



Interim Housing: Meal Service

Volunteer Overview

We are very excited that you are serving with our organization! Volunteers have been critical to Sarah's Circle's operations since our founding and support our mission by fulfilling obligations and efficiently completing assigned tasks while maintaining a respectful, compassionate, and non-judgmental attitude. We hope you gain a deeper understanding of Sarah's Circle while you are here. Our volunteers are key to supporting our mission and helping women rebuild their lives.

Below is all of the information that is needed for groups hosting a meal here at Sarah's Circle. **Please review all material prior to serving with us. Thank you!**

Interim Housing Overview

Every day, Sarah's Circle's Interim Housing Program provides 24-hour shelter, basic necessities, and supportive services to 50 women who are currently homeless. The goal of the program is to help women move into permanent housing as quickly as possible with intensive case management, housing coordination and other individualized services tailored to the strengths and challenges of the individual.

Directions: 4750 North Sheridan Road, Suite #220 Chicago, IL 60640

CTA Train Service: Take the Red Line to the stop at Lawrence Ave. Walk 2 blocks east to Sheridan and 1/2 block south on Sheridan to 4750.

CTA Bus Service: The 151 Sheridan and 81 Lawrence both operate 24 hours a day. Exit 151 at Gunnison and 81 at Sheridan.

Driving Directions from the North Suburbs: Take I-94E (Edens Expressway) to Exit 41C/Cicero Ave/SR-50. Travel about 0.5 mi South on Cicero to Elston Ave, take a Left onto Elston. Travel another 0.5 mi to Lawrence Ave, take a slight Left onto Lawrence. Continue East on Lawrence 4.4 miles to Sheridan Rd. Take a right on Sheridan. Sarah's Circle interim housing is located on the right at 4750 N. Sheridan.

Driving Directions from O'Hare: Take I-90E (Kennedy Expressway) to Exit 84 for Lawrence Ave. Continue East on Lawrence 4.4 miles to Sheridan Rd. Take a right on Sheridan. Sarah's Circle is at 4750, a half block south, on your right.

Driving Directions from the City via Northbound Lake Shore Drive: Exit Lake Shore Drive at Lawrence Ave. Turn Left at Lawrence and Left at Sheridan Road. Sarah's Circle Interim housing will be on your right at 4750.

Parking: There is metered street parking as well as a pay-lot on the east side of the street. If you park in the pay lot, you must stop in the lobby across the street in 4750 N. Sheridan to get a \$5 daily parking permit to display in your windshield. Exact change/bills required.

***Note:** Sarah's Circle has a Daytime Support Center and Permanent Housing at 4838 N Sheridan, which is located on the other side of Lawrence, approximately a block north of where our Interim Housing is located.

Directions Inside 4750 N Sheridan Rd.

The Interim Housing is located on the second floor in Suite #220. Take the elevator to the second floor then walk straight ahead through the entry way and turn right. Then take the next right and walk all the way down a long, yellow hallway and take a left. This is where the Interim Housing is located. The door is locked so you will have to buzz-in. Please **sign-in upon arrival**.

Parking Information



Project Overview

We ask that the meal provided is enough for the **50 program participants**. Meals can consist of a main dish, vegetable side/salad and bread/rice and dessert (for lunch or dinner). Sarah's Circle does not adhere to any dietary restrictions, but we ask you to please make staff aware if your dishes include nuts, shellfish, raisins, or other common allergens.

If needed, our kitchen can be used for preparation, but volunteers may need to supply their own equipment in some cases. All ingredients needed for the meal preparation must be provided by the volunteers. Please discuss your meal plans with the Development Assistant prior to serving to ensure you will have the necessary materials. Serving materials, such as plates, napkins, and utensils will be provided by Sarah's Circle.

Breakfast	8:00 am; 10 am on weekends	Interim Housing - 4750 N Sheridan Rd
Lunch	12:00 noon	Interim Housing- 4750 N Sheridan Rd Daytime Support Center- 4838 N Sheridan Rd
Dinner	6:00 pm	Interim Housing Only- 4750 N Sheridan Rd

***Note:** Please allow sufficient time for meal preparation to adhere to this **servicing time schedule**.

Procedure for Hosting Group Meals

Please notify staff 30 minutes prior to arrival (call [773-751-7475](tel:773-751-7475)). Vehicles can pull up in front of 4750 N Sheridan to unload meals. Contact staff members at the front desk when you arrive (call [773-751-7475](tel:773-751-7475)) and they will meet you at the front door. If necessary, we can provide you with a cart to help carry in food. For parking information see map above. Staff members will then direct you to our kitchen. This is where meals can be set up and prepped. Once our clients are served we encourage all volunteers to sit down and meet with our clients. This is a rewarding opportunity to build community and share a meal together.

Afterwards, we ask groups clean the kitchen and all items used to serve the meal. We use this facility frequently and need to keep it very clean. Also, any perishable items should be stored in either the freezer or refrigerator. If you have any questions or needs, a staff member is available at the front desk.

*Note: While we require a meal for a minimum of 50 women, we cannot guarantee that all 50 clients will be in attendance at the time your group provides the meal. However, we guarantee that your food is used. We ask that you keep all leftovers so they can be served to our clients that arrive at Interim Housing later in the day or evening.

Group Requirements

Age Requirement: Volunteers must be at least 12 years old. Anyone under the age of 18 must have sufficient adult supervision.

Food safety: Food safety and sanitation are key concerns when serving with Sarah's Circle. When serving or preparing food, it is required that all volunteers wear a hairnet. Of course, wash your hands throughout your time at our facilities – especially before handling food. To ensure that food is not wasted, be careful to properly store leftovers. Make sure items that need to be refrigerated are put in appropriate container and stored properly.

Workplace Safety: As an organization we are committed to providing a safe working environment. It is Sarah's Circle policy to establish and enforce the immediate reporting of all accidents, illnesses and injuries to the supervisor in charge and /or designee within 24 hours. In this regard, it is important that volunteers must adhere to all safety procedures in order to ensure safe, efficient operating conditions, thereby safeguarding volunteers, employees, participants, and facilities. All staff is familiar with emergency evacuation procedures and will provide guidance in the event of an emergency.

A copy of Sarah's Circle's Safety Policies will be kept at the office.

Statement of Faith

In accordance to our non-intrusive mission, Sarah's Circle is a secular organization. In order to remain secular and non-intrusive in regard to our community **we do not allow volunteers or volunteer groups to proselytize or distribute religious materials.**

Confidentiality

Sarah's Circle is legally and ethically bound to respect and protect the confidence of our clients. These confidences include medical, financial and personal information. We expect our volunteers to respect and protect confidentiality. We do not disclose client confidences to anyone outside of Sarah's Circle, except as mandated by law. These would include but are not limited to: preventing a clear and immediate danger to someone; and preparing a defense for a civil, criminal or disciplinary action in a situation where the agency, staff or volunteers is a defendant. In cases involving more than one person (as client) written permission must be obtained from all legally accountable persons before any disclosure can be made. Information that could be seen as critical to an individual's condition (emotional or physical) or the security of Sarah's Circle must, however, be shared with the Volunteer Coordinator or staff so that it can be dealt with appropriately.

- Do not use the participant's first or last name in any situation where the participant is identified as a participant of Sarah's Circle. Ex: Social media post, outside of Sarah's Circle facilities
- Do not describe identifying characteristics of the participant.
- Do not take any pictures of Sarah's Circle clients.
- Notify a Sarah's Circle staff member immediately if a participant's confidentiality is potentially disclosed.

Staff Contact Information

IH Front Desk:
773.751.7475

Dakota Chisholm, Volunteer Coordinator
773.728.1014 ext. 314

If you have any further questions about the information provided please contact the Volunteer Coordinator at dchisholm@sarahs-circle.org or 773.728.1014 ext. 314

Thank you for volunteering at Sarah's Circle!