

## **Birthday Treats Chair:** can be done remotely

The Birthday Treats program allows families of freshmen receiving full financial aid to participate in the Parents' Club Deliveries program, through which volunteers source orders from a local bakery and deliver to student dorms.

Working through a "shadow" order system in partnership with the Financial Aid Office to protect privacy, families of low-income freshmen can send chocolate chip cookies or brownies with a personal message to their freshman one time during the school year for free, as a gift from the Parents' Club. During an ordering window in the fall, these families can choose to place an order for any delivery date of the school year to celebrate their student's birthday, a holiday, finals, or other special day. Throughout the year, the Birthday Treats Chair processes these "complimentary" orders in our Deliveries system such that they are indistinguishable from other "paid" orders delivered by Parents' Club volunteers: all orders look the same to our volunteer order-processors and deliverers. Besides working closely with the VP of Student Support (who coordinates with the Financial Aid Office), the Birthday Treats Chair will also work with the VP of Deliveries (who can assist with any fulfillment system or delivery issues).

Participating families have expressed deep appreciation for this program.

### Timeline:

**August:** The VP of Student Support, acting as the Birthday Treats Chair and President, emails Stanford's Director of Financial Aid to confirm participation and ordering windows.

**Summer:** The Birthday Treats Chair updates the email that will be sent to families and the accompanying electronic order forms. After the VP of Student Support and the President's review, the VP will forward the information to the Director of Financial Aid in early September.

**Late September:** The Financial Aid Office forwards our invitation to order treats, including a link to place orders, to all parents/guardians of freshmen receiving full financial aid. Recipients can opt in to this program by placing an order.

**October ordering window:** The Birthday Treats Chair reviews orders daily, clarifies submitted information as needed, and processes orders with October and November delivery dates.

**Monthly:** The Birthday Treats Chair places orders for the upcoming month or two.

**April:** The Chair prepares/updates an Annual Report for the year, with numbers of each product ordered, and submits it to the VP of Student Support and the President. These numbers are needed to prepare next year's budget.

**June:** The VP of Student Support and/or the President and/or the Birthday Treats Chair meet with the Director of Financial Aid to review results from the prior year and plan for the upcoming year.