



## VIP Driver Program

**Our Mission:** *“Delivering healthy meals and friendship—neighbor to neighbor”*

### Who we are...

Meals on Wheels New Mexico is a 501c3 nonprofit organization founded in 1972 by local churches. As word of our program spread throughout the community, we finished our first year by preparing and delivering 1,200 meals. Currently, in our state-of-the-art kitchen, with 550 caring and compassionate volunteers and a talented staff of chefs, we prepare and deliver over 150,000 nutritious and great tasting meals each year across New Mexico.

### What we do...

Meals on Wheels New Mexico (MOWNM) is the only home delivered meal program for those requiring meals which meet special medical needs in the state. Our goals are: to reduce hunger and food insecurity among those who are home-bound or facing health issues; to promote the socialization of the elderly and homebound; and to advance the health and well-being of our clients through access to adequate nutrition.

Our culinary team creates healthy meals that are delivered by friendly, caring volunteers to clients' homes Monday through Friday. We offer hot or frozen meal options and can provide meals for the entire week. Whether someone needs meals for a few days or for a number of years, Meals on Wheels New Mexico is there for as long needed.



### ***Supporting low-income community members...***

Meals on Wheels New Mexico has established a sliding scale for meals ensuring that those living between 0-200% of the Federal Poverty line receive free or subsidized meals when they need them.

### ***We provide food and friendship...***

Each day as our volunteers deliver meals they also provide friendship while checking on the health and safety of those we serve. Often our volunteers are the only social contact our clients may have all day. In addition to being a major source of social interaction for clients, MOWNM volunteer drivers make note of clients' well-being and notify MOWNM staff who are in frequent contact with clients and their caretakers. This provides families with peace of mind knowing their loved one is looked in on each day.

## What is the VIP Driver Program?

Many businesses are interested in having an opportunity to give back to the communities in which they work and live. Companies, organizations, and churches across the metro area have discovered that Meals on Wheels New Mexico is a tremendous volunteer opportunity for their employees and members.

Meals on Wheels New Mexico has an active corps of volunteers who come from area businesses. Companies allow their employees to take approximately 90 minutes each week to deliver meals. The company selects the day it would like to deliver meals. The greater the number of volunteers a company can recruit the less often any one team delivers meals.

### *How does the program work?*

- The corporation/organization is scheduled to deliver a route once a week
- One individual at your company/organization acts as the Team Coordinator and is the liaison with the MOWNM Volunteer Coordinator
- The corporate delivery team is made up of coworkers who, in pairs, deliver the meals between 10:00 am and 12:00pm
- An average route takes 60-90 minutes
- Typically, teams can be set up so that a given individual delivers meals once a month or less
- The program allows corporate social responsibility with consistency, flexibility, and ease at a minimal cost



### *Benefits to volunteer driver teams:*

- Employees gain immediate satisfaction in helping others and providing social interaction for clients who are isolated
- Your company is seen as a community partner helping to serve over 150,000 meals each year to those in need
- Receive recognition throughout the year including volunteer luncheons, recognition in newsletters, social media, on our website and more
- Enhances image as a socially responsible company
- Builds employee morale
- Encourages improved employee communication
- Promotes team building and camaraderie
- Provides a leadership opportunity for Team Coordinator
- Helps employees develop traits such as compassion, trust, and reliability
- Encourages professional growth and networking
- It allows busy people to give back to the community without taking away evening or weekend time with their families; and it only takes approximately 90 minutes

### *What your company team will accomplish in one year\*:*

- 156 hours donated (estimated worth \$4,672)
- 832 miles driven
- 416 meals delivered
- 8 new friends made

*\*Estimates based on a two person team with 8 clients.*



## VIP Driver Program – Responsibilities

### *Team Coordinator responsibilities:*

- Serve as your organization's point of contact with Meals on Wheels
- Complete and submit Organization Registration Form (copy attached)
- Collect from new volunteer drivers and submit to Meals on Wheels:
  - Volunteer Information Form (copy attached)
  - Copy of valid driver's license and current vehicle insurance card
- Develop and distribute delivery schedule for volunteer drivers (sample attached)
- Solicit new volunteers when creating the delivery schedule or when a volunteer departs
- Forward to assigned drivers the route information emailed by Meals on Wheels
- Once each year:
  - Validate each volunteer has current vehicle registration and driver's license
  - Provide Meals on Wheels with updated roster of volunteer drivers

### *Volunteer Driver responsibilities:*

- Complete Volunteer Information Form and submit to your organization's Team
- Coordinator along with copy of valid driver's license and current vehicle insurance card
- Attend initial orientation meeting presented by Meals on Wheels (new organizations to VIP Driver Program) or ride with experienced volunteer (existing organizations in VIP Driver Program) prior to assignment on the organization's delivery schedule
- Upon receipt of delivery schedule, calendar all assigned dates. You are responsible for arranging with another volunteer or alternate if you are not able to deliver on your scheduled date.
- Notify Team Coordinator of changes to driver's license status or vehicle insurance status
- On date of delivery, arrive at the Meals on Wheels distribution location at 10:00 a.m.
- Deliver with a smile and know that you are making a difference!





**VIP Driver Program  
Organization Registration Form**

ORGANIZATION NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TEAM COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BACKUP COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Preferred Days (s)

MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY

Preferred Route (Quadrants):

- Kaseman – Delivering to NE & SE Albuquerque (pick up at Northside)
- Presbyterian Main –Delivering to NE, SE, & SW Albuquerque (pick up at Northside)
- Presbyterian Northside –Delivering to NE & NW Albuquerque (pick up at Northside)
- Rust Hospital Westside –Delivering to NW Albuquerque, Corrales & Rio Rancho (pick up at Rust Hospital)

Comments :

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\_\_\_\_ I understand I will not be financially reimbursed by Meals on Wheels for our time or expenses while we are part of the volunteer program. For liability reasons, persons not registered as volunteers with Meals on Wheels may not substitute for me/us. I/we assure Meals on Wheels all of the above information is accurate and truthful.

\_\_\_\_ I certify that all employees of \_\_\_\_\_ have passed a background check prior to their employment.

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date



**VIP Driver Program**  
**Volunteer Registration Form**

BUSINESS/ORGANIZATION \_\_\_\_\_

NAME: \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DOB: \_\_\_\_\_

**EMERGENCY CONTACTS**

CONTACT NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

PHONE: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

\_\_\_\_ I understand I will not be financially reimbursed by Meals on Wheels for my time or expenses while I am a volunteer. I assure Meals on Wheels all of the above information is accurate and truthful.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date