

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.

## **New Student Orientation (NSO) Chair**

The New Student Orientation ("NSO") Chair plans and oversees the club's NSO activities, working closely with the VP of Stanford Events and the Spirit Merchandise Sales Table Chair. Each fall, Stanford welcomes new students (frosh and transfers) to campus a few days before classes begin. The first day of NSO includes programming for the families of new students, including a panel for parents/guardians, Convocation and a dinner with the Provost. The Parents' Club recommends panelists for Stanford's Panel, helps welcome families to Stanford, encourages Parents' Club membership, offers branded merchandise for purchase, and answers questions throughout the day. The NSO Chair confirms, instructs, and supervises parent volunteers and makes sure that the club's NSO activities run smoothly.

### *NSO Club Activities:*

- Stanford Panel for Parents/Guardians: Recommend parent panelists.
- Parents' Club Welcome Table: Welcome families, answer questions, and encourage club membership.
- Spirit Merchandise Sales Tables: Offer family-oriented Stanford merchandise for purchase.
- Cake Sampling: Provide cake samples prior to Provost dinner, promoting our delivery service.
- As requested, recruit volunteers for Stanford's Parent and Family Engagement (PAFE) team to assist with phone calls and online programming to welcome new families to Stanford.

### *NSO Chair responsibilities include:*

#### **Planning NSO**

- Attend Stanford's NSO organizational meeting to understand expectations, any event changes from prior year and timeline.
- Work with the VP of Stanford Events and the President to develop a list of potential parents/guardians for Stanford's panel.
- 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.
  - With VP of Stanford Events, fill any last minute volunteer cancellations.
- Attend Stanford hosted lunch for Parent Panelists prior to NSO.

- Coordinate with VP of Stanford Events to ensure necessary supplies are available for Welcome Table and cake sampling.

### **Overseeing NSO**

- Plan to be available and on-site during entire event.
- Set up the Welcome Table.
- 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.

### **Event Follow-up**

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