Parents’ Club of Stanford University
Job Description for Apricot Jam
Updated 03/21/2013 by Sheree Williams

Overview. David Packard’s will donates 8 lugs of apricots to the Parents’ Club every year for our use in making jam. The apricots are grown at the Packard Orchard in Los Altos Hills. The project is both a fundraiser and a social gathering for the Club. There are two Co-Chairs and the jam is made in one person’s home over a two day period. The Chairs solicit volunteers, communicate with the orchard, pick up the apricots and all supplies, organize and supervise the jam making, and sell the jars. Jam is sold only to our own members. We also give a jar to each of our speakers during the year and other administrators at the university.

Budget and Reimbursement. The budget is the cost of the jars, sugar, lids, rings, and labels. Lemon juice is typically donated by members. You cannot incur expenditures in excess of this budget without prior permission from the Board of Directors. Keep your original receipts for any costs and submit them, with the Club reimbursement form, to the Treasurer.

Contacts:
Packard Orchard – 25750 Elena Rd., Los Altos Hills. 650-917-4705
Orchard Manager – Michael McKinney, 408-406-4960

Time Line.
• May – pass a signup sheet at the general meeting asking for volunteers, their availability during last week in June and first week in July. Also ask for lemon juice donations.
• May – ask members to bring saved jars – clean with labels removed, no lids
• May – contact the Packard Orchard Manager to give him your name and contact information
• May – buy jars now if possible while price is still lower. Use only 8 oz. jar.
• Early June - President sends email asking for volunteers
• June - President sends email with ordering information; pickup only, no delivery
• June – contact Orchard again to find out when they expect the apricots will be ripe. Keep in close contact with them over the next few weeks until they are ripe.
• Once the Orchard gives you a time frame of when the apricots are expected to be ready, set the jam making dates. The Orchard can hold the apricots for a few days in their cooler. The Orchard is committed to giving us 8 lugs, but may give us more if we ask for them. A lug is equal to 50 pounds.
• Email volunteers with the exact dates and have them signup for shifts. Ask volunteers to bring their own aprons and knives.
• Purchase supplies - sugar, jars, extra lids and some rings.
• Wash all jars in the dishwasher ahead of time, new and used.
• Make labels ahead of time.
• Pick up the apricots from the orchard the day before cooking is to be done.

**Day of:**
• Sign-in sheet for volunteers, so you can later send thank you emails or notes.
• Jars purchased – have a large envelope and tracking sheet for jars purchased.
• Parent’s Club has a box of cooking supplies to be used.
• Other cooking supplies needed:
  o Disposable gloves
  o Trash bags for pits
  o Extra mixing spoons
  o Extra bowls for cut apricots and apricot pits and waste
  o Volunteers bring their own knives and aprons
• Jam recipe is located in the Jam Project notebook

**Distribution of jobs:** (over two days of jam making)
1. Wash apricots & throw away bad ones
2. Squeeze lemons (or measuring juice if already squeezed)
3. Cut apricots into quarters and remove any black spots that may show up in the jam
4. Measure sugar, mix with apricots and lemon juice
5. Stir apricot mixture: when it comes to a boil, turn heat to medium, continuing to stir through foamy period until no foam remains
6. Heat jars in 300 degree oven in pan with 1” of water, approximately 20 min.
7. Heat lids, but not boiled in a shallow pot of water on stove
8. Check jam to determine if it is finished by spooning a small amount onto a cool plate; run finger through the jam – if it does not run back together, jam is done. The cooking period is approximately 1 hour per batch.
9. Ladle hot jam into cleaned, hot jars, closing immediately with lids. Fit lid snugly, but not too tight & turn up-side-down.
10. When cooled, clean excess jam from the jars, tighten the lids and turn upright.
11. Apply labels and store in cartons

**Post Jam Making**
• Return empty lug crates to the Orchard.
• Give jars to President and VP of Programs to be used as gifts to our speakers and other Stanford Administrators.
• The Chairs store and sell all remaining jars to members.
• Keep an accurate account of all jars purchased, paid with check or cash, and whether the jars were taken at the time. All jars must be paid for at the time they are taken.
• Submit all checks and cash to the Financial Secretary. Write “Apricot Jam” on any checks.
• Submit paperwork for all expense reimbursements promptly to the Treasurer.
• Write thank you emails to all volunteers and thank you notes to anyone who contributed significantly to the jam project.
• Write your report including number of jars made, quantities of supplies purchased, total expenses and gross profit.