



## Business or Civic Group Delivery Route Coordinator Information / Guidelines

Is your business, office or civic group willing to commit to a regular delivery route for Meals on Wheels of Greater Lynchburg? Here are the steps to begin:

### About Delivery

Driving a route for Meals on Wheels takes about 90 minutes mid-day, Monday – Friday.

Meals are picked up from one of four convenient locations:

St. Paul's Church – 6<sup>th</sup> & Clay - between 10:30 and 10:45  
Virginia Baptist Hospital - between 11:00 and 11:20

Rustburg Presbyterian Church - between 11:00 and 11:15  
Timberlake – Schewel's Furniture lot - between 10:45 and 11:00

Drivers then proceed to their designated route, which is customized for them on a *route sheet* each day.

Deliveries can be made by one person; however, as a 'best practice' we recommend teams of 2. Most people find it more enjoyable to work in pairs, and the deliveries seem to go more quickly.

### Creating a Group

Determine interest and long-term willingness. While we realize situations change for everyone, we hope this can be a longer-term relationship between your group and Meals on Wheels.

Decide how much time / how often your group is willing to commit.

Will you have enough volunteers to form teams of two for delivery?

What frequency can your volunteers meet the need to deliver?

- once a week (i.e., every Wednesday – or whatever day is available that works for your group) 52 times per year
- twice a month (i.e., 2<sup>nd</sup> and 4<sup>th</sup> Tuesday) 26 times per year
- once a month (i.e., 3<sup>rd</sup> Friday) 12 times per year

### Your Advocacy is Vital - Coordinate Your Group

Help keep the Meals on Wheels mission in front of your business or group:

- Act as the liaison between your group and Meals on Wheels; one person will need to be designated in this Coordinator position.
- Recruit individuals (or teams of 2) to submit Volunteer Applications and deliver a regularly scheduled route (see above)
- Help schedule MOW staff to share at staff meetings or stated meetings
- Encourage leadership to include financial support for MOW or sponsorship of events in the annual budget
- Periodically submit information / reminders about MOW for newsletters (we will provide this information)
- Suggest MOW service projects for group involvement: make, fill and donate Birthday Boxes; collect pet food for Animeals program; special deliveries throughout the year; holiday deliveries.

### Meals on Wheels will Provide

Regular schedule updates

Training, updates, and support for the coordinator and drivers

Smiles, thanks, and (virtual) hugs from our recipients!

For more information or to schedule,  
Contact:

Sarah Kerr, Volunteer Coordinator  
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434-847-0796