



Volunteer Policies

1. Each kit must contain all the needed elements to receive hours. No credit will be offered for incomplete kits, but you will have the opportunity to provide all the required items to receive full credit. Suite G and ring the doorbell. We'll meet you there to accept your kits. Drop-off hours are between 9:00am-5:00pm. (Drop off NOT available on Tuesdays)
2. All elements in the kits must be new and unopened.
3. Each kit must be in ONE bag and the bag should be able to close.
4. DO NOT overfill your bags. If all the items do not fit, please use a bigger bag
5. DO NOT include glass or perishable items (nothing that requires refrigeration or that could go bad)

Drop off and Verification

1. Take a photo when your kits are complete.
2. Bring your completed kits to the food pantry at 2421 Westwood Ave. Suite G and ring the doorbell. We'll meet you there to accept your kits. Drop-off hours are between 9:00am-5:00pm. *Drop-off is not available on Tuesdays.*
3. Do not leave your kits outside, they will not be eligible for volunteer hours.
4. Submit your information, including a photo of your kits, at <https://aog4u.dm.networkforgood.com/forms/volunteer-verification-form>
5. It may take up to 72 hours after submitting your form to receive a letter verifying your volunteer hours.
6. Your first 10 kits will be eligible for 2 hours each, any additional kits will be worth 1 hour. For example: 15 breakfast kits = 25 hours

Email our Volunteer Coordinator with any questions! volunteerservices@aog4u.org
2421 Westwood Ave. Suite G, Richmond, VA 23230 (804)308-2648 www.aog4u.org



Emergency Hygiene Kits

Provides the client with items to use on-the-go. All items are travel-sized or full-sized and should be secured inside a quart or gallon-sized Ziploc bag.

All items should be new, and toothbrushes must remain in their original packages.

1. **Hand Sanitizer**
2. **Body Wipes**
3. **Shampoo**
4. **Conditioner**
5. **Body Soap (bar or liquid)**
6. **Deodorant**
7. **Lotion**
8. **Toothbrush**
9. **Toothpaste**

****Please include all items to receive your full hours.***



Email volunteerservices@aog4u.org with questions!

2421 Westwood Ave. Suite G (23230) - (804) 308-2648 - www.aog4u.org



EMERGENCY MEAL KITS

These support community members who have an urgent need for food. Meant to supply 1-2 days worth of easily prepared and ready-to-eat items. Each bag must include a bottled water, a single- serving shelf-stable milk, utensils, **and 4 items from each category**. Please pack everything into a 16x8/20lb brown paper bag.

All bags must have:

(1) bottled water + (1) shelf-stable, single-serving milk + (1) fork & (1) spoon

+ (4) Lunch/Dinner Items:

- Ramen/Cup o' noodles
- Hormel "Compleats"
- Chef Boyardee microwavable bowls
- Mac n' cheese microwavable bowls

+ (4) Breakfast Items:

- Oatmeal
- Grits
- Pop-tarts
- Cereal
- Protein bar



+ (4) Snack Items:

- Fruit cup
- Applesauce
- Chips
- Granola bar
- Fruit snacks
- Crackers



BREAKFAST KITS

These kits support individuals in both the community and our 'Fresh Start Program'. The kits provide people with at least **four days** worth of breakfast items. All items included in the kit should be unused, non-perishable, and easy to prepare. Secure in a sealed Ziploc bag.

One complete kit contains **ALL** of the items below:

Day #1: Single serving instant coffee packet & two instant oatmeal packets

Day #2: Single serving instant coffee packet & two instant grits packets

Day #3: Single serving instant coffee packet & one single serving breakfast cereal (box or bowl) with a single serving sized shelf-stable milk

Day #4: Single serving instant coffee packet & one Poptart with a fruit cup





FAMILY DINNER KITS

Family dinner kits are so important because they provide the necessary ingredients to cook a **WHOLE** family meal. Kits should include all the baseline components to prepare a meal that feeds at least a family of four (4), including a side and a dessert. Make sure each kit fits into one bag and that cooking instructions are provided!

Choose from the following recipes, or email volunteerservices@aog4u.org, if you have your own ideas! Please see the recipes page for info on quantities and cooking instructions. Make sure each bag has a recipe card!

Italian Chicken Pasta

- 16oz box of pasta
- Large can of chicken
- 2 cans of diced or crushed tomatoes with basil, garlic, and oregano

Cheese-less Pizza

- 15oz can pizza sauce
- Pizza crust mix - Pepperoni OR canned chicken
- One additional topping of your choice

Chicken Fried Rice

- White rice
- (2) large cans of chicken
- Can of mixed vegetables
- Fried rice seasoning
- Soy sauce

Baked Chicken & Brown Rice

- Brown rice
- (2) large cans of chicken
- (2) cans/carton chicken stock
- (1) Can of mixed peas and carrots

Don't forget!

Each kit should also include a side of two canned vegetables and an easily prepared dessert. See the recipes page for suggestions.

****Please do not include any glass or perishable items***

Shopping List and Instructions

Baked Chicken & Brown Rice


1.5 cups brown rice
 2x 12 oz cans chicken
 3 cups chicken stock - heated before adding to dish
 15 oz can of mixed peas and carrots
 Salt and pepper



Instructions

1. Preheat oven to 375 degrees.
2. Evenly spread brown rice on the bottom of a 9x13 baking dish.
3. Place chicken on top.
4. Pour in the hot chicken stock and season with salt and pepper
5. Bake 45 minutes.
6. At the end of cooking, add mixed vegetables and bake 5 more minutes until warmed through.

Include copy of recipe card in
 each bag



Shopping List and Instructions

Italian Chicken Pasta


Cooking oil
16 oz box of pasta
12.5 oz canned chicken (drained)
2x 15 oz can diced or crushed tomatoes with basil & garlic
Salt and pepper




Instructions

1. Cook pasta according to the package directions.
 2. Heat a pan to medium-high and add oil, then add canned tomato, chicken, and salt/pepper until well heated
 3. Top pasta with chicken sauce.
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Include copy of recipe card in
each bag





Shopping List and Instructions

Cheese-less Pizza


15 oz can pizza sauce (NO GLASS)
1 package pizza crust mix
1 package shelf-stable pepperoni
At least one additional topping
Canned mushrooms
Canned olives
Pineapple
Canned artichoke hearts
Shelf-stable bacon bits



Instructions

1. Follow instructions for preparing crust per package directions
2. If required, bake crust before adding pizza sauce
3. Add toppings
4. Prepare veggie sides while cooling

Include copy of recipe card in
each bag



Shopping List and Instructions

Chicken Fried Rice

2 Tablespoons cooking oil
 4 cups cooked white rice (2 cups uncooked rice)
 12.5 oz can of chicken (drained)
 14.5 oz can mixed vegetables
 Packet of fried rice seasoning mix (Sunbird brand)
 4 Tablespoons soy sauce

Optional:

1 Yellow onion (diced)
 2 eggs

Instructions

1. Prepare rice following instructions on the package
2. Heat oil in a large skillet over medium heat
3. If using onion, sauté until onions are translucent
4. Add in mixed vegetables and chicken and stir for 1 minute
5. Add in cooked rice and break apart chunks
6. Add seasoning and soy sauce and cook for 4 minutes, stirring frequently
7. If using eggs, move rice to one side of the skillet and scramble the eggs in the pan, then incorporate into rice
8. Season with salt and pepper to taste
9. Serve with more soy sauce

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 each bag