Parents’ Club of Stanford University  
Job Description for Mother’s Day Cards  
Updated May 11, 2012 by Helena So

**Overview of Job.** This job involves selling specially designed cards created by the Parents' Club. With the card, we also include a photo of the student. Postage is included.

**Detailed Job Description.**

Time line:
In February, check supplies, and order new Mother's Day cards, buy envelopes and double sided tapes if needed.
At March meeting, ask for volunteers (2-3 per shift and 2 shifts per day), plus a photographer each day.
In April talk with bookstore manager to arrange for 2 six feet tables and 4 chairs. Also ask if it's ok to store supplies in the back conference room during weekend.
Cash box on hand...get $50.00 in change..
Sell Mother's Day cards to students on Friday and the following Monday 2 weeks before Mother's Day, take 2 photos for each student. 1 photo of student holding a piece of paper with her/his name written on it to match student to card.
Order photo prints online or go to Costco to print the photos after card sales.
When photos are ready, match them with cards.
Buy stamps and mail the cards by Monday before Mother's Day.

Volunteers - I have 2 to 3 volunteers per shift, and I stayed the whole time. I had 1 photographer who did both days and made all the photo prints at Costco. No change is needed for next year.

**Budget and Reimbursement.** Budget for 2011 to 1012: $150.00
Sold 72 cards which brought in $360.00, expenses was $179.98 (cards-$115, parking $7.85, & $7.75, Costco photos- $13.83 and postage-$35.55).
Profit - $180.02
We stay in budget. Recommendation: no change in budget.