



inspiration
corporation

Bagged Lunch Guide

Help Chicagoans in need by donating a nutritious meal to go!

This guide includes details about the suggested components of a bagged lunch (including supply estimates), plus instructions for assembly and drop-off. To set up a bagged lunch project and coordinate drop-off, please contact **volunteer@inspirationcorp.org**.

Drop-offs must be scheduled in advance

Monday through Thursday

9:00am - 3:00pm

Drop-off location: 4554 N Broadway, Ste 207



What Goes In A Bagged Lunch?

► **IMPORTANT: We can accept a maximum of 150 lunches at a time.**

The cost per bagged lunch will vary depending on what you choose to include, but we have found that generally:

- 1 pound of meat will make about 8 sandwiches
- 1 loaf of bread will make 8-10 sandwiches
- 1 slice of cheese will go on each sandwich
- 1 ounce each of peanut butter and jelly for each sandwich

Component 1: Sandwich

- A protein-rich sandwich on a soft bread with cheese and a deli meat such as:
 - Turkey
 - Ham
 - Chickenor, Peanut Butter and Jelly
- Please put sandwiches in individual plastic bags and label with the type of sandwich (see assembly instructions below).
- We appreciate donations of any size, but we want to ensure sandwiches are served at their freshest and tastiest! Because of this, **we can accept no more than 150** sandwiches a day, and ask volunteers to limit the number of PB&Js to 75.



Component 2: Snack Bag

Every lunch includes a snack bag. These are stored separately from the sandwiches and should not require refrigeration. Snack bags can include:

1 Individually wrapped nutrient-dense snacks such as:

- Fruit cup, applesauce cup, or clementine
- Non-perishable cheese and crackers or peanut butter crackers
- Beef sticks such as mini-chomps
- Individual bags of pretzels, popcorn, or chips
- Chewy granola bars

2 A dessert such as:

- Individual bags of cookies
- Snack cakes

3 A beverage such as:

- Bottled water
- Cans of soda, juice box, or Gatorade

What you choose to include in the snack bag is up to you and your budget, **however we ask that you avoid these items:**

- Fruit leather
- Nuts
- Crunchy/hard granola bars

If you are able to include napkins, plastic utensils, and/or condiment packets in these bags, that is much appreciated!



Assembly + Drop-Off Instructions

▶ While assembling, we ask that you disinfect all surfaces and wear gloves. When planning, keep in mind that making sandwiches will be the most time/space consuming aspect.

- 1 Assemble sandwiches
 - Place in sandwich bags, seal
 - **Label the sandwich bags** with a permanent marker to indicate the type of sandwich (T for turkey, H for ham, PBJ, etc.)
- 2 Place all sandwiches in a box or bag that you will not need returned to you
 - If you are making more than one type of sandwich, please group them by type: all turkey together, ham in another bag/box, etc.
 - Please count the number of sandwiches (see step 4)
- 3 Place all other items in a brown paper bag and put those bags in a bag/box **separate from the sandwiches**
 - Beverages can be placed in the paper bag or kept separate depending on your preference
- 4 To help us properly acknowledge your support and maintain accurate records, we would appreciate it if you could share **the number of lunches, number of people who participated, how much time the project took, and monetary value of the supplies** while dropping off your donation.
- 5 Drop off your donation at the pre-arranged time. When you arrive, you can call our meals staff at 312-488-0915 and someone will come out to help you unload your vehicle.

Thank You!

