

In service to Stanford, parent volunteers help welcome families at New Student Orientation in September, Family Weekend in February, and Admit Weekend in April. The Parents' Club also curates the Entertainment Extravaganza!, a revue of spectacular student performances during Family Weekend in February.

Admit Weekend Event Chairs

Admit Weekend is typically the last full weekend in April when prospective students and their families travel to Stanford for three days (Thur-Sat) of tours, information sessions, and activities. The Parents' Club helps the Stanford Admissions team welcome these prospective students and their families to campus.

In support of Admit Weekend, the Parents' Club recommends panelists for Stanford's Panel for Parents' and Guardians, hosts Welcome Tables, invites parents to join the Parents' Club, offers family-oriented branded merchandise for purchase, facilitates Parent Meetups, provides volunteers to mingle with parents/guardians at Stanford's Mixer, and answers questions throughout the weekend. When requested, the club also provides volunteers and support for Stanford's virtual Admit Weekend activities for families unable to make it to campus. Because we have activities in multiple locations, it is helpful to have two Admit Weekend Chairs.

Admit Weekend Event Chairs determine the club's volunteer needs, develop information/items included in welcome packets, help identify potential parent panelists, oversee activities in both Welcome Table locations where we greet families, answer questions, and encourage club membership. In addition, the Chairs oversee volunteers for Welcome Tables and the Parent/Guardian Mixer and Meetups.

Admit Weekend Chair Responsibilities:

Planning Admit Weekend

- Attend Stanford's Admit Weekend organizational meeting to understand expectations, any event changes from prior year and timeline.
- Coordinate volunteers:
 - Determine volunteer needs with the VP of Stanford Events, supporting volunteer sign-up efforts as needed.
 - Confirm volunteers, providing them with detailed instructions regarding roles, responsibilities, schedule and logistics.
 - Coordinate with Parent Meet-Up volunteers to ensure that they understand expectations, set up requirements, and event flow.
 - With VP of Stanford Events, fill any last minute volunteer cancellations.
- With input from the VP of Stanford Events and President, develop a list of potential parents/guardians for the panel and submit nominees to Stanford.
- Oversee development and printing of the Stanford Parents' Club Flyer, a collateral document that the club creates for Admit Weekend.

- Along with VP of Stanford Events and Sales Table Chair, finalize logistics: Walk through Admit Weekend venues with Stanford staff, develop final logistics/supplies list for Stanford, ensure necessary supplies are available for Welcome Tables, Meetup signage, etc.

Overseeing Admit Weekend

- Ensure that at least one Event Chair is on site throughout the weekend.
- Set up and oversee the Welcome Tables.
- Manage volunteers: Check-in, organize and direct volunteers as they arrive for each shift. Direct floaters. Supervise and trouble-shoot as needed, making sure that the club's activities run smoothly.
- Attend Stanford's Parent/Guardian Mixer on Thursday afternoon.
- Oversee, support set up, and attend the Parent/Guardian Meetups on Thursday dinner and Friday lunch.
- Attend Panel for Parents/Guardians on Friday evening.
- Attend Stanford's Parent/Guardian Breakfast on Saturday morning.

Event Follow Up

- Thank volunteers.
- Prepare Event Report, highlighting changes and suggesting improvements for next year.