

TOGETHER WE CAN



BUILDING BRIDGES
of Northeast Oklahoma, Inc.

Dinner Sponsorship Procedural Guide:

2024
Revised Edition

“Alone we can do so little;
together we can do so much.”

~Helen Keller

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Mission Statement

At Building Bridges of Northeast Oklahoma, we empower families facing generational poverty by providing the tools and support needed to enable positive transformations, guiding individuals towards self-sufficiency with a focus on lasting change.

Vision Statement

Building Bridges of Oklahoma's vision statement is to break the cycle of generational poverty in Washington County and surrounding communities.

DINNER PROCEDURES

On behalf of the entire staff and clients here at Building Bridges of Northeast Oklahoma, we would like to thank you and your organization for volunteering to prepare and serve a meal on Thursday evening for our families attending classes located at the First Presbyterian Church, 505 S Dewey Ave, Bartlesville, OK 74003.

You may start preparing on-site any time after 3:00 pm for the 5:30 pm mealtime.

Meal Preparations:

1. Plan on serving for 40 people currently.
2. Bridges provides the following on-site: silverware, plates, bowls, and cups, as well as drinks.
3. A fully stocked kitchen is provided for easy prep work and cleanup. The kitchen is designed well and is easy to find pots, pans, utensils, etc.
4. Some suggestions for dinner ideas: Some groups prefer to cook meals onsite and serve, some prefer to prepare the meals offsite and bring it in to serve, while some simply provide a catered meal and we provide the volunteers to serve. However, it works best for your organization, is just fine with us! Please don't hesitate to reach out with any questions or for other suggestions.

Set-up:

1. Tables, chairs, and the drink station will already be set up for the evening.
2. The kitchen will be available after 3:00 pm on Thursdays. If you need to get into the kitchen sooner, please call Kim Breedlove or Amy Hightower at **918-338-0800** and we will try to accommodate.
3. Currently we will need to prepare a meal for 40 participants and children. Many are coming from other jobs directly to our program without a chance to go home first.
4. A detailed checklist for cleaning up after the meal is on page 4. **(If you are unable to stay and clean up after dinner, please don't worry about it!)**
5. And most importantly...HAVE FUN!!

If you have any questions or comments, please feel free to contact our office. We appreciate you and your organization for supporting Building Bridges and making our mission possible!

Thank you,

Kim Breedlove, Executive Director

Amy Hightower, Program Support Specialist

CLEAN UP PROCEDURES

- Wash and dry any dirty dishes. (instructions for using the kitchen sinks are posted above the sinks)
- Empty the coffee and tea dispensers and rinse them out.
- Empty ice into the sink and wipe the cooler dry.
- Take out the trash and dispose in the dumpster on the west side of the building.

(Attention: the doors will be locked, so please have someone stay at the door to let you back in!)

- Any left-over food will need to be either packaged up for the families to take home with them or stored in the refrigerator. Either Kim or Amy will be able to instruct you in this.