



WORKPLACE

DELIVERY TEAM GUIDE

WELCOME

We could not fulfill our mission without the endless commitment of individual and workplace volunteers who give their time and talents to serve seniors. Companies of all sizes in the Beloit area have discovered Beloit Meals On Wheels, Inc. as the perfect volunteer opportunity for their employees—we're so glad you're here to learn about our Workplace Delivery Team program! Let's get started...

BENEFITS



Promotes
Teamwork



Develops
Transferable
Skills



Fights Senior
Hunger &
Isolation



Increases
Employee
Purpose



Sustains
Local
Community



Improves
Employee
Retention



Reduces
Stress &
Anxiety



Nurtures
Brand
Perception



Fosters
Employee
Engagement



Strengthens
Team
Connections



Uncovers
Future
Leaders

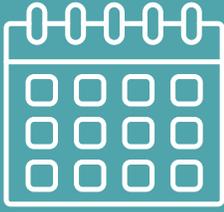


Cultivates
Happiness

What positive outcomes will delivering meals have on your team?

"Delivering for Meals On Wheels is not only rewarding, but is a team building exercise for the Kerry team. Volunteering allows us to connect with our coworkers in a different setting; fostering relationships and increasing collaboration while helping our home-bound community."—Kelly Fruin, Kerry

HOW 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 for more than 1 to 1.5 hours a month.

What does a Workplace 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 all interested volunteers.

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

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

Who manages the process?

Each Workplace Delivery team picks one person from the organization 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 their organization and Beloit Meals On Wheels.

What if an employee cannot deliver on our scheduled day?

If possible, volunteers should find a replacement, switch days with another workplace delivery team member or have one person deliver—contact your team leader as soon as possible so they can make arrangements.

What if an employee can no longer deliver meals?

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

SOME WELL-ESTABLISHED TEAMS: ABC Supply * Adaptive Alliance * Beloit Clinic * Beloit Health Systems * Beloit Rotary * Beloit Vision Partners * Blackhawk Bank * CCI * Century 21 * Community Connections * DuPont/IFF * Fairbanks * First National Bank * Grainger * Kerry * Lions Club * Our Lady of Assumption * Our Savior's Lutheran Church * Regal Rexnord * River of Life Church * SENB Bank * Siepert & Company * St. Paul's Episcopal * Tricor Insurance * Trinity Lutheran * United Church

FAQS ABOUT DELIVERING MEALS

What is Beloit Meals On Wheels?

Beloit Meals On Wheels, Inc. is a 501(c)3 nonprofit community service that delivers nutritious meals 365 days a year to seniors who are unable to cook for themselves—volunteers deliver more than 40,000 meals per year and they are vital to our organization.

Who receives Meals On Wheels?

Most people who receive Meals On Wheels are people over the age of 60, who are homebound and have difficulty shopping for and preparing daily, well-balanced meals for themselves and might be living with a short- or long-term disability or illness.

What is expected of a Meals On Wheels Volunteer?

Volunteers pick up meals at our meal site on their designated day. Next, they deliver meals for 10 to 16 people recording the time they started the route. In addition to the meal, volunteers bring a smiling face and social connection no matter how brief. Clients look forward to a few short minutes with their volunteer driver—we may be the only person they see or talk to that day. When the route is finished, volunteers return the clipboard and insulated carriers back to the office.

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 list before you leave the office in case there have been changes and you have a question about a delivery.

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?

Routes can vary day-to-day. On average, deliveries take up to an hour to complete and no more than an hour and a half. A team of volunteers can deliver 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. We recommend using a GPS as a backup navigator. The office can go over the directions with you. If you have questions or get really stuck, you can always contact us at the number provided on the delivery sheets.

"This wonderful opportunity has allowed the SENB Bank Beloit Banking Center team to become stronger in our community, both professionally and personally."
—Michielle Schaefer, SENB Bank

WHAT TO EXPECT

Before your team's 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 team's first day to delivery meals, expect the following...

- Further meal delivery training.
- Reviewing of clipboard, clients and delivery instructions.
- 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—you may be the only person they see that day.
- Share any concern about the health or safety of the client with the volunteer coordinator at Beloit Meals On Wheels.

Important Contact Information

Contact the Beloit Meals On Wheels Volunteer Coordinator to schedule your Workplace Delivery team's start date via email at volcoord@beloitmealsonwheels.org or call 608-362-3683.

Beloit Meals On Wheels, Inc. provides a healthy meal and safety check for Beloit seniors—you'll be part of a team that delivers 40,000+ meals each year—YAY!

"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, Blackhawk Bank