



## 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 our preparation facilities:

Canteen Services - Odd Fellows Road - between 10:00 and 10:30  
Virginia Baptist Hospital - between 11:00 and 11:30

Rustburg Presbyterian Church - between 10:45 and 11:00  
Timberlake – Schewel’s Furniture lot - between 10:30 and 10:45

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

### Coordinate Your Group & Schedule

Act as the liaison between your group and Meals on Wheels; one person will need to be designated in this Coordinator position.

Work with Meals on Wheels Volunteer Coordinator to determine delivery schedule.

Schedule your volunteers:

- advertise as necessary to recruit
- maintain a complete contact list
- send completed schedule to MOW Volunteer Coordinator in advance
- contact and remind volunteers in advance of their delivery date

### Meals on Wheels will Provide

Regular schedule updates

Training, updates, and support for the coordinator and/or drivers

Smiles, thanks, and virtual hugs from our recipients!

**For more information or to schedule,  
Contact:**

**Jace Crockett**  
Volunteer Operations Director  
c-434-333-0823