers must check in at the front desk in our Hope Lodge Cooking Up Hope Sign-in book.
- All volunteers of this event agree to wear gloves while preparing/serving the food to our guests, which are provided for you.
- All volunteers of this event agree to wash their hands regularly during the event while serving/preparing food.
- Children are permitted to volunteer for the Cooking Up Hope event. They must be here to volunteer/work at the event. Any questions can be directed to the Volunteer Coordinator.
- Pictures of the event and your group will be taken by Hope Lodge staff. After your event, a thank you to your team of volunteers will be posted on our Facebook page. If your group takes photos, please ask guest(s) permission to take a photo of them. Some guests prefer not to have their photographs taken. .

We are excited to speak to you about hosting a Cooking Up Hope event. Thank you for your part in brightening the day of the guests of Hope Lodge. If you have any questions, please reach out to jennifer.odonnell@cancer.org or call 507-529-4673