



Wellness Collaborative Meals

Guidelines for Volunteers

Thank you so very much for volunteering for the Big Canoe Wellness Collaborative Meals Program. Your willingness to provide meals to residents of our community contributes to the goal of Wellness Collaborative: “Neighbors helping neighbors.” The following guidelines demonstrate how the program works.

1. When someone who needs meals is identified, the information is entered into mealtrain.com. The information includes client name, address, phone number, email, dates meals are needed, desired delivery times, as well as individual dietary requirements and preferences.
2. Once the Meals Program Coordinator creates the Meal Train, a link to that Meal Train will be emailed from the Meals Gmail account to all Meals volunteers that have been trained and have a “Volunteer Confidentiality and Conflict of Interest Agreement” on file. To sign up to provide a meal, click on the link to access the relevant client information and the meals calendar where you can sign up for a date(s) that work for you.
3. When volunteers log into mealtrain.com, they will view the information regarding the client. Please provide a meal as appropriate to the client’s dietary requirements and preferences. The majority of food requests are uncomplicated, though some clients need a low salt diet or

simply do not eat peppers. WC Meals Program allows for only one meal a day, so the meal should be well-balanced, consisting of a source of protein, one or 2 vegetables or sides such as rice or pasta. Desserts are not required, but some clients desire them. Fresh fruit also serves well as an end to a meal.

Recipes and Nutrition Info for General Health OR Specific Conditions

- Cancer
 - <https://www.cancer.org/healthy/eat-healthy-get-active/eat-healthy.html>
 - <https://www.cookforyourlife.org>
- Diabetes
 - <https://www.diabetes.org/healthy-living/recipes-nutrition>
- Heart
 - <https://www.heart.org/en/healthy-living/company-collaboration/heart-check-certification/heart-check-certified-recipes>
- Kidney
 - <https://www.davita.com/diet-nutrition/recipes>
 - <https://www.kidney.org/nutrition>
- General or Restrictive Diets
 - <https://www.allrecipes.com>
 - <https://www.mayoclinic.org/healthy-lifestyle/recipes>

4. Food should be packaged in disposable storage containers for delivery. Please do not send food in containers you wish returned.

5. Please label foods or ingredients that are not apparent (a baked potato speaks for itself). Include necessary condiments, including

dressing for salads. Also, provide instructions for re-warming or other serving suggestions. Including the date on your label is helpful as well.

6. Volunteers may prepare the meal or order one from a local restaurant; however, volunteers deliver the meal in either case. Please call the client the morning of the delivery to reconfirm.

7. The Meal Train information will note a time frame for delivery and any specific driving instructions. If you cannot meet the particular time frame, please contact the WC Meals Program Coordinator to find someone else to deliver your meal. Depending on circumstances, some meals will be “no contact” delivery to accommodate immune suppression situations. For these occasions, the client often places a cooler or box for food delivery. Delivery is typically made to the front porch in these cases. It may require wearing a mask or assure/confirm delivery via text or phone call to the client from the driveway.

8. The first Volunteer to deliver a meal to the client may need to ask the client to complete the *Service Agreement Form*. This form can be found on the Wellness Collaborative website (bcwell.org). Click the “Resources” button on the top right then scroll down to “Program Resources/Forms & Newsletters”. The Meals Program Coordinator will contact the Volunteer if this is necessary. The Volunteer should place the signed form in the BC Wellness Alpha Box (inside the dark blue folder). Please contact the Meals Program Coordinator with questions or concerns you may have or if you wish additional information (Sue Merrick 404-862-2026 or Suzan Pattillo 404-202-6507; or, email meals.bigcanoewc@gmail.com.)

9. Please be aware that all information about the clients served by Big Canoe Wellness Collaborative is considered confidential and should be respected.