Parents’ Club of Stanford University  
Scholarship Chair  
Job Description

Overview: The Parents’ Club sponsors two scholarships for Stanford students each year. The Scholarship Chair acts as club liaison to the Stanford Financial Aid Office and the scholarship recipients. The Financial Aid Office selects the students who will receive the two scholarships and then notifies us with their names and gives us their official thank you letters. The Scholarship Chair contacts the recipients and asks them to speak at the February meeting. Before February the Chair should try to meet with each recipient individually to get to know them and to answer any questions they may have about their upcoming presentations. At the February meeting the Scholarship Chair introduces each recipient before his or her presentation. The Scholarship Chair is a member of the Board of Directors, and is also responsible for taking minutes at the Board or General meeting if the Recording Secretary cannot be present.

Timeline and Description of Duties:

November:
Coordinate with the Holiday Lunch Chair to ensure that Mary Morrison and Olga Poole are invited to the luncheon to speak. The Scholarship Chair should also contact them to introduce herself so that they know whom to notify when the scholarship recipients are identified.

Mary Morrison, Director of Funds Management, Financial Aid Office.  
morrison@stanford.edu  tel: (650) 725-0876
Mary is the one who matches donors with the scholarship recipients. It is typically a full tuition scholarship for each of our recipients.

Olga Poole, Stewardship Assistant, Office of Development.  
opoole@stanford.edu  (650) 723-4258
Olga’s job is to tell us about the recipients and to get the students to write their thank you letters and connect with the donors.

December:
Re-contact Olga if you have not yet received information about the scholarship recipients. Greet Mary and Olga at the Holiday Luncheon. Make initial contact with the recipients. Give them a heads up about the February meeting date and time, and that you hope they can give a short presentation.

**January:**
Set up a meeting place and time with each recipient. If you have any difficulties contacting or getting responses from the recipients, get some help from Olga. Buy them lunch, get to know them a bit, and answer any questions they may have about what is expected for their presentation. Coordinate any set-up or equipment needs for their presentation. If they have an Apple computer and don’t have their own adapter cord, they can check one out from the library. Not all Apples use the same adapter. Get a short bio from them to use for introductions. If you don’t have their Thank You letter yet, speak with them about that. It is likely that Olga already has it. Take a photo of each of them and get their mailing addresses. Also get their cell phone numbers and give them yours, in case there is a problem on presentation day. Some students may have class, so coordinate their speaking order according to their schedule. They can start at 11 and 11:30.

**February:**
Touch bases with each recipient a day or two before the general meeting. Print out 20 copies of their short bios and photos for the meeting. Greet the students at the meeting and show them where they should sit. Take photos of them together and with you. Possibly bring them a homemade treat as a thank you gift. Introduce each of them before they give their presentations. Thank them afterwards and later by email. If one or both of the students are receptive, treat them to lunch with the group after the general meeting.

**May:**
Send a graduation card to any graduating recipients. Create your end-of-year report.