



Ronald McDonald
House Charities®
Memphis

Keeping families close™

Larron King Meals & Activities from the Heart

Thank you for your interest in hosting an event for the children and families of Ronald McDonald House® of Memphis. Below you will find suggestions on ways to help make the time a family spends at Ronald McDonald House more pleasant. Activities may be done one time or can become ongoing events.

Host Movie Night	Decorate cookies with the children	Make door decorations
Host Story Time	Teach dance lessons	Decorate for the Holidays
Host a Puppet Show	Organize Game Night	Light cleaning and organizing
Host Bingo Night	Help clean and disinfect toys	Donate items from our <i>Wish List</i>
Organize a scavenger hunt	Host a Karaoke Party	Host activities for teenagers
Host a cookout for the families	Host arts & crafts activities	Host activities for siblings
Provide a meal for the families	Share your musical abilities	Plan outside events at the Pavilion
Host a Pool Tournament	Host a Super Bowl Party	Make goodie-bags for the families

BASIC REQUIREMENTS

- ⊙ You must be 14 years of age or older to participate in group projects or special events at Ronald McDonald House® of Memphis. Groups under the age of 18 must have an adult with them.
- ⊙ All Special Event groups are screened in advance by the Volunteer and Program Manager and the Director of House Operations.
- ⊙ Group size is limited to 15 people.
- ⊙ Toys or favors will be screened in advance for safety and appropriateness. **Stuffed animals and used items cannot be accepted.** Do NOT bring latex balloons, bubbles, candles, knives, live plants, toy guns, water guns, chalk, or other unsafe materials. Please avoid items that are small enough to go into a child's mouth or anything with small removable pieces.
- ⊙ If you are planning to do a presentation to the patients and families, please limit it to 30-45 minutes.
- ⊙ The event should be religiously, politically, ethnically, and culturally neutral (includes gifts, pamphlets, jewelry, T-Shirts, and other items distributed or worn by the group). Religious activities can only take place in the Meditation Room.
- ⊙ Media coverage of events is discouraged since it can create more stress for patients and families. If media coverage is requested, please explain why.
- ⊙ Due to patient confidentiality issues, your group may **NOT** take photographs or videos during the visit.
- ⊙ Any person exposed to contagious diseases (chicken pox, shingles, hepatitis, measles, mumps, pink eye, etc.) in the past four weeks or who had flu-like symptoms (vomiting, rash, fever, diarrhea, etc.) in the past two-weeks, or fever of 100 degrees Fahrenheit on the day of the event is asked **NOT** to visit. For patients with weak immune systems, even a cold can be life-threatening.
- ⊙ Frequent hand washing is very important when working with patients. Please wash your hands for a minimum of 10 seconds using soap and water both before and after each patient contact. Public restrooms are available on the first floor of Ronald McDonald House for your convenience.



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- ⦿ The activities must be well planned and have educational, inspirational, or entertainment value to our children and families. Activities should be at least an hour in length. *Note: These children are sick, and we never know how many will feel like coming to an event, but please don't let this discourage you. You can expect anywhere between 2-30 patients to attend most events.*
- ⦿ Your interest and concern for our patients must be limited to the visit. Please do not exchange phone numbers, addresses, websites, social media, etc. Confidentiality is of utmost importance. Our philosophy is that we do for all what we do for one so please don't single out one child but rather work with them all.
- ⦿ Dress comfortably and appropriately. No tank tops, or low-cut blouses. Shorts can be worn but must be modest and not overly short.
- ⦿ Any musical equipment, tape players, keyboards, microphones or props must be supplied by the person or group hosting the activity.
- ⦿ If available, please include video or audiotape, along with a script of the performance and/or lyrics to songs.
- ⦿ If providing a catered meal, please provide the menu in advance of the event.

REQUIREMENTS FOR GROUPS BRINGING MEALS

- ⦿ Please include a detailed menu (food, desserts, and beverages) on the application.
- ⦿ Please **DO NOT** rearrange the tables and chairs in the Dining Rooms.
- ⦿ Breakfast and lunch can only be served on weekends. During weekdays most of our families are at the hospital receiving treatment. Dinners can be served throughout the week and on the weekends.
- ⦿ Breakfast should be served at 9am and lunch at noon on the weekends. Dinner is usually best served at 5:30pm or 6pm. The time given to us is the time we post for families to start eating. You may come as early as you need to set up and prepare the meal.
- ⦿ Food **MUST** be prepared at Ronald McDonald House or in a licensed commercial kitchen. This **includes** desserts. Groups are not allowed to serve homemade desserts unless the desserts have been prepared at Ronald McDonald House or in a licensed commercial kitchen. Food prepared in a licensed commercial kitchen can be accepted as long as the food is transported in heat or cold safe containers and if it's delivered as soon as it is prepared.
- ⦿ Although individual children may have dietary restrictions, the majority of parents would like their children to eat something. Parents will enjoy anything! Themed meals can also be fun. The House also has charcoal grills, which may be used if a group would like to do a cookout.
- ⦿ The group must provide a well balanced meal including drinks and desserts. The House **no longer** has a commercial ice machine, **so groups must provide bags of ice for beverages.**



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- ⦿ The group must provide all the paper plates, cups and utensils for the families to use. This will cut down on the clean up. If dishes are used and need washing they must be hand rinsed and then placed in the dishwasher. All dishes must go through the dishwasher for sanitary reasons.
- ⦿ Please prepare enough food for 100-125 people. Not all will show up at once, but some will come later and eat leftovers.
- ⦿ Meals may also be served in our outside covered Pavilion. There are refrigerators and a stove in the Pavilion as well.

Volunteers who prepare food for guests in the kitchens at Ronald McDonald House must read and follow the five key procedures to safer food from the World Health Organization:

- ⦿ **Keep Clean:** While most microorganisms do not cause disease, dangerous microorganisms are widely found in soil, water, animals and people. These microorganisms are carried on hands, wiping cloths, utensils, and cutting boards. The slightest contact can transfer microorganisms to food and cause food borne diseases.
 - Wash your hands before handling food and often during food preparation.
 - Wash your hands after going to the toilet.
 - Wash and sanitize all surfaces and equipment used for food preparation.
 - Protect kitchen areas and food from insects, pests and other animals.
 - Separate Raw and Cooked. Raw food, especially meat, poultry and seafood, and their juices, can contain dangerous microorganisms which may be transferred onto other foods during food preparation and storage.
- ⦿ **Separate Raw and Cooked:** Raw food, especially meat, poultry and seafood, and their juices, can contain dangerous microorganisms which may be transferred onto other foods during food preparation and storage.
 - Separate raw meat, poultry and seafood from other foods.
 - Use separate equipment and utensils such as knives and cutting boards for handling raw foods.
 - Store food in containers to avoid contact between raw and prepared foods.
- ⦿ **Cook Thoroughly:** Proper cooking kills almost all dangerous microorganisms. Foods that require special attention include minced meats, rolled roasts, large joints of meat and whole poultry.
 - Cook food thoroughly, especially meat, poultry, eggs and seafood.
 - Bring foods like soups and stews to boiling to make sure that they have reached 70° Celsius/158° Fahrenheit. For meat and poultry, make sure that juices are clear, not pink. Ideally, use a thermometer.
 - Reheat cooked food thoroughly.



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- ⊙ **Keep Food at Safe Temperatures:** Microorganisms can multiply very quickly if food is stored at room temperature. By holding at temperatures below 5° Celsius / 40° Fahrenheit or above 60° Celsius/140° Fahrenheit, the growth of microorganisms is slowed down or stopped. Some dangerous microorganisms still grow below 5° Celsius/40° Fahrenheit.
 - Do not leave cooked food at room temperature for more than 2 hours.
 - Refrigerate promptly all cooked and perishable food (preferably below 5° Celsius/40° Fahrenheit).
 - Keep cooked food hot (more than 60° Celsius/140° Fahrenheit) prior to serving.
 - Do not store food too long, even in the refrigerator or freezer.
 - Do not thaw frozen food at room temperature.

- ⊙ **Use Safe Water and Raw Materials:** Raw materials, including water and ice, may be contaminated with dangerous microorganisms and chemicals. Toxic chemicals may be formed in damaged and moldy foods. Care in selection of raw materials and simple measures such as washing and peeling may reduce the risk.
 - Use safe water or treat it to make it safe.
 - Select fresh and wholesome foods.
 - Choose foods processed for safety, such as pasteurized milk.
 - Wash fruits and vegetables, especially if eaten raw.
 - Do not use food beyond its expiration date.

This brochure is available in many different languages at the following website:
http://www.who.int/foodsafety/publications/consumer/en/5keys_en.pdf.

- The House provides the following food safety supplies that are readily accessible to all staff and volunteers:
- A working thermometer (or pyrometer) for measuring the temperature of meat products after cooking to make sure they have been fully cooked or to check if refrigerated products are being stored at or below 5° Celsius/40° Fahrenheit. Ideally, refrigerated units should have a digital readout of the unit temperature or have a thermometer mounted inside the unit.
 - Proper hand washing supplies (hand soap, warm water and paper towels) at every kitchen sink location.
 - Proper cleaning supplies (sanitizer spray and paper towels) for cleaning and sanitizing kitchen surfaces.
 - Gloves that must be worn at all times while preparing food. Gloves should be changed frequently and should be changed after handling raw meats.



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SPECIAL EVENT PROCESS

- ⊙ **Please complete application and return to:** Ronald McDonald House® of Memphis • Attn: Deenean Wilson-Henderson • 535 Alabama Ave. • Memphis, TN 38105 • **Phone:** (901)312-7478 • **Fax:** (901) 523-0315 • **E-Mail:** deenean@rmhc-memphis.org
- ⊙ The Volunteer and Program Manager will call to gather more information about the event
- ⊙ If approved, a confirmation letter will be sent to you via email.

APPLICATION FOR RONALD MCDONALD HOUSE SPECIAL EVENTS

Date: _____

Organization/Sponsor: _____

Address for Correspondence: _____

City, State, ZIP: _____

Contact Person: _____

Phone: (____) _____ Fax: (____) _____

E-mail Address: _____

What is the Special Event? _____

Have you done a special event at Ronald McDonald House in the past? Yes No

If yes, who was your contact? _____

Number of people in group: _____ Age range of group: _____



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Event name and description (If you are serving a meal, please include the menu you will be preparing to prevent duplication of meals throughout the week):

Supplies provided by group:

Date(s) you would like to host this event: 1st choice: _____ 2nd choice: _____

Time of program and estimated length: _____

Set-up time required: Yes No N/A How much set-up time? _____

Breakdown time required: Yes No N/A How much breakdown time? _____

Arrive in costume: Yes No N/A

Breaks out of costume required: Yes

I have read and understand the requirements for Special Events at Ronald McDonald House® of Memphis.

Signature: _____ Date: _____