



## Sandwiches Guidelines for Shelter

### Important Information Before Starting

- **Minimum number of sandwiches you can sign up for is 100. You can sign up for additional sandwiches in increments of 100 (1-spot is 100 sandwiches). We need at least 600 per day!**

### Sandwich Guidelines

- Use turkey, ham, roast beef, bologna, egg salad, chicken salad, or Peanut Butter & Jelly (limit of 100 PB&J); If including cheese, place the cheese in a separate bag or purchase the individually wrapped cheeses).
- Use either white or soft whole wheat sandwich bread, no heels please.
- No mayonnaise or mustard on the sandwiches; individual packets of condiments are very much appreciated.
- It is not necessary to add lettuce or tomato.
- Wrap sandwiches in individual baggies.
- Please keep perishable sandwiches refrigerated prior to drop off.

### Delivery Directions

- Drop off sandwiches Monday through Friday 7:00am – 10:00am; Saturday & Sunday 9:00am - 11:00am at 1210 North Tryon Street, Charlotte, North Carolina 28206.
- Drive into parking lot and look for the grey double doors on the side of the building. You will see a ramp. Knock hard on the door. If no one answers, please go up the stairs to the patio doors and inform the front desk that you need someone from the kitchen.
- Please do not hand out sandwiches
- Please only give sandwiches to a staff member. Most staff will have an id or a blue or grey Roof Above shirt on.
- Shelter number to the front desk: 704-334-3187 ext. 102

### Additional Questions

- Please email [mealservice@roofabove.org](mailto:mealservice@roofabove.org)