

Guest House provides approximately **200-400 sandwiches daily** to shelter guests and to those in need in our community. Our goal is to have sandwiches available to all those in need each day of the year.

**SUPPLIES NEEDED:** For 200 sandwiches, you will need approximately 25 lbs of sliced deli meat, 20 regular size loaves of sandwich bread (more if you use the short loaves), 200 slices of cheese, and 200 zip-top bags. Individual mustard and/or mayonnaise packets are optional, but please leave them separate. We've found retailers such as GFS, Wal-Mart, Sam's Club or Costco to be the most economical for purchasing bulk supplies.

**SANDWICH GUIDELINES:**

- You are welcome to make as many sandwiches as you are able.
- Each sandwich should be placed in a sealed, zip-top bag to ensure freshness.
- Each individual bag must be **dated** (month/date) with permanent marker or printed label.
- Sandwiches should include bread, meat, and cheese only. Condiments are optional, please keep separate from sandwiches.
- **PLEASE AVOID:** Bologna and meat by-products. Our guests enjoy turkey, ham, salami, and roast beef. (If you would like to provide peanut butter & jelly, please contact Guest House to determine current need.)
- Do not use the heel of the bread loaf if it is thin or small. For some, this is their only meal of the day, so a typically-sized sandwich is ideal.
- If making PB&J sandwiches, please use peanut butter on each slice of bread and put jelly in the middle, as this prevents soggy sandwiches.

**TIME COMMITMENT:** Flexible to your time and location. If your group would like to make sandwiches at Guest House as a service project, allow for 1.5 hours as a tour is included in the experience.

**OFFSITE SANDWICH ASSEMBLY:**

- You are welcome to drop off your sandwich donation 24/7 without an appointment, as Guest House is always staffed!
- **Delivery instructions:** If open, you may park in the marked loading zone on the street right in front of the entrance at the center of the building. Feel free to ask for a cart or additional assistance by ringing the doorbell at the north door at the center of the building, where our elevator is located.
- To request a staff member be present at your sandwich assembly to provide a brief overview of Guest House and the impact of sandwich donations OR to schedule a tour of Guest House at delivery, please email [siena@guesthouseofmilwaukee.org](mailto:siena@guesthouseofmilwaukee.org).

**ONSITE SANDWICH ASSEMBLY:**

- If your group would like to bring supplies to and assemble sandwiches at Guest House, please email [siena@guesthouseofmilwaukee.org](mailto:siena@guesthouseofmilwaukee.org) to schedule. This engagement includes our shelter tour.

**BAG LUNCHES (OPTIONAL):**

- Sandwiches should **not** be placed in the bag lunch. All sandwiches can be stacked in a cardboard box and provided separately. This ensures that we can freeze the sandwiches if we have extra stock.
- Bag lunches can be assembled or left unassembled, but please provide paper lunch bags.
- Be sure to include a healthy snack such as a soft granola bar and/or small orange, though chips and cookies are also always well received. Beverags (juice boxes or small size bottled water) are also welcome.

**THANK YOU FOR SUPPORTING GUEST HOUSE!**