

Summer (Undergraduate) Mailing Chair: can be done remotely

Overview

The Summer Mailing is a hardcopy mailing the club sends at the end of the summer to the families of Stanford undergraduates. The purpose is to acquaint families with the Parents' Club, and inform them of our activities. The Chair coordinates with the club's leaders, Stanford, and a printing company through the process of creating the letter and brochures and managing the schedule through mailing.

Timeline

The ideal mailing date is the Tuesday following Labor Day. This roughly means all documents must be approved and ready for printing in mid to late August.

June-July:

- Work with club leadership to develop the content for the mailing and to determine the quantity of each item. We usually order extra brochures and program cards to give out at on-campus family events.
- Contact the printer to obtain price quotes and confirm the schedule for delivery of documents, approval of proofs, and printing.

July – August:

- Develop the content for each item in the mailing and obtain final approval of all items.
- Deliver items to the printer for printing.
- Ensure the Post Office permit is paid.
- Deposit enough money into our Post Office account to cover the mailing.

Late August to early September:

- Track progress of printing and mailing.
- Arrange for delivery of extra copies of various items.
- Obtain invoices and forward to the club Treasurer for payment.
- Prepare/update an Annual Program report with a recap and notes for next year; submit to the VP of Communications.