Overview. The VP Volunteers is primarily responsible for supporting Stanford and our Club through the recruitment of volunteer members for three Parents’ Club/Stanford Activities: (1) New Student Orientation (NSO), (2) Family Weekend, and (3) Admit Weekend. He or she works closely with the Event Chairs, the Sales Managers and the President/Co-President to obtain the proper number of volunteers for each event. Although appreciated, personal volunteering at the events is not required. The VP of Volunteers serves on the Parents’ Club Board and is expected to attend the monthly Board meetings. Finally, the VP of Volunteers serves on the Finance Committee to help and develop the following year’s budget.

Timeline and Description of Duties. The Event Chair organizes the particular occasion directly with Stanford, and may direct the VP Volunteers as to timing of volunteer solicitations. Nevertheless, the first volunteer requests should ideally go out as follows:

- 45 days before NSO (early August)
- 45 days before Family Weekend (early January)
- 45 days before Admit Weekend (mid-March)

The VP Volunteers drafts or helps draft a general email request from the President and creates a set of Sign Ups via Sign Up Genius. Via Constant Contact, the President will add an interesting image to the email, format it in an attractive way and send it out to the membership. The VP Volunteers will prepare at least one additional volunteer solicitation for the President to send preceding the event; this second request for volunteers can highlight information about areas of critical need.

Approximately two weeks prior to the event:

- The VP Volunteers should export the list of volunteers into a spreadsheet and send the spreadsheet to the Event and Sales Table Chairs
- The Event and Sales Table Chairs should send the volunteers a reminder email requesting they confirm their shift date and time.

The week before the event, the Event and Sales Table Chairs should contact those individuals who have not responded to the reminder by phone or individual email to confirm they will attend. They should work as a team with the VP Volunteers and the President to replace any volunteers who have had a change in plans.

After the event, the VP Volunteers reminds the Chairs to send Thank You emails to the volunteers.

Budget and Reimbursement. There is a small budget for this position to cover the cost of upgrading the Sign Up Genius account from January through April so that the Club can use the Tabbing feature for the Family Weekend and Admit Weekend Sign Ups.