

# THE SANDWICH PROJECT

## Group Event Planning Guide

*A Complete Reference for Organizing Sandwich-Making Events*

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This document is your official policy reference for all group sandwich-making events.

**Please review and share this guide with everyone involved in your event.**

Our sandwiches are distributed to children, the elderly, and immunocompromised individuals.

**Food safety is not optional.**

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# 1. Overview & Partnership Guidelines

Thank you for partnering with The Sandwich Project to fight food insecurity in our community. This guide consolidates everything you need to plan, prepare, and deliver safe, high-quality sandwiches for distribution.

## Why This Document Matters

The sandwiches your group makes go directly to people who may be children, elderly, or immunocompromised. A foodborne illness from improperly handled food can be serious — even life-threatening — for these populations. That's why we hold every group to the same food safety standards, no exceptions.

## What a Successful Event Looks Like

Every TSP group event follows the same core practices. Here's what we need from every event:

- All volunteers have reviewed this guide before the event
- All perishable ingredients are purchased centrally by one or two designated shoppers — not brought in individually
- The cold chain for deli meat and cheese is maintained at every stage
- Every sandwich is properly labeled and packaged per TSP standards
- Sandwiches are delivered at safe temperatures
- Any food that may have been compromised is discarded — when in doubt, throw it out

### **CRITICAL POLICY: CENTRALIZED PURCHASING**

All perishable ingredients (meat, cheese) **MUST** be purchased centrally by one or two designated shoppers and kept refrigerated until the event. Individual volunteers should **NOT** bring in their own meat or cheese. When multiple people transport perishable items separately, there is no way to verify the cold chain was maintained.

## 2. Food Safety Policy

This section outlines The Sandwich Project's food safety requirements. These are **non-negotiable standards** that apply to every TSP event. Our sandwiches go to people experiencing food insecurity — many of whom are children, elderly, or immunocompromised. Maintaining safe food handling protects the people we serve.

### The Two-Hour Rule

#### ⚠️ DESIGNATE ONE PERSON TO BRING THE MEAT

Having one person purchase and transport the deli meat and cheese ensures that these ingredients stay in a cooler or refrigerator as much as possible — rather than sitting in multiple cars or on counters while everyone arrives.

- **Never above 80°F:** If perishable items reach 80°F or higher at any point, they must be discarded immediately.
- **The clock is cumulative:** Time outside refrigeration adds up across every stage — shopping, transport, prep, assembly, and delivery.
- **Coolers maintain temperature, they don't create it:** Never put room-temperature or warm sandwiches in a cooler. The cooler will not make them cold. Sandwiches must already be cold when placed in the cooler.

### Purchasing & Storage Rules

- **Pre-packaged meat ONLY:** Use only factory-sealed, pre-packaged deli meat. Do NOT use meat sliced at the deli counter.
- **Expiration dates:** Select packages with the furthest expiration date. Meat must have at least 7 days remaining until expiration at time of purchase.
- **Opened packages:** Once opened, deli meat must be used within 3 days. Do not use opened packages that are older than 3 days.
- **Sealed packages:** Even if unopened, do not use deli meat that was purchased more than 2 weeks ago.
- **Transport from store:** Bring a cooler with ice packs to the grocery store. Go directly home. Refrigerate immediately.

### Preparation Timing

- **Deli sandwiches:** Make deli sandwiches the same day as your event. They must reach a host or recipient within 24 hours of being made — no exceptions.
- **PB&J sandwiches:** Can be made further in advance since they do not contain perishable ingredients, but should still be made as close to delivery as practical.

### During Preparation

- **Clean and cover counters** before beginning. Use clean tablecloths or sanitized surfaces.

- **Separate peanut butter from deli:** If making both types, keep PB&J ingredients and work areas completely separate from deli ingredients.
- **Wash hands with soap and water:** Every volunteer must wash hands thoroughly before handling food. Hand sanitizer alone is not enough — it doesn't kill some organisms that cause food-borne illness.
- **Hair tied back, gloves required:** Every volunteer must tie back hair and wear disposable gloves at all times during food handling.
- **Change gloves:** If you touch your face, phone, door handles, or anything other than food and food-contact surfaces, change your gloves immediately.
- **One loaf at a time:** Remove only enough meat and cheese from the refrigerator for one loaf of sandwiches at a time. Return unused portions to the fridge immediately.
- **Don't overfill the refrigerator:** Air needs to circulate to keep food cold. Leave space between items.
- **Assign roles:** Have some volunteers making, some packing, and some returning completed loaves to the refrigerator. Assembly-line style keeps food moving quickly.

#### **WHAT OUR GUIDELINES ARE ALL ABOUT**

Our food safety guidelines are our attempt at minimizing the time that deli meat and cheese spend outside of refrigeration. Every step — from shopping with a cooler, to pulling out one loaf at a time, to getting finished sandwiches back into the fridge — is about ensuring we don't hit that 2-hour mark.

### 3. Shopping & Ingredient Guidelines

All ingredients should be purchased centrally by one or two designated shoppers — not by individual volunteers. This ensures product consistency and maintains the cold chain from store to event.

#### Per-Sandwich Requirements

Deli Sandwich	PB&J Sandwich
2 slices bread	2 slices bread
2–3 oz / 2–3 slices of turkey or ham (follow package serving size)	1½ tbsp peanut butter per slice (both slices)
2 slices cheese (1 on each slice of bread)	1½ tbsp jelly on one slice
No condiments	No condiments
1 individual zip-lock sandwich bag	1 individual zip-lock sandwich bag

**Approximate cost per deli sandwich:** Turkey ~\$1.48 | Ham ~\$1.27

For detailed quantity planning, **use the Sandwich Shopping Planner tool** provided by The Sandwich Project to calculate exact amounts based on your group size.

## 4. Making PB&J Sandwiches

Follow these steps exactly for every PB&J sandwich your group makes.

### Before You Begin

- Clean and cover all work surfaces
- Ensure all volunteers have hair tied back
- Ensure all volunteers are wearing disposable gloves
- **Keep PB&J ingredients separated from deli ingredients** if making both types

### Assembly Steps

**Step 1: Prepare Your Workspace** — Wash hands thoroughly. Put on disposable gloves and tie back hair. Lay out slices of bread in pairs. Do NOT use end pieces (heels).

**Step 2: Apply Peanut Butter** — Spread 1½ tablespoons of peanut butter on EACH slice of bread (both slices get peanut butter). Use only peanut butter — no other nut butters or alternatives.

**Step 3: Apply Jelly** — Spread 1½ tablespoons of jelly in the center of ONE slice (on top of the peanut butter). Grape or strawberry jelly only.

**Step 4: Combine** — Press the two slices together. DO NOT cut the sandwiches.

**Step 5: Bag Individually** — Place each sandwich in its own individual zip-lock sandwich bag. Press out excess air before sealing. Seal tightly.

**Step 6: Package into Loaves** — Place individual sandwich bags into a loaf-sized bag. Press out air and secure with a twist tie. Do NOT use knots or rubber bands — twist ties only.

#### **ALLERGEN WARNING**

PB&J sandwiches contain peanuts. They must be labeled with the PB&J label that includes the "Contains Nuts" warning. Never prepare PB&J and deli sandwiches on the same surface or with the same utensils without thorough cleaning between.

## 5. Making Deli Sandwiches

**Deli sandwiches require strict temperature control.** Review Section 2 (Food Safety Policy) before beginning. The Two-Hour Rule applies to every step of this process.

### Before You Begin

- Verify all meat is factory-sealed, pre-packaged (NOT deli counter sliced)
- Verify expiration dates — minimum 7 days remaining
- Confirm all ingredients have been properly refrigerated
- Clean and cover all work surfaces
- Ensure all volunteers have hair tied back/hair nets on, hands washed, and gloves on
- **Designate a "fridge runner"** — someone responsible for getting ingredients out and returning finished loaves to the refrigerator immediately

### Assembly Steps

**Step 1: Manage Ingredients from the Fridge** — Keep ALL ingredients refrigerated. Remove only enough meat and cheese for ONE loaf of sandwiches at a time. Return unused portions to the refrigerator immediately.

**Step 2: Prepare Your Workspace** — Wash hands thoroughly. Put on disposable gloves and tie back hair. Lay out slices of bread in pairs. Do NOT use end pieces (heels).

**Step 3: Apply Cheese** — Place one slice of cheese on EACH slice of bread — that's two slices of cheese per sandwich. No condiments of any kind.

**Step 4: Apply Meat** — Place 2–3 ounces (2–3 slices) of turkey OR ham on one side — follow the serving size on your package (thicker cuts typically say 2 slices, thinner cuts say 3).

**Step 5: Bag Individually** — Close the sandwich and place in an individual zip-lock sandwich bag. Press out excess air before sealing. Seal tightly.

**Step 6: Package into Loaves & Refrigerate Immediately** — Place individual sandwich bags back into the bag the loaf of bread came out of. Secure with a twist tie only — no knots or rubber bands. Place the completed loaf bag in the refrigerator IMMEDIATELY. Do not let completed sandwiches sit on the counter.

#### SPEED MATTERS

The entire assembly process for deli sandwiches should be as fast as possible. Meat should go from fridge → sandwich → bag → fridge in minutes, not hours. Assign roles: some people assemble, some people bag, some people return loaves to the fridge. Assembly-line style is the safest approach.



## 6. Labeling Requirements

Every loaf bag must be labeled using the correct TSP-issued label before transport. Labels are provided by The Sandwich Project — use ONLY these labels. Do not create your own.

### Deli Sandwich Labels

Each deli label must be completely filled out:

- **Type of Meat:** Write "Turkey" or "Ham"
- **# of Sandwiches:** Write the number of sandwiches in the loaf bag
- **Wore Gloves:** Check this box — if you cannot check it honestly, the loaf is not safe to donate
- **Kept Refrigerated:** Check this box — if you cannot check it honestly, the loaf is not safe to donate
- **Initial:** The person who assembled the sandwiches must initial
- **Prepared On:** Write the date of preparation

### PB&J Sandwich Labels

Each PB&J label must be completely filled out:

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- **Wore Gloves:** Check the box
- **Kept Refrigerated:** Check if applicable
- **Initial:** The person who assembled must initial
- **Prepared On:** Write the date of preparation

**Note:** PB&J labels include a "Contains Nuts" warning. Deli labels include a "May contain nuts, or have been produced in a kitchen containing nuts" notice. These warnings are critical for allergen safety.

#### LABELS = ACCOUNTABILITY

Labels serve a dual purpose: they provide essential food safety information for recipients AND they create a chain of accountability. If a label is incomplete, the loaf should not be accepted for distribution. Every field matters.

## 7. Transport & Delivery

Getting sandwiches safely from your event location to the delivery point is the final link in the cold chain. This is where many groups make mistakes.

### Deli Sandwich Transport

- **Use coolers with ice packs:** Every cooler must have ice packs. No exceptions.
- **Fill coolers completely:** A full cooler stays cold longer than a half-empty one. Pack sandwiches snugly.
- **Sandwiches must already be cold:** Coolers maintain temperature — they do NOT cool down warm food. If sandwiches are not already refrigerator-cold, do not put them in the cooler.
- **Deliver within 24 hours:** Deli sandwiches must reach the distribution point within 24 hours of being made.
- **Keep coolers closed:** Every time you open a cooler, warm air gets in. Minimize opening.

### PB&J Sandwich Transport

- PB&J sandwiches do not require coolers, but should be kept in a clean, dry container
- Protect from heat and direct sunlight
- Handle bags gently to avoid crushing sandwiches

### How Sandwiches Get Where They Need to Go

Depending on logistics, your sandwiches will follow one of two paths after the event:

- **Option A — TSP driver pickup:** A TSP driver comes to your event location to collect the sandwiches. Have all labeled, packed coolers ready at the agreed-upon time and location.
- **Option B — Volunteer delivery:** A volunteer from your group drives the sandwiches to a nearby host for overnight storage, or directly to a recipient the same day. Coordinate the drop-off time and address with your TSP contact before the event.

Regardless of the path, sandwiches must stay cold and arrive at their destination as quickly as possible. The clock is ticking from the moment they were made.

### At Drop-Off

- All loaf bags must have completed, legible labels
- **Sandwiches missing labels, with incomplete labels, or that feel warm will be rejected**
- Count the total number of sandwiches being handed off and confirm the count with the driver, host, or recipient

## 8. Quick Reference Checklist

Use this checklist before, during, and after your event to ensure compliance with all TSP policies.

### Before the Event

- ☐ Designated shopper(s) purchased all ingredients centrally
- ☐ All meat is factory-sealed, pre-packaged (NOT deli counter)
- ☐ Expiration dates checked — minimum 7 days remaining
- ☐ Cooler with ice packs used for grocery transport
- ☐ All ingredients refrigerated immediately upon arrival
- ☐ TSP labels printed and ready

### During the Event

- ☐ All surfaces cleaned and covered
- ☐ All volunteers washed hands with soap and water
- ☐ All volunteers have hair tied back/hair nets on
- ☐ All volunteers wearing disposable gloves
- ☐ PB&J and deli prep areas separated (if making both)
- ☐ Only one loaf's worth of meat/cheese per table out of fridge at a time
- ☐ Completed deli loaves returned to fridge immediately
- ☐ Gloves changed after touching non-food items
- ☐ No end pieces (heels) used
- ☐ Correct portions: 2-3 oz meat (per package serving size), 2 cheese, 1½ tbsp PB per slice, 1½ tbsp jelly
- ☐ Individual zip-lock bags, air pressed out
- ☐ Loaf bags sealed with twist ties only (no knots/rubber bands)

### Before Delivery

- ☐ Every loaf bag has a completed, correct TSP label
- ☐ All label fields filled in (meat type, count, gloves, refrigeration, initials, date)
- ☐ Deli sandwiches are refrigerator-cold before going in coolers
- ☐ Coolers packed with ice packs
- ☐ Coolers filled completely for maximum cold retention
- ☐ Delivery will occur within 24 hours of preparation (deli)
- ☐ Any questionable food has been thrown out

### After the Event

- ☐ Total sandwich count confirmed with driver, host, or recipient
- ☐ Any discarded sandwiches noted with reason
- ☐ TSP contact notified of final count and any issues
- ☐ Workspace cleaned and sanitized
- ☐ Leftover supplies properly stored or disposed of
- ☐ Coolers cleaned out and dried for next use

### REMEMBER

When in doubt, throw it out. It's always better to waste food than to risk the health of someone who is already vulnerable. Thank you for taking food safety seriously.