



TREE HOUSE SPECIAL EVENT/MEAL PROGRAM APPLICATION

Please read the attached Tree House Meal Program Information before filling out this application.

Name/type of your organization:
Number of people in your group (10 maximum):
Please tell us about your proposed event and / or meal menu:
Preferred date of event:
Preferred date and time of orientation (<i>must be two weeks prior to event</i>):

Please list the designated group leader(s) from your organization that are coordinating the event or meal program.

Name:	Primary Phone:
Street Address:	Alternate Phone:
City:	Fax Number:
State/Zip Code:	Email Address:

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Street Address:	Alternate Phone:
City:	Fax Number:
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Please fax the application back to **253-403-8516** and a Tree House Specialist will be in contact with your organization shortly. If you need immediate assistance please call Chelsea Wood at 253-403-8510 or e-mail at Chelsea.Wood@multicare.org



Tree House Family Meal Program

Families staying at Tree House often experience stress due to the illness or health status of their hospitalized family member. The Family Meal Program offers groups of volunteers the opportunity to extend needed support to these families by providing and preparing a meal.

Family dinners are served on selected evenings of the week or weekend breakfasts. Groups should plan to serve 50-60 family members. A group size of 5-10 volunteers is the most appropriate. The actual number of people attending a given dinner varies greatly, even when the Tree House is at full capacity. Bear in mind, that whether the food is eaten at mealtime or as leftovers, it will be very much appreciated. A Tree House specialist will e-mail you one to two days in advance with an estimate.

Your group may choose to cook at the Tree House, cook at off-site, or as with most groups—do a combination of the two. Options also include ordering takeout. that can be stored and reheated easily is best. In all cases food safety must be overved.

We ask that volunteers and volunteer groups **not solicit donations on behalf of MultiCare Health System, Tacoma General, Mary Bridge Children’s Hospital and Tree House to support or fund their meal.** It is acceptable to ask for a donation from someone you know with whom you have a personal relationship. The donation would be to your group for the purpose of providing a meal to the families staying at the Tree House.

Our kitchen is equipped with four electric residential ovens and several cooking stove tops. We are equipped with basic equipment, pans, cooking and serving utensils, including large chafing pans or steam table for maintaining proper food temperatures.

On-site Orientation (lasting about 45 minutes)

This orientation is **mandatory**. Orientations can be scheduled **Monday-Friday between 3pm and 8pm**. We encourage all members of your group to attend, however only the designated lead for the group is required to do so. The lead then has the responsibility of providing and reviewing the information provided here with all group members not attending the on-site orientation. **All members of your group must carefully read and be familiar with our *Food Handling, Preparation, and Storage Guidelines* prior to coming to the Tree House on your scheduled date.**