



OPERATION MEAL PLAN

How it works for . . .

Restaurants:

To participate, contact Nate Futrell with the Cobb Chamber at nfutrell@cobbchamber.org and indicate the following:

- Name of restaurant
- How many units (25 individual meals) you are willing to provide at one time
- Point of contact name
- Phone number & email address

We will make every effort to provide you with 24hrs notice of need.

We will provide the address and contact information for the location receiving the meals.

You will need to:

- Prepare food in batches of 25 individually wrapped meals at a minimum.
- Produce an invoice with the number of meals delivered at \$4.50 per meal plus a \$10 delivery fee.
- Deliver the meals with the invoice within the window of time specified.
- To verify receipt, have invoice signed at delivery by an employee of the organization.
- Email signed invoice within 3 business days of delivery to Barbara@CobbFoundation.org for payment. All invoices received prior to 3 pm each Wednesday will be processed with checks cut and mailed Friday of the same week. Invoices received after Wednesday at 3 pm will be processed and paid the following week.

You must follow currently applicable safety standards, such as:

- Be in compliance with [Cobb & Douglas Public Health](#) and [Serve Safe](#) standards.
- Maintain the prepared meals at safe temperatures (41°F for cold foods, 135°F For hot foods) until transferred to the delivery vehicle, the deliver food to recipient within 1 – 2 hours (temperature control is not required during this step).
- Screen food preparers and drivers for [symptoms](#) outlined by Cobb & Douglas Public Health.
- Follow recommended guidelines for [safety and prevention](#).
- Ensure an initial cleaning of commonly touched surfaces in delivery vehicles (steering wheel, door handles, radio and climate control knobs, etc.) with a disinfecting wipe and subsequent cleanings with any change in drivers.



501(c)(3) Non-Profits/Agencies/Churches:

Contact Melanie Kagan with the Center for Family Resources at melaniekagan@thecfr.org and indicate the following:

- How many meals (in increments of 25) are needed to serve your clients/residents
- What day/time will you need them
- Point of contact name
- Phone number
- Deliver address

You will need to:

- Ensure a staff member is available to receive the delivery.
- Sign the invoice provided as proof of delivery.
- Ensure meals are utilized appropriately by individuals or families in need.

Donors:

Support local non-profits by providing meals and help keep restaurant workers working.

- **Donate by credit card:** [Click here.](#)
- **Donate stock or other assets:** Contact Barbara Garner at 770-859-2359 or barbara@cobbfoundation.org.

*Note: In light of governmental requests for shelter in place, the CCF staff is working remotely, therefore, donations by credit card and donations of marketable securities are preferred.

- **If you would like to donate by check:** Make checks payable to Cobb Community Foundation and list "Operation Meal Plan Fund" in the memo area. Mail to Cobb Community Foundation, 1100 Circle 75 Parkway, Suite 1000, Atlanta, GA 30339.

Cobb Community Foundation is a 501(c)(3) non-profit charity and all donations to the Fund are tax-deductible as allowed by law.



Q & A...

Donors:

Q: Can I designate the organization to receive the meal?

A: While your contribution to Operation Meal Plan cannot be restricted to a specific organization, you can always donate directly to the organization you would like to support.

Q: Can I select which restaurant will prepare the meal?

A: Donations to Operation Meal Plan cannot be restricted in any way.

Q: Is my donation tax deductible?

A: Absolutely. Cobb Community Foundation is a 501(c)(3) public charity, making your contribution deductible to the greatest extent possible.

Q: Can I transfer/send a contribution from my donor advised fund.

A: Yes.

Restaurants:

Q: What type of meal are we expected to prepare?

A: Each meal should include, at a minimum, a protein, a starch and a vegetable or fruit.

Q: Are sandwiches acceptable?

A: "Premium" sandwiches such as hoagies, chicken breast sandwiches or hot sandwiches are fine. Bologna and peanut butter and jelly sandwiches are not. \$4.50 per meal is intended to represent your cost.

Q: Can we prepare different meals at different prices?

A: Because we need the process to be as simple as possible, only one price point is allowed.

501(c)(3) Non-Profits/Agencies/Churches:

Q: We aren't in Cobb County. Is our organization eligible to receive a meal from Operation Meal Plan?

A: Not now, but check back in a couple weeks as that may change.

Q: Volunteers typically prepare and provide dinners for our residents. Can Operation Meal Plan provide those dinners?

A: Absolutely. The founder of Operation Meal Plan had you in mind.

Q: Our organization serves a daily meal at our facility for people in need in our neighborhood. May we receive a meal through Operation Meal Plan.

A: As long as you are a 501(c)(3) charitable organization, you may receive meals through Operation Meal Plan.

Q: Can you deliver meals to individual homes?

A: No, Operation Meal Plan is specifically designed to serve non-profit organizations. However, meals could be delivered to the organization which, in turn, the organization delivers to their clients' homes.

Q: We are a non-profit hospital. Can we request meals for our staff?

A: If you provide meals for your staff as a matter of practice, then you can receive meals from Operation Meal Plan. But if staff members typically buy their own lunches, the lunches are considered a personal gift, not a charitable gift and, therefore, cannot be purchased with dollars contributed to a charitable fund.

Q: Is there a standard rule of thumb for determining if we qualify?

A: Yes. If someone were to give you a check to go buy meals for a specific group, following the IRS rules for charitable contributions, would you that check as a charitable contribution? If yes, then generally speaking, Operation Meal Plan can provide meals. If no, then it cannot.