Admit Weekend 2015
Job Description

Co-Chairs Barb Takahashi & Jane Phipps

Admit Weekend is an event for prospective students and their parents to visit Stanford while deciding if the student will attend the University. The Admit Weekend Chair(s) coordinate Parents’ Club activities, which include hosting a Parent Chat information table; mingling at an evening social and a breakfast event and selling Club merchandise. Admit Weekend usually occurs the last weekend in April each year.

Stanford Admissions Contact: Tania Perry 650-723-8783 (pronounced Tan – e –sea – a)

Event Timetable

February

• If not already done, obtain event binder from previous year’s chair(s).
• Chair(s) meet to make an action plan and decide on roles. Contact previous chair(s) for clarification if needed.
• Contact Club VP of Volunteers and Merchandise Chairperson for planning input
  o Utilizing previous year’s schedule, determine number of volunteers needed for each assignment, start and end times for each day and shift length.
• Meet with Admissions Office to discuss:
  o First contact is usually after Parents Weekend
  o Parents’ Club flier included in attendee’s packet that describes Club’s weekend activities
  o Areas where volunteers are needed
  o Timing of activities / Schedule of volunteers / set up and take down times
  o Location of events
  o Equipment and quantity needed: tables, chairs, table cloths,
  o Other items supplied by Stanford: lanyard nametags (40), parking passes for merchandise people (3)
  o Other items supplied various years by Stanford: balloons, golf cart, students assistants
  o Obtain cell phone numbers of Stanford admissions contacts for use during the weekend

March

• Attend March board meeting to discuss plans and review previous year’s execution for needed changes
• Recruit volunteers at March club meeting
  o Utilize parents of current students for Chat Table and parents of past students at merchandising table
• Utilize electronic sign up and avoid hardcopy sign ups to prevent miscommunication
• With co-chair(s) input and approval, VP of Volunteers and President compose and send email regarding volunteer needs.
April

• Recruit volunteers at April club meeting
• Communicate with Admissions personnel to finalize any loose ends: flier, equipment, schedule, etc.
• Locate and assure delivery of supply boxes and signage for event
  o President’s box: membership forms, clipboards, pens, ‘Cookies & Cakes’ advertising brochure, ‘Distinguished Speaker’ flier from previous year for use as examples
  o Merchandise chair: Sandwich board sign, ‘Ask Me’ Buttons, ‘We Take the Cake’ buttons,
• Send out confirming emails to all volunteers 2 weeks prior to event
  o Note: put ‘reply requested’ in subject line to insure you receive confirmation by member
  o Week of event: reply to each volunteer with message “see you tomorrow” email to gently remind volunteers of commitment
• Make a plan to pick up sales and chat table balloon bouquets each day or assign a volunteer to do so

Weekend Timetable

Wednesday

• Arrillaga Alumni Center
  o Meet with sales chair and volunteers to set up merchandise sales tables
  o Reserve and label tables and chairs for Parent Chat area

Thursday

• Arrillaga Alumni Center
  o Sales table located at the end of McGaw Hall
  o Parent Chat Corner located on grassy lawn outside McGaw Hall where catered food is located
• Russo Café-Munger Parent Mixer
  o Attend and facilitate volunteers at Parent Mixer
  o Establish a ‘Volunteer Check In’ area to hand out nametags and buttons

Friday

• Tresidder Union
  o Sales and Info table both located outside Tresidder Union

Saturday

• If co-chairs, one will help set up tables at Tresidder Union and one will attend Parents’ breakfast at Arrillaga Alumni Center; otherwise assign volunteer to be ‘in charge’ at one venue
• Tresidder Union
  o Sales and Information Tables both set up as on previous day
• Arrillaga Alumni Center
  o Attend and facilitate volunteers at Parents’ Breakfast
  o Establish a ‘Volunteer Check In’ area to hand out nametags and buttons
Duties Each Day

• Pick up balloon bouquets for sales or chat tables if you haven’t assigned a volunteer to do so
• Arrive early and help facilitate set up, deal with any equipment needs or volunteer issues
• Communicate with Admission personnel regarding any questions or last minute snafus
• Assure all volunteers have nametags & Club buttons
• Inform and assure volunteers understand their roll
  o Sales table or at Parent Chat table: Welcome parents, answer questions or find someone who can, offer information about the Parents’ Club, encourage membership
  o Russo Mixer & Parent Breakfast: to welcome parents, answer questions or find someone who can, mingle
• Facilitate a plan with merchandise chair to gather merchandise and all supplies at the end of the day for overnight storage and delivery for following day or event-end storage
• Hand out nametags & club ‘Ask Me’, We Take the Cake, etc. buttons; collect at end of day

Within One Week of Event

• Write Thank You notes to all event volunteers

At May General Meeting

• Give a brief summary of Admit Weekend Parents’ Club activities

Before the June Luncheon

• Write up your reports.
• Turn over your binders to the incoming chairperson or co-chairs at the June Luncheon