

Operation Sandwich Handbook



Contents

What is Operation Sandwich?

How Does Operation Sandwich Work?

Attachment A - Example Schedule

Attachment B - Example Flyer

Attachment C - Volunteer Tasks

Attachment D - Lamb Center Directions

What is Operation Sandwich?

Operation Sandwich is a community out reach program sponsored by both the Student Council Association (SCA) and the Parent Teacher Association (PTA) at Clifton Elementary School. In an effort to reach out to the homeless and those in need in Fairfax County, students from the school are involved in the program by preparing sandwiches each week. The sandwiches are then delivered to the Lamb Center in Fairfax City. The Lamb Center is a warm, safe place where individuals can have a meal, a shower, or just a hot cup of coffee. No cooking is allowed at the Lamb Center so the sandwiches the students prepare are very gratefully received.

The program typically starts in October and runs thru May. Each class usually makes sandwiches twice during the school year with special accommodations made for the kindergarten classes. Students from the participating class are asked to donate cheese or sandwich meats. The bread, condiments, and other items are donated through grants from either the Northern Virginia Community Foundation or by Lifetouch. Adult volunteers at the "sandwich fest" and logistical support for the program are provided by the PTA.

How Does Operation Sandwich Work?

1) At the beginning of the year, an Operation Sandwich schedule is coordinated by the school staff and the Operation Sandwich chairperson. Each class is assigned the responsibility for two Thursday's during the school year. Once approved, the schedule is distributed to the school community. An example of a schedule is included in Attachment A.

2) No later than the Friday prior to their scheduled date the participating class Room Parent sends an e-mail flyer to their class distribution list regarding the upcoming activity. The Room Parent sends hard copies of this same flyer home in the next Tuesday folders. The Room Parent obtains the flyer from the Operation Sandwich chairperson. An example of the flyer is shown in Attachment B.

3) The Room Parent coordinates at least 3 adult volunteers to support the Thursday activity from 9:00am to 9:45am. A complete list of set up, clean up and delivery tasks for each Thursday is included in Attachment C.

4) On their Thursday, students from the participating class drop off the meat and cheese donations at the basket near the door to their classroom. When the volunteers give the ready signal at about 9:20am, the teacher escorts the students to the cafeteria to prepare the sandwiches. The teacher escorts them back upon completion at about 9:40am.

5) Volunteers clean up the cafeteria then deliver the sandwiches to the Lamb Center. Directions are given in Attachment D.

Attachment A
Operation Sandwich Schedule
2008



Date/Class/Sandwiches made

2/14	Mrs. Gardner	145
2/21	Mrs. Godfrey	150
2/28	Mrs. Zaman	
3/6	Ms. Talbot	
3/13	Mrs. O'Quinn	
3/27	Mrs. Borer	
4/3	Mrs. Siry	
4/10	Ms. Rice	
4/17	Ms. Lahna	
4/24	Mrs. McGourty	
5/1	Ms. Diehl	
5/8	Mrs. Owens	
5/22	Mrs. O'Brien	

Attachment B
Operation Sandwich
Mrs. Godfrey's Class



Attention Parents!

Mrs. Godfrey's class will be participating in "Operation Sandwich" this coming Thursday morning, February 21st, from 9:20am until roughly 9:40am. Please send a package of either meat or cheese (NOT the individually wrapped cheese) to school with your child on Thursday. If your last name begins with

A - K please bring meat or
L - Z please bring cheese.

We also need a minimum of 3 parent volunteers from 9:00am to about 9:45am. Parents set up, monitor sandwich making, and clean up. Additionally, if you can deliver the sandwiches to the Lamb Center, in Fairfax, let me know. Please notify me at _____ if you can help our class on Thursday.

Attachment C

Operation Sandwich Volunteer Tasks

Most supplies are in the PTA closet in the cafeteria (closest to the windows). Bread is stored on a cart in the library storeroom or in the main office storeroom. The Operation Sandwich chairperson ensures supplies are available.

1) Before 9:00am, place the wicker basket outside the classroom door of the class making sandwiches, and hang the "Operation Sandwich" sign on the wall above it. You can get masking tape in the main office. Pick up the meat and cheese donations after the bell has rung.

2) Usually, the custodial staff will have 5 tables set up. Spread the plastic tablecloths over the tables - four for the students, one for supplies.

3) Place two metal pans in the center of each table and line one with waxed paper or foil. The bread goes in one pan, and the meat and cheese goes in the lined pan (one row of meat, one row of cheese). The bread bags can be sliced open across the top with scissors leaving the loaf accessible and sitting on the plastic bag underneath.

4) Place four stacks of plastic sandwich bags, mayo and mustard packets on each of the four tables.

Attachment C, cont'd

5) Move a small desk and a waste container to the cafeteria door area. Place sanitizing hand wipes and paper towels on the table.

6) Notify the teacher when all is ready. Have the students wash their hands as they enter then distribute them evenly across the tables. One parent volunteer at each table can cheer (monitor) the students on, replace food and supplies, and help as needed.

7) Explain the sandwich formula to the students. Two pieces bread, one piece meat, one piece cheese then insert into a plastic sandwich bag and include one mayo and one mustard packet before sealing bag. For the younger grades, have the adult monitor at the table seal the bag. Make as many sandwiches as possible with the given donations. Count or estimate the number of sandwiches made. The kids like to know. Each single bread loaf makes about 10 sandwiches.

8) Clean up afterwards. Shake out plastic tablecloths and wipe trays clean. Store them with the supplies. If there is any bread left over, it can be stored in the teachers' lounge freezer or taken to the Lamb Center.

9) Deliver the sandwiches to the Lamb Center before 11:30am.

Attachment D

Directions to the Lamb Center

- 1) Head north on Clifton Road (4.1 miles).
- 2) Right on Lee Highway/US 29N. Stay on Lee Highway (7.1 miles). This is past Ox Road.
- 3) Right on Old Lee Highway. The Lamb Center is on the right immediately after you turn.

3220 Old Lee Highway
Fairfax, VA 22030
(703) 691-3178

