



Dear Friend,

Thank you for agreeing to sponsor one of our Suppers for the Hungry and Homeless, or for considering a sponsorship. Below is a Q-and-A that should tell you what you need as you prepare to sponsor a meal.

**Q: When are the suppers held?**

A: Every Tuesday and Thursday evening, except for holidays, at our office at 1717 Rand Road, Des Plaines. We begin serving guests at 6 p.m.

**Q: What do sponsors do?**

A: Sponsors supply the meal for our guests and provide 8-12 volunteers to help set up, serve and clean up. They are supervised by a core group of Catholic Charities volunteers and the agency's regional director. If you are having trouble finding enough volunteers, let us know and we will be happy to help. We ask you to limit the number to 12 because having too many volunteers can diminish the experience and make the small dining room too crowded. We would love to find different volunteer opportunities for members of your parish or organization if more than 12 are interested. If so please let us know several days in advance so we can have them help in other areas such as our Food Pantry or Clothing Room.

**Q: When should we get to the Des Plaines office?**

A: Volunteers should plan to arrive between 5:15 and 5:30 p.m. to set up. Guests are admitted at 6 p.m. We stop serving by 7 p.m. and volunteers are usually finished by 7:15.

**Q: Who provides the meal?**

A: Sponsors provide the meal. Food cannot be prepared here, so sponsors typically order the meal from a restaurant and pick it up or have it delivered here. The food should arrive or be delivered around 5:30 p.m. Or, if you would prefer, you can have Catholic Charities order the food and reimburse us for the cost.

**Q: How many do we feed?**

A: Please plan on having enough food for 90 people. Whatever is left will be packaged in carryout containers for our guests to bring home.

**Q: What about the menu?**

A: Many of our guests are regulars, and we want to offer them a variety of nutritious meals. So we will consult with you about three weeks before your scheduled supper on your planned supper choice to try to vary the menu.

**Q: Any menu suggestions?**

A: Ideally every meal will include protein, so chicken, beef or pork with a potato/rice, a vegetable and a dessert is a good option. Pizza (with salad) is popular. An ethnic meal such as Mexican or Chinese food would be well-received. Pasta (with a salad and bread) is also popular; we just want to make sure it isn't served too often. We are happy to work with you on menu choices and can recommend area restaurants.

**Q: Do we need to bring anything else?**

A: To help us defray the cost of non-food items, we also ask sponsors to consider providing non-food supplies: 100 each of 9-inch foam dinner plates, 6-inch foam dessert plates, 10-ounce Styrofoam coffee cups, 10-ounce plastic drinking cups, napkins and plastic cutlery. However, this is purely voluntary and Catholic Charities will provide those supplies if you are unable. Or you could consider a small monetary contribution to Catholic Charities to offset these costs. Catholic Charities also will provide beverages, carry-out containers, tablecloths and everything else that's needed.

Again, thank you. We appreciate all you do to help those in need.