



St. Mary of Mercy Red Door Program



GROUP DONATION FORM

202 Stanwix Street • Pittsburgh, PA 15222-1381

Phone: 412-261-0110 • Fax: 412-261-0113 • www.stmaryofmercy.org

Volunteer Coordinator: Betty Penny, MSW – 412-261-0110, ext. 14 – Cell: 412-251-7772

The Red Door Program began during the Great Depression. This program provides a bag lunch, Monday through Saturday, to more than 100 persons each day.

A typical Red Door lunch contains two sandwiches (one meat and one peanut butter – wrapped together) and at least one sweet or snack of some type. Fruit is always a welcome addition.

If your group plans to donate lunches, the donations must arrive between 9:15 a.m. – 9:30 a.m. Please donate enough of an item to serve 100 people.

If you also plan to donate juice or water, please do not pack them in the bags...just deliver in separate boxes. If your group will only be able to donate one item towards the lunch (i.e., sandwiches or juice boxes) please make sure we know in advance what you are bringing and bring at least 100 of each item. If you will not be bringing the items in separate lunch bags, please make sure the separate items are packed in manageable boxes and are clearly marked for content and quantity.

If for any reason your group is unable to fulfill the planned donation, it is vital that we are informed at least 24 hours prior to the day of donation so that we can make other arrangements to make sure that lunches are available for those in need. If your donation will be delivered later than 9:30 a.m., please call us immediately and tell us when the delivery will arrive.

Please remember, though our needs are great, our space is small. If you wish to donate more than what is outlined above, please call **412-261-0110, ext. 14** to discuss.

Donation Delivery Instructions

Please deliver donations to the Boulevard of the Allies side of St. Mary of Mercy, which is next to the Diocese Building near PPG. As you drive down the Boulevard of the Allies, heading towards the Point, St. Mary of Mercy is the red brick building on the right hand side before Stanwix Street. Stop your car, and put on your flashers. Honk your horn several times as you park near the Red Door and the two glass metal doors. **It is very helpful if you call from your cell phone 5-10 minutes before your arrival.** We will have volunteers come to the glass doors to help you unload your delivery.

Volunteers and Donations

We welcome all volunteers and donations. Volunteers normally work from 9:00 a.m. – 11:45 a.m. Volunteers can commit to a once-a-week schedule or can volunteer to be put on our "call-as-needed" list. Cash donations can be made by check to: **St. Mary of Mercy Red Door Program** or to **Red Door United Way #045**. If you want to volunteer or arrange for donations, please call **412-261-0110, ext. 14**, or e-mail **bpenny11@verizon.net**.

Name of group/organization _____

Date(s) your group would like to donate _____

What your group is donating _____

See lunch item donation information above.

Group's main contact person _____

Telephone Number _____

Cell Phone Number _____

E-mail Address _____

Mailing Address _____