



Meals on Wheels, Etc. Adopt-A-Route Program

Meals on Wheels, Etc.'s **Adopt-A-Route Program** gives a company/business/organization the opportunity to sponsor one of our home-delivered meal routes, bringing thousands of meals to at-risk seniors in our community.

Individuals from local businesses come together to support the program by organizing a group of employees who want to participate in this volunteer opportunity. For example, if a business has 20-25 employees who are interested in delivering to homebound seniors, they can take turns delivering meals for their assigned route once a month.

Meals on Wheels, Etc. works with the business to create a route that meets the business needs. We do this by selecting clients that are in close proximity to the place of business. We keep the number of clients to a minimum so that the volunteer can make the delivery within an hour or so, as most volunteers deliver during their lunch hour.

Meals on Wheels, Etc. will also make every effort to deliver the meals to the business, which means the volunteer has easy access to the meals right at work.

Program Requirements:

1. A commitment and desire by management and employees for an indefinite period of time.
2. Management support and promotion of the program.
3. A designated Point of Contact (POC) at the business who will oversee the program for the business. This includes creating and managing a schedule for the employees.
4. 1-2 designated back-up employees to the Point of Contact.
5. Enough volunteers to cover the assigned route All Year, Monday-Friday (excluding major holidays). A successful program is where volunteers deliver at least one time per month.
6. Each volunteer needs to complete and submit a volunteer application and create a personal volunteer profile in our Better Impact Management software. Once the profile is created, the following actions are required:
 - a. Upload a profile photo.
 - b. Review Volunteer Handbook with acknowledgment.

- c. Complete the Home-Delivered Meals Volunteer Program On-line Training Document with acknowledgement.
- d. Review Photo Release Permission with acknowledgement.
- e. Upload an executed Background Screening – Attestation of Compliance Form.
- f. Upload a copy of a valid driver's license.
- g. Upload a copy of auto insurance card.

Meals on Wheels, Etc. will perform a Level One background check on all volunteers. We conduct the background checks via the FDLE Career Offender website and Dru Sjodin National Sex Offender Public website.

The business POC will be responsible for ensuring all new volunteers complete the volunteer requirements before delivering to the senior clients. The business POC will work with Meals on Wheels, Etc. Community Relations Coordinator to ensure all volunteers meet requirements and provide any necessary updates to the requirements as needed. The POC will also keep the Community Relations Coordinator updated when volunteers exit the program.

The business POC will work with Meals on Wheels, Etc. Home-Delivered Meals Coordinator for any day-to-day route issues or concerns. This includes business holidays, issues with clients, issues with route sheet instructions, etc.

Meals on Wheels, Etc. Adopt-A-Route Program is a commitment and a partnership. By working together, we can continue to provide nutritious meals to the homebound seniors in our community that need and appreciate our services.



Together We Can Deliver!

May 4, 2023/dlg