



Room Guardians

Memorial Elementary
2024-2025



What Do Room Guardians Do?

- Support teacher requests.
- Coordinate teacher gifts at holidays, birthdays, and during Appreciation Week.
- Help coordinate classroom parties & donations using ParentSquare.
- Recruit and coordinate volunteers for classroom support and field trips.
- Collaborate with the Volunteer Coordinators on misc. volunteer opportunities.



How to Get Started

- Learn how to send group messages and make posts on ParentSquare.
- You will be an admin in your class WhatsApp Group.
- Set aside time to meet with your teacher and ask any questions you may have. *The extent of involvement depends on your teacher.*
- Introduce yourself as the Room Guardian, if you haven't done so already, to your class via WhatsApp and ParentSquare. Also share “**Favorite Things**” list with the class so other parents can support throughout the year, including Amazon Wish lists.



How to Communicate

- ParentSquare and WhatsApp will be the primary mode of communication.
- Additional access has been (or will be) granted for Room Guardians in PS.
- Use PS to create sign-ups for duties and items.
- Use WhatsApp to efficiently communicate in real-time.
- We are using both applications because not all families have joined WhatsApp.



Throughout The Year

- **Check in** with the teacher on any upcoming requests for families.
- **Collaborate** with other Room Guardians to ensure all classrooms are receiving the same basic care and attention.
- **Attend** Room Guardian meetings to know what is coming up in PTO.
- **Organize a couple of play dates /park meetups. (Optional)**
- **Prepare** for key dates for holidays and school-wide events.



Need Help?

Stephanie Neilson

Volunteer Coordinator

Upper Grades 2nd - 5th

Email:

volunteers@memorialpto.com

WhatsApp:



Stephanie Ceviker

Volunteer Coordinator

Lower Grades PK - 1st

Email:

volunteers2@memorialpto.com

WhatsApp:

