

Family and friends can order professionally baked cakes, brownies, cookies, and other goodies to be delivered on a special day with a personal message to their student's dorm by local parent volunteers.

The Parents' Club provides a service that allows families to order and pay for baked goods via the club website. Parents' Club delivery volunteers pick up products from a local bakery and deliver them to students on campus. This is a popular way to recognize birthdays, holidays, finals, and other special occasions. In addition to providing a service for Stanford families, proceeds from deliveries support the Parents' Club Scholarship Fund and other programs for Stanford students and families.

Bakery Coordinator can be done remotely

Back-end processing of orders from website to bakery. This job can be done remotely. The Bakery Coordinator confirms the correctness, completeness, and clarity of orders, and then submits the orders to the bakery. The Bakery Coordinator will:

- Proofread orders for the upcoming week. Contact customer re: any missing information or customer questions.
- Send orders to the bakery. Check for bakery confirmation; follow up if needed.
- For Special Days (Halloween, Valentine's Day):
 - About ten days in advance, coordinate with the Special Day Coordinator and the VP of Deliveries. Provide bakery with estimate of orders and confirm pickup time and date.
 - About six days in advance, send bakery the final order.
 - Create a summary report by product type to send to the bakery, the Special Day Coordinator, and the VP of Deliveries.
- If a volunteer neglects to pick up an order, the bakery will notify you, the Volunteer Coordinator, and/or the VP of Deliveries. Trouble shoot together and let bakery know how missed items will be handled.
- At the end of the year, prepare a program report and submit it to the VP of Deliveries, who oversees the Deliveries program and can assist as necessary.