



# Monroe County United Ministries



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Dear Basket Giver:

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Thank you for contributing to Monroe County United Ministries' Holiday Miracle. Your efforts and generosity will be much appreciated by families who receive food baskets. The list on the reverse side describes all the items we would like to see put into each basket. Please help us handle a large volume of basics by following the steps listed below. *If your group makes more than one basket, please duplicate this list for each basket made.*

- **Please check off the box next to each items you include in your basket.** Attach this list to your basket when you bring it in. You may add to this list but if there is something on the list not included in the basket, leave that box blank so that we do not have to sort through every basket to make sure all items are included. Any item not checked will be furnished by United Ministries before the basket is distributed. Please don't forget your list because we will have to take the basket apart and mark a new one to be sure it is complete. ***If you do include a turkey or ham, please bag it separately and hand it to a staff person. A rotting turkey or ham can spoil multiple baskets.***
- Baskets must be received by **Friday, December 2th** *unless you are also sponsoring a family at Christmas.* In that case, you may bring your basket at the same time as your gifts.
- Baskets are **NOT** distributed right away, so ***please do not include any perishable items such as butter or pies, etc.*** It is always heartbreak to discover these items after the basket has been sitting in a warm room for 3 or 4 days. Twice now, spoiled turkeys have been found and, believe me, they ruin everything around them! You may include a gift certificate to a local grocer if you like, but *do not* include your name or address on this certificate.
- Please sack your basket in **5 or 6 doubled paper sacks** for distribution. Two or three paper sacks are too heavy and plastic sacks are too small and food spills out of them. Make your sacks double strength, please! We sometimes have to move these sacks several times before distribution and single weight sacks *always* tear.
- Help us by using the following procedure to identify sacks that go together. When you assemble your basket, staple a colorful piece of paper or ribbon at the top of each sack to help us identify the 4-5 sacks that belong together. Use a separate color for each "basket." Sometimes, especially during transport, these sacks are mixed up and the paper or ribbon helps us to reassemble a complete basket. Your assistance with this matter is greatly appreciated!

Thanks for participating!

Meri Reinhold  
Executive Director

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## STEPS FOR A SUCCESSFUL FOOD BASKET

1. **Use only doubled paper sacks.** A food basket will need 5 or 6 double-strength paper bags. Plastic and single strength paper bags *always* tear. Identify your food basket bags from others by stapling a bright piece of wrapping paper or a ribbon near the top of each bag.
2. **Check off each item below as you add it to the basket.** We will add any items not checked by you. You may add any additional foods, but don't include perishables—baskets are not distributed immediately. You may include a gift certificate to a local grocer if you like, but do not include your name or address on the certificate. Staple the list and gift certificate, if included, to one of your sacks. We will remove the list after we add the necessary items. Bags without a list have to be taken apart and checked by hand so please don't forget your list.

### OPTIONAL ITEMS

- 10-12 LB. TURKEY or 5 LB. HAM  
Please do not put turkeys or hams in with other items. Families will be given a choice of ham or turkey and most will need to be refrigerated.
- Cookies, candies, or additional dessert items
- 2 boxes of macaroni & cheese
- Bottle of oil
- Salad dressing/pickles/gravy
- Coffee/tea/cocoa

### ESSENTIAL ITEMS

- 1 (40 oz.) can BEEF STEW
- 4 (6 oz.) cans of TUNA
- 1 large box of CEREAL
- 1 box of SODA CRACKERS
- 1 box of SNACK CRACKERS OR GRAHAM CRACKERS
- 10 cans/boxes of SOUP  
(2 cans each of 5 different kinds)
- 1 can/box CHICKEN BROTH

- 1 large box of BREAD MIX
- 1 medium box of PANCAKE MIX
- 1 jar of PEANUT BUTTER
- 1 jar of JELLY
- 1 package DRY EGG NOODLES
- 1 (26 oz.) jar PASTA SAUCE
- 1 (1 lb.) bag of RICE
- 1 box of STUFFING or POTATOES
- 2 quarts (64 oz.) of FRUIT JUICE (powdered or liquid)
- 2 DESSERT items, i.e. cake mix and frosting, pie shell (no refrigeration available) and filling, pudding, cookies, etc.
- 9 cans of VEGETABLES
- 9 cans of FRUIT (in light syrup or juice)
- 1 (1 lb.) bag of DRY BEANS
- 2 cans of PUMPKIN
- 1 bottle of PANCAKE SYRUP
- 1 pkg FRUIT SNACKS
- 1 (5 lb.) bag of FLOUR
- 1 (5 lb.) bag of SUGAR
- Bar soap/shampoo/toilet paper
- Laundry soap/dish soap