

December Dinners Chair:

The Parents' Club provides opt-in family-style dinners twice a week for students staying in a local hotel when dorms close in December for winter break. Far from family and friends, many of these students are also of modest means. The communal meals provide a way for the students to stretch their stipends and connect with each other.

The Parents' Club VP of Student Support and President will:

- Reach out to Stanford's Residential and Dining Enterprises (R&DE) office to confirm they want to repeat this program. If so RD&E will:
 - Protect student privacy by forwarding our link to the students, inviting them to *opt-in* to the program and sign up for as many of the dinners as desired.
 - Inform us of any dietary restrictions and provide us with contacts/procedures so that we can reach out for additional support during the break if we are concerned about a student's well-being.
- Ask the hotel to donate the use of a meeting room in which we can serve group dinners. (Previously the hotel has graciously only asked the club for a cleaning deposit.)

The Winter Break Dinners Chair will:

- Prepare a signup sheet for parent volunteers. Typically, two parents work together to provide a meal for up to 12 students.
 - Volunteers bring dinner ready-to-serve and provide drinks, paper products, utensils, and serving utensils for the meal.
 - Volunteers are responsible for cleaning the room afterward.
- Prepare a draft email with the volunteer signup link for the President and VP of Student Support to review. The President will email local parents inviting them to sign up to provide a meal. With the President, help publicize the event and fill all the slots.
- Prepare a draft email for students with a link to the sign-up sheet for the VP of Student Support and the President to review; they will email the letter/link to R&DE which will forward it to the students who will be staying at the hotel.
- Gather cleaning supplies, to-go containers for left-overs and late-plates, food handling gloves; send instructions to volunteers.
- Confirm volunteers and send detailed instructions with directions/map to the hotel and meeting room.
- Confirm with the students the nights they will attend.
- As dinners begin:
 - Send reminders and updates to parent volunteers; include numbers of students expected for each meal and any dietary restrictions.
 - Monitor how things are going for volunteers, students, and the hotel; make adjustments as needed.
- In January: Request feedback from volunteers, students, hotel, and R&DE. Extend thank you's. Prepare an Event Report with a recap and notes for next year and submit it to the VP of Student Support.

The VP of Student Support oversees this program and will assist and help trouble-shoot along the way as needed.