



# Volunteer Orientation

Memorial Elementary  
2024-2025



# What Do VIPS Volunteers Do?

**VIPS**  
VOLUNTEERS IN PUBLIC  
SCHOOLS

HISD VOLUNTEERS  
TRANSFORM LIVES

To efficiently serve our HISD community, we are asking all volunteers to register no more than two weeks prior to their scheduled volunteer event. The background check process takes 3-5 business days to be processed. You will receive an automated response from [donoreply@raportech.com](mailto:donoreply@raportech.com). Thanks for your interest in volunteering in HISD schools.

The graphic features the text 'VIPS VOLUNTEERS IN PUBLIC SCHOOLS' in large, bold, black letters. Below it, a red brushstroke contains the text 'HISD VOLUNTEERS TRANSFORM LIVES' in white. To the right is a simple line drawing of an apple. At the bottom left is a red megaphone icon. At the bottom right is the HISD logo, which is a circular seal with a star in the center and the words 'Harris County Independent School District' around the edge.

- Assist with:
  - Classroom activities
  - Campus activities
  - Miscellaneous duties
- Help with special events
- Chaperone field trips

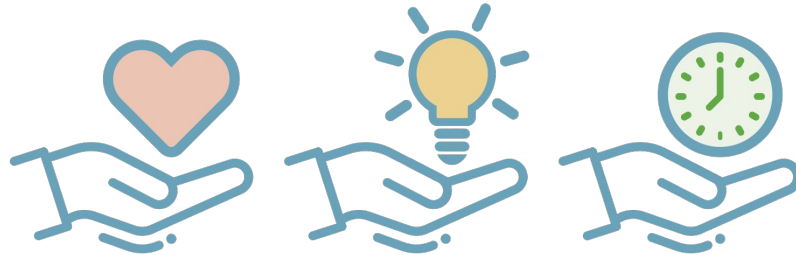


# Examples of Volunteer Activities

- Cutting, tracing, collating, and laminating
- Making copies for teachers, staff and/or administration
- Helping with IB binders and projects
- Decorating classroom doors for cultural celebrations
- Providing assistance with classroom parties
- Monthly PTO Pick-Me-Up Cart distributions
- Assisting with bulletin boards and/or hanging student art/class work
- Miscellaneous tasks as needed



# It's Time to Volunteer



**VOLUNTEER**



# Front Desk Check-In Process



- Bring your State issued DL or ID card
- It will be scanned into the system
- Only needs to be scanned once
- You will receive a paper badge
- Use the sign-in book as directed by staff



# Where Should You Meet?

- Location and time will always be provided
- Unsure where to go upon arrival?
  - Contact the Volunteer Coordinators
- Volunteers are usually working in these areas:
  - Classroom
  - Workroom (upstairs or downstairs)
  - Some other predetermined location





# Your Volunteer Work Day is Complete After...

- You clean up your work area
- Return all supplies and materials
- Return unfinished and completed work/projects
- Sign-out and exit through main entrance



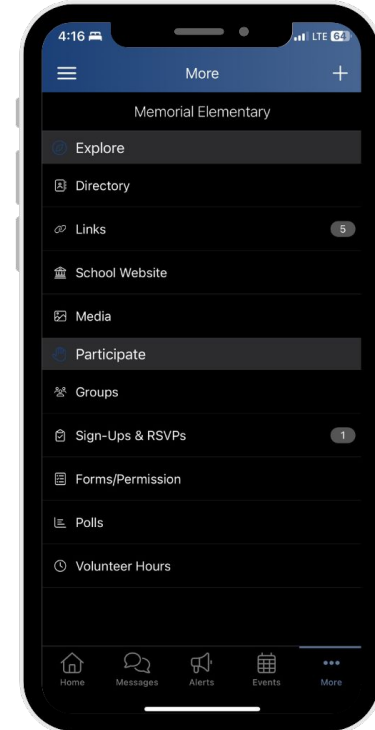
# Tracking Volunteer Hours



- Use ParentSquare to track hours
- Friendly reminder sent weekly on Fridays
- How-To Video available



ParentSquare







# On Campus Expectations

- Arrive on time or let us know if you'll be running late
- If plans change, kindly give us as much notice as possible
- Always check in at the main entrance
- Wear your sticky ID badge at ALL times
- Do NOT disrupt your child's classroom
- We appreciate your willingness to help campus-wide



# Upcoming Events

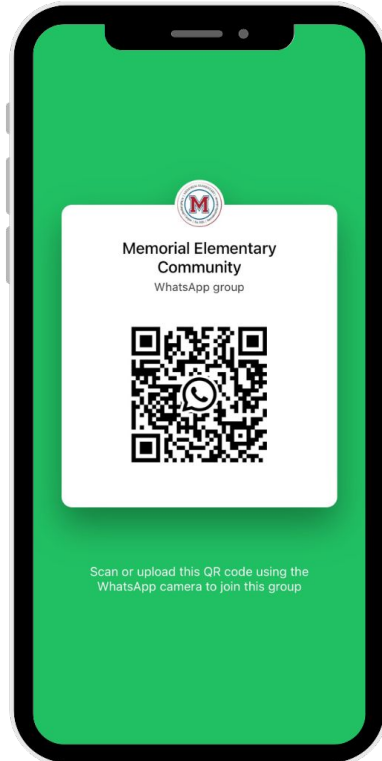
- Hispanic Heritage Month (September - October)
- Fall Photos (October)
- Monster Math (October)
- Fall Festival (October)
- Winter Performance (December)
- Holiday Parties (December)

hello  
FALL





# Memorial WhatsApp Community



- Community of Memorial families
- Organized by grade and teacher
- Direct and efficient way to stay informed
- Feel connected to school community
- Ask questions
- Share resources
- Quick communication
- Easier coordination
- Real-time updates

Disclaimer: This community is not sponsored by Memorial Elementary or PTO

# VIPS Approval Process



**HISD VIPS must be renewed each school year.  
2024-2025 Applications open August 5th!**

- 1) Complete the online **HISD VIPS Orientation** available in English and Spanish -- <https://www.houstonisd.org/VIPS>
- 2) Follow the prompts to complete the **VIPS Volunteer Application** and submit to a background check via Raptor
- 3) Upon receiving approval from Raptor System, please **forward your "Volunteer Application Approved" email** to both [Volunteers@MemorialPTO.com](mailto:Volunteers@MemorialPTO.com) (Stephanie N.) and [Volunteers2@MemorialPTO.com](mailto:Volunteers2@MemorialPTO.com) (Stephanie C.) with your first name, last name, and cell phone number



- [Orientation Training](#)
- [Volunteer Application](#)
- Email us:
  - [volunteers@memorialpto.com](mailto:volunteers@memorialpto.com)
  - [volunteers2@memorialpto.com](mailto:volunteers2@memorialpto.com)
- We need the following:
  - first and last name
  - cell number
- You'll be added to VIPS WhatsApp



# Getting More Involved

- Join a committee
  - MES Garden Committee
  - Dads Club 2004
  - Hospitality Committee
  - Book Fair Committee
  - The Party & Auction Committee
  - 5th Grade Celebration Committee (coming soon)
- Become a Room Guardian
  - RGs needed in 4th & 5th grades

*We ♥ our  
Volunteers*





# Frequently Asked Questions

- Do I need to stay the whole time?
- Can I bring my younger child?
- Do I need to bring my VIPS certificate?
- Can I come later to a volunteer opportunity?
- I received my VIPS approval earlier this year. Do I have to do it again?
- Is there an on-campus VIPS coordinator?



# Things to Note

- Teacher planning periods and workroom (downstairs)
- Making copies requires a copy code
- Minimize waste as materials are limited
- Volunteer Spotlight Series
- Get VIPS approved + become a [PTO Member](#)
  - You will receive your Volunteer Shirt at Open House (September)



# Fall Fest Vendors & Silent Auction

- Do you know of any vendors for Fall Fest?
  - [Market Vendor Application](#)
- Silent Auction
  - [vicepresident@memorialpto.com](mailto:vicepresident@memorialpto.com)
  - [community@memorialpto.com](mailto:community@memorialpto.com)



SUPPORTING MEMORIAL ELEMENTARY SCHOOL





# Need Help?

**Stephanie Neilson**

Volunteer Coordinator

Upper Grades 2nd - 5th

Email:

[volunteers@memorialpto.com](mailto:volunteers@memorialpto.com)

WhatsApp:



**Stephanie Ceviker**

Volunteer Coordinator

Lower Grades PK - 1st

Email:

[volunteers2@memorialpto.com](mailto:volunteers2@memorialpto.com)

WhatsApp:

