

Thank you for scheduling a service project at the Ronald McDonald House. Our mission is to provide a supportive home-away-from-home for families of children receiving medical care at Riley Hospital for Children at IU Health and other area hospitals. Delivering on this mission would be virtually impossible without the support of the community.

Below is the information that has been confirmed for your group. Please let me know as soon as possible if any of the following information is incorrect.

Organization's name:	
Contact person:	
Phone Number:	
Email:	
Date of Service Project:	
Time of Service Project:	
Number of volunteers:	
Type of Service Project:	

The House is located on the corner of Michigan Street and Limestone Street on the west end of the IUPUI campus. Due to limited parking space, please carpool if possible. When you arrive, please pull into our front drive at 435 Limestone Street and enter the front door to pick up a parking pass and directions to our parking lot. After parking, be sure to ask for the Manager on Duty. They will be expecting you and will give your group your directions. If you have questions the day of your project, please call 317-269-2247 and ask for the Manager on Duty.

For ice cream socials, cookie bakes or casserole making, the following information is provided.

- *For ice cream socials, we ask you to supply all the ingredients including bowls and spoons. You are more than welcome to come in early to set up but we have found that having the ice cream social start at 7:30 pm works best.*
- *For cookie bakes, we ask that you supply all the ingredients.*
- *If you are making casseroles, we will freeze and use your casserole at a later date to feed the families we serve. We ask that you supply all the ingredients, including the aluminum pan(s). Please supply a written copy of the recipe including the ingredients (for people with food allergies) and cooking instructions.*

Attached is a release form that must be completed by each volunteer in your group and brought with you. These forms will also be available when you arrive.

If you would like to learn more about our ongoing volunteer opportunities, please visit our website at www.rmhccin.org and click on "Volunteer". Here you will find some general information. If you have continued interest please give me a call at 317-269-2247 so we can discuss details.

MANAGER ON DUTY – PLEASE COMPLETE	
Arrival Time:	Departure Time:
Number of people in group:	
FOR OFFICE USE ONLY	
Date hours entered:	
Date thank you sent:	