



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. The Meals Program Coordinator will access the WC Meals database and enter volunteer email addresses into a Meal Train event for the client. Meals Volunteers will receive an email requesting them to log into the Train and sign-up for a date that they are available to provide and deliver meals.
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. Disposal takeout meal containers are available from the WC Meals Program Coordinator.

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.

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 “touchless.” For these occasions, the client often places a cooler or other box for food acceptance.

8. The first Volunteer to deliver a meal to the client may need to ask the client to complete the *Service Agreement Form*. 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 (Fran Holman-McKenzie, 318-355-6181; 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.