

Donut Sunday Instructions:

1- Pick up donuts on Saturday (let me know what time you/ or a volunteer can go so I can let Krispy Kreme know) refrigerate, if possible, in SEAS kitchen.

Krispy Kreme 9870 Liberia Ave. Manassas, VA

2- Create stacks of boxes for each mass as follows and label (sticky note or marker) with the mass the stack is for. We are ordering mini donuts so its 24 per box. Use the box amount for mass assignment.

****7:30am- 8 boxes** of mini donuts (16 dozen)

9am- **12 boxes** of mini's (24 dozen)

10:45am- **12 boxes** of mini's (24 dozen)

12:30pm- **10 boxes** of mini's (20 dozen)

*****this mass needs to take all donut out of fridge before mass starts- to come to room temp for serving.***

3- Place assigned donuts on trays before mass starts and with plastic wrap and to keep fresh. Keep them in the kitchen. Only put them out after communion- (that's a good time for volunteers to go down and put them on tables.)

4- ONLY PUT NAPKINS OUT for people to use, NO PLATES PLEASE!! Plates encourage stacking (and dropping) of donuts. We are trying to minimize waste of food. Napkins go in piles around table. Please put Table clothes on drinks and donut tables.

Place donation baskets on each table - two per table please. They are located in the corner lazy susan cabinet. Donation signs are in bottom left drawer under coffee cabinet. Collect money and place in plastic bag that church provides in office waiting area. Label it Donut Sunday and date. Place money in after each mass and after last mass, seal shut and drop into slot on office door.

5- DRINKS- Please have *1 water and make 2 lemonade containers*. Please set up drinks table with cups and napkins. **COFFEE** needs to be **set up and started before 7:30am mass**, Then another pot made at 10:45, before it starts. It takes an hour to make a pot. We should make two pots of 50 cups each. Set out sugar, cream, stirrers, and styrofoam coffee cups. Set a plate under spicket of each container, to catch spills. *Instructions on amounts of coffee are on inside of left cabinet door where coffee is stored, lemonade powder has instructions on its back and containers have water line marks on them. Use ice from machine near door to chill water and lemonade. Add a bit more powder to lemonade since ice dilutes it.*

Cabinets are marked with where napkins, cups, etc. are.

6- Have your volunteers go down after communion, drinks can be readied before mass if they want. Please

only use the assigned mass boxes. When your mass quantity runs out, its done.

7- After mass, bring trays into kitchen, try to keep table areas cleaned of spills and crumbs so its nice. Cover spills with white paper towels, not a change of table clothes.

8- After 12:30pm mass, clean up trays, rinse out drinks containers and put away please. Store any leftover donuts in boxes (religion classes can use them), and take the few tables you used down. They go in corner behind screens near office. Sweep if floor is very messy and take trash out please.

Call or text if you or anyone volunteering has questions.
Paula Dudzinski 440-781-1157

*****PLEASE REMEMBER TO HAVE INFO ON YOUR GROUP!** Have a table and someone there to share info on what you do and take info on any who wants to join your group. Father suggested brochures, etc..

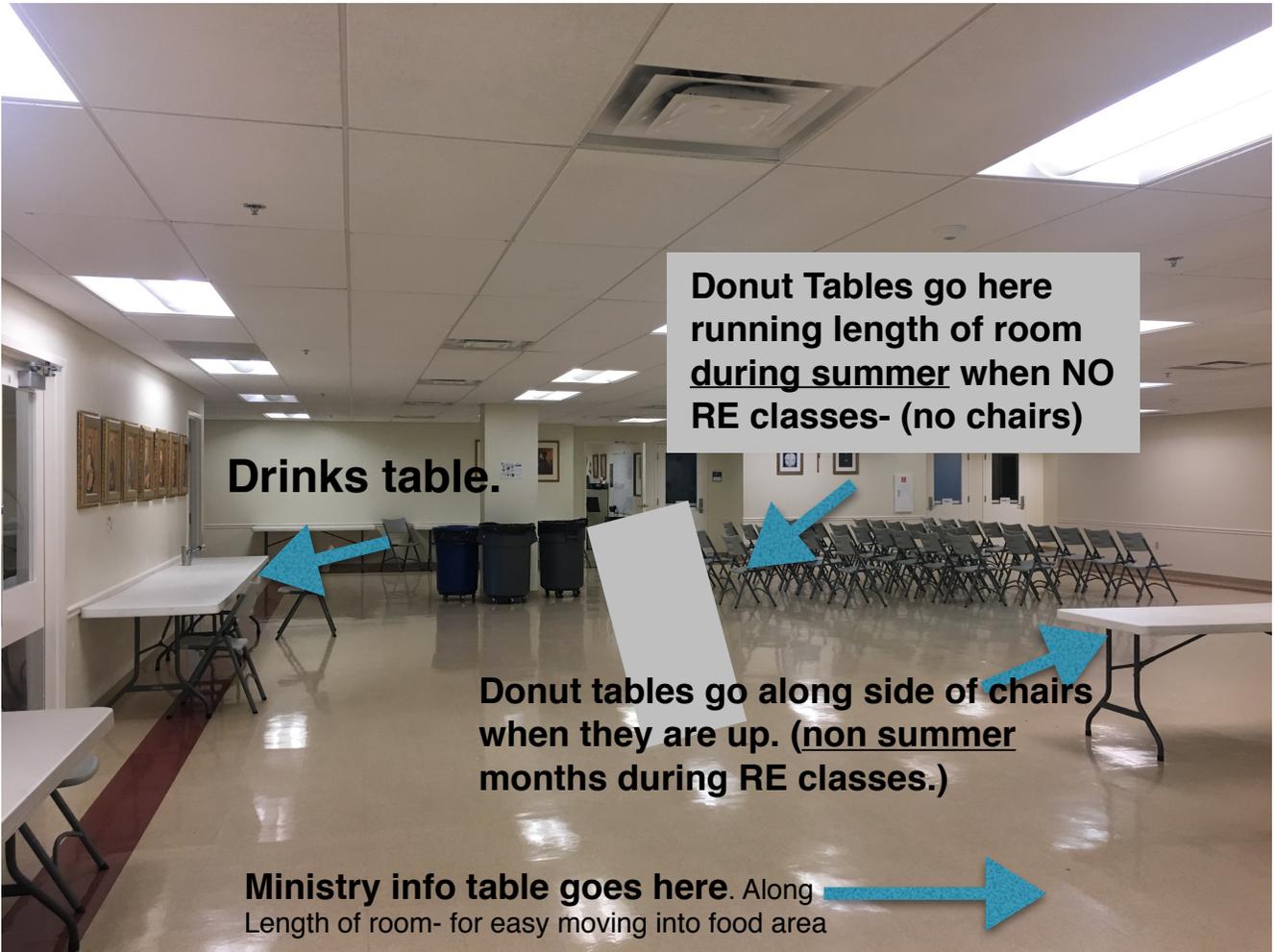




Coffee in top cabinet

Donation signs in bottom drawer

Donation baskets in corner lazy susan



Drinks table.

Donut Tables go here running length of room during summer when NO RE classes- (no chairs)

Donut tables go along side of chairs when they are up. (non summer months during RE classes.)

Ministry info table goes here. Along Length of room- for easy moving into food area