



# ***Corporate Delivery Team Guide***



**WELCOME** to the Beloit Meals On Wheels, Inc. Corporate Delivery Team program. Companies of all sizes in the Beloit area have discovered Beloit Meals On Wheels, Inc. as the perfect volunteer opportunity for their employees.



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### **WHY DOES IT WORK?**

- Volunteers deliver meals once a month, once a week, or on a custom schedule depending on the team size.
- Meals are delivered during the employees' lunch hour with a co-worker or individually.
- Typically, no one employee is out of the office for more than 1 to 1½ hours a month.
- As a volunteer experience, this allows for great corporate social responsibility with minimal cost.

### **WHAT ARE THE BENEFITS?**

- Builds exceptional employee morale, creates better employee communication, and promotes team building.
- Allows busy people to give back to the community without taking away evening and weekend time with their families.
- Companies are seen in the community as a partner to Meals On Wheels, a trusted and well-known organization.

### **WHAT ARE COMPANIES SAYING ABOUT THE EXPERIENCE?**

“Blackhawk Bank began the program in 1994 to respond to a community need. For busy people, it’s a great way to volunteer during the workday and get that personal reward for helping someone who might not otherwise have a meal that day. Employees response has been great, but the community need continues, and the need for volunteers is ongoing.”

*- Phyllis Oldenburg, EVP & Chief Information Officer for Blackhawk Bank*

### **SOME OF THE CORPORATE DELIVERY TEAMS FOR BMOW:**

ABC Supply	Beloit Health Systems
Blackhawk Bank	First National Bank
Kerry Industries	Noon Lions
North Atlantic Specialty Bag Co.	Our Lady of Assumption
Our Savior’s Lutheran Church	United Church of Beloit
Siepert & Company	Tricor Insurance



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## **HOW DO CORPORATE DELIVERY TEAMS WORK?**

### ***What does a Corporate Delivery Team look like?***

A team consists of two or more individuals who agree to take turns delivering meals to seniors. Volunteers can deliver in teams of two and may choose to do so once a month, or more often if it works for them. Teams can be easily scaled up to accommodate however many volunteers are interested.

### ***What if there aren't enough employees to form a team?***

Interested individuals can deliver meals on a day that fits their schedule.

### ***How much time will a delivery take?***

On average deliveries take an hour complete. Routes can vary day to day which can be less time but no more than an hour and a half. A team of volunteers delivers once a month, once a week, or on a custom schedule that works for the team.

### ***Who manages the process?***

Each Corporate Delivery Team picks one person from the company to be the team leader. If needed, the position may be rotated within the team.

### ***What are the team leader's responsibilities?***

The leader is responsible for maintaining a volunteer schedule and acts as the liaison between the company and the Meals On Wheels site.

### ***What if an employee cannot deliver on our scheduled day?***

If possible, volunteers should try to find a replacement or switch days with another team member. In an emergency, contact your team leader. It is possible for one of the delivery partners to deliver alone.

### ***What if an employee can no longer deliver meals?***

Be sure to inform your team leader that you need to resign, then the team leader will notify the Meals On Wheels staff. If possible, try to find a replacement or ask the team leader to seek someone to fill your position.

### ***What are the benefits?***

Volunteers will help from 10 to 16 individuals in need of nutritious meals and a human connection. Just knowing you've made a difference in someone's life can be a tremendous reward. It's a wonderful way to feel coming back from your lunch break!



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## **FAQS ABOUT DELIVERING MEALS**

### ***What is Beloit Meals On Wheels?***

Beloit Meals On Wheels, Inc. is a nonprofit community service that delivers hot, nutritious meals 365 days a year to seniors who are unable to cook for themselves. All of the almost 30,000 meals delivered each year are delivered by volunteers.

### ***Who receives Meals On Wheels?***

The majority of people who receive Meals On Wheels are homebound seniors over the age of 60, people living with a short or long-term disability, or people living with an illness. All clients are referred to the service because they have difficulty preparing daily, well-balanced meals for themselves.

### ***What is expected of a Meals On Wheels Volunteer?***

Volunteers pick up meals at our meal site on their designated day. They then will deliver meals for 10 to 16 people. In addition to the meal, volunteers bring a smiling face and social connection no matter how brief. Clients look forward to even just a few short minutes with their volunteer driver, as that may be the only person they see that day.

### ***What if someone doesn't answer the door?***

There are instructions on every delivery clipboard that state what to do when situations like this arise. It's a good thing to run through the accompanying folder and list before you leave the office in case there have been changes.

### ***Do I need a big van or truck to haul the meals?***

Almost any vehicle is adequate. The meals are packed into soft-sided insulated carriers that are returned to the pick-up site at the end of the delivery.

### ***How much time will a delivery take?***

On average deliveries take an hour complete. Routes can vary day to day which can be less time but no more than an hour and a half. A team of volunteers delivers once a month, once a week, or on a custom schedule that works for the team.

### ***What if I get lost?***

Detailed directions are provided for each route as well as the recommendation of using your cell phone GPS. The site coordinator will go over the directions with you if you have questions, and you can always call if you're really stuck.



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## **WHAT TO EXPECT WHEN YOU DELIVER MEALS**

Thank you for sharing your time with the people in our community you need you the most. The following information is a brief preview of what you may expect from the Beloit Meals On Wheels, Inc. program, and what they may expect from you, the volunteer.

### ***BEFORE your first day, expect to receive...***

- An application form.
- Request for proof of valid driver's license and current auto insurance.
- Training with an experienced volunteer.

### ***On your first day to delivery meals, expect the following...***

- Further meal delivery training.
- Reviewing of clipboard and clients.
- Assistance with packing meals and loading.
- A responsible staff member who can answer any question you may have.

### ***Meals On Wheels asks volunteers to...***

- Be prompt and reliable.
- Drive carefully, abide by all traffic laws, and maintain current insurance coverage as required by law.
- Be courteous and friendly to the client. Remember, you may be the only person they see that day.
- Share any concern you have about the health or safety of the client with the program director.

**Becoming a volunteer for Beloit Meals On Wheels, Inc. helps support the deliver of over 30,000 meals to Beloit residents each year.**

**Contact the Beloit Meals On Wheels Volunteer Program Assistant to start your Corporate Delivery Team today!**

**Send an email to: [volcoord@beloitmealsonwheels.org](mailto:volcoord@beloitmealsonwheels.org) or call 608-362-3683**