

Volunteer Meeting September 4, 2026

Thank you all for Coming

- We will be following the Parent's Code of Ethics
- The presentation will be uploaded to our website and emailed out to all classroom liaisons this weekend.
- Don't forget to log today's attendance as 1-hour of volunteer time!

Rules for Volunteering

(Adopted from the Volunteer Handbook issued by R.L. Stevenson Administration)

- All registered volunteers must be approved by the Brevard County District and School Security Division prior to volunteering. The initial application process requires fingerprints and is valid for one year. After that, volunteer renewals can be done online (fingerprints remain in the database).
- All volunteer work **must be coordinated and approved** prior to just "showing up" at the front office to volunteer.

Campus Guidelines for School Access / SIGN-IN PROCEDURES

- Sign in through the front office and be allowed entrance. Bring ID
- Serve as a positive role model. Volunteers are held to the same professional standards as the Stevenson Staff. Volunteers must be respectful, and refrain from objectionable or inflammatory topics while on campus.
- Comply with school dress code, dress conservatively.

How do our Class Liaisons help make our school different?

The teachers and staff at Stevenson go above and beyond for our students.

Therefore as parents, we want to fill them up by going above and beyond for them. Some of the ways we do this is hosting monthly lunches, giving birthday and winter gifts, teacher and staff appreciation week, and volunteering time/ supplies.

This really makes a difference in the community environment here at school.



How do our Class Liaisons help families and teachers?

- Serve as a leader in your class to keep families informed of events, important dates, fundraising and volunteer opportunities available to them.
- Communicate regularly with teacher and parents to help provide classroom support when needed (i.e.: communicate classroom needs to parents, assist classroom teachers with bulletin boards.)
- Help plan and organize various events throughout the school year for our children to participate in
 - Mad Scientist Day
 - Penguin Palooza
 - Teacher & Staff Appreciation Week
 - Provide a Staff lunch (Grade Host)
 - End of Year Picnic
 - Efforts for Christmas and Birthdays



Logging Volunteer Hours

This year we have a digital google form to track hours.

Each time you volunteer you fill out this form and it will keep track of your hours throughout the year.

Link:

https://docs.google.com/forms/d/e/1FAIpQLSfWEdXEjSKszpOYxPf7fv-zS0aC77uYJKEN_dHa5xwqDjTl4w/viewform



Communicate to your Families:

Emails

- Send Parents the information that pertains to your class/grade level
- To respect everyone's privacy all emails **MUST be sent BCC**
- Please CC Caitlin Caldwell (Caldwell.Caitlin@brevardschools.org) and Corrin Penerian (StevensonPALs@gmail.com) on all emails for records and clarification.

Sign- Up Genius (Free Account)

- Allows Parents to sign up to help with Classroom Needs (supplies, holiday and birthday gifts, teacher appreciation events, volunteering)
- If you need help setting up an account, please see me. I can help you set up a free account.

Collecting Funds

PVFO PayPal (Preferred Method): If you use the school's PayPal account, PLEASE send us a quick message so we know. For all money collected PLEASE have the parents label what it is for (class and event) When using this account please ask parents to select friends and family as the fees will be deducted from your money collected. help@rlsfundraising.org

Personal PayPal/Venmo Etc.: If you use the your accounts, you MUST keep excellent records. Every donation, expense, etc needs to be accounted for. After the event a Event Report needs to be turned in.

After the event: Email a copy of the expense report, then Any remaining funds need to be turned into the front office along with a hard copy of the report. It will be deposited into your grade level account with the PVFO.

Event Report

Staff Luncheon			
Date:	September 16	Total Luncheon Cost:	\$350
Time:	11:00-1:15	Total \$ Collected:	\$310
Vendor:		Funds Remaining	-\$40
Staff Count:	65		

Name	Amount Donated	Payment Method
Jon Smith	\$10	Venmo
Student	\$10	Venmo
Student	\$10	PayPal
Student	\$10	Zelle
Student	\$10	Zelle
Student	\$20	Venmo
Student	\$10	PayPal
Student	\$10	Venmo

AFTER EVENT:

-Email Report to Caitlin and Corrin
 -Hard Copy of Report and Receipts to Caitlin
 -Any fund remaining Funds
 [They will go in your Internal Grade Level Account with the PVFO]

Luncheon Cost	
Cateer	\$350
Publix:	
Sodas	\$0
Utensils	\$0
Bakery:	
Desserts	\$0

Expense Report: This can be copied and used on your google drive.

This allows us to answer questions, and support you.

Event/ Project			
Date:		Total \$ Cost:	\$0
Location/ Class:		Total \$ Collected:	\$0
		Funds Remaining	\$0
AFTER EVENT:			
-Email Report to Caitlin and Corrin			
-Hard Copy of Report and Receipts to Caitlin			
-Any fund remaining Funds			
[They will go in your Internal Grade Level Account with the PVFO]			
Name	Amount Donated	Payment Method	Costs
Student			
Student			
Student			
Student			
Student			
Student			
Student			

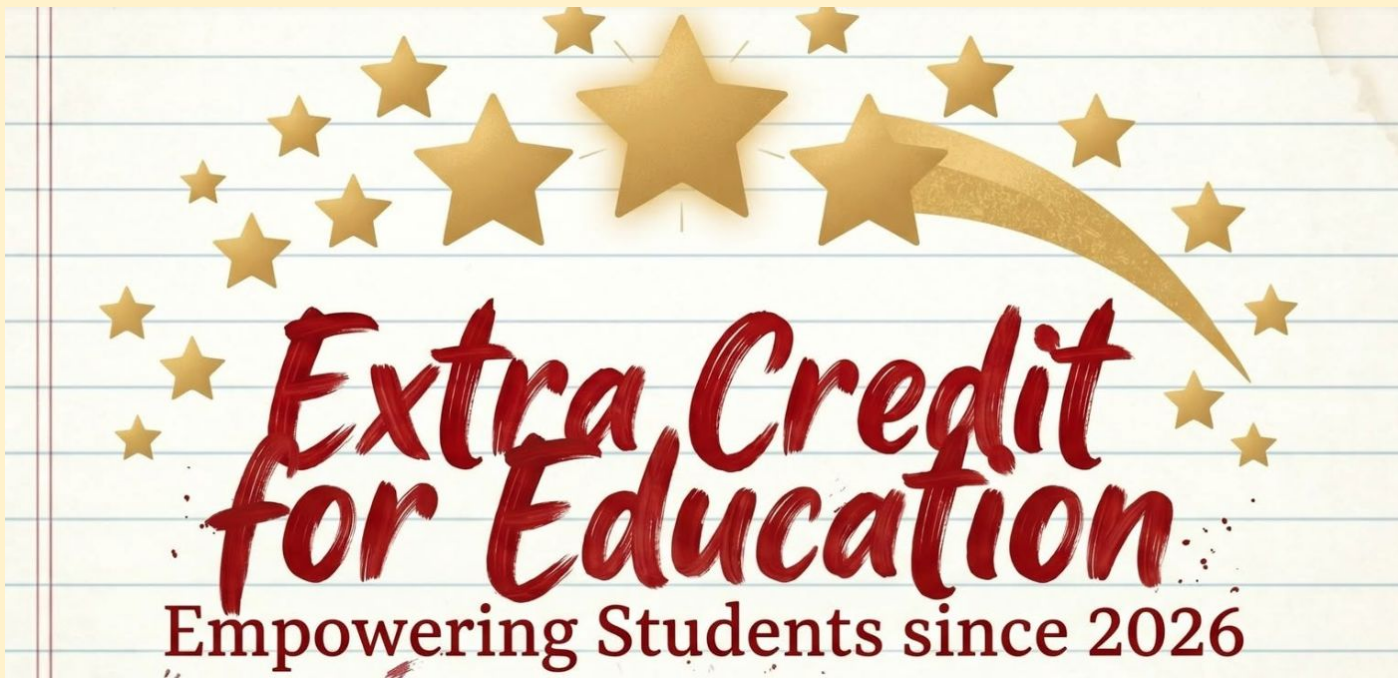
End of Year Picnic			
Date:		Total Picnic Cost:	\$290
Time:		Total \$ Collected:	\$0
Location:		Funds Remaining	-\$290
AFTER EVENT:			
-Email Report to Caitlin and Corrin			
-Hard Copy of Report and Receipts to Caitlin			
-Any fund remaining Funds			
[They will go in your Internal Grade Level Account with the PVFO]			
Name	Amount Donated	Payment Method	Picnic Cost
Smith Family		Venmo	Publix
Jones Family		Cash	lemonade
Student			Flatwear
Student			BJ's
Student			Cookies
Student			Chickfila
Student			Chicken
Student			Other
Student			Obstacle Course
Student			
Student			
Student			
Student			



Throughout the school year, we have various committees and events that rely on the support of our amazing parent volunteers. Please let us know which committees your interested in joining.

Sign up:

<https://forms.gle/i4FTRi5zm73SnrKM6>



“Extra Credit for Education” is an amazing community partner to Stevenson, as well as all the MI schools.

Parent Partners and Business Partners



Parent Partner

\$170.00 - \$2,000.00



Business Partner

\$400.00

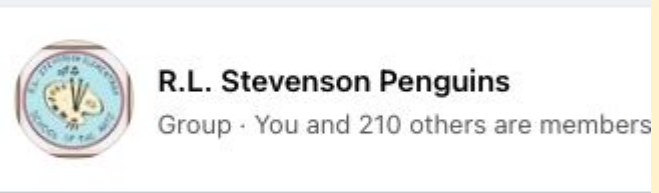
If anyone is interested please check the website or email us for more information.

Website: <https://rlstevenson-volunteer-fundraising-group-2.square.site/#lgohik> Email: Help@rlsfundraing.org

Stevenson's Facebook Presents

We have three facebook pages, with different purposes

- **RL Stevenson**
 - This is the school business page.
- **R.L. Stevenson Penguins Official**
 - This is a Private Group. You must answer questions to show you're a parent or affiliated with the school.
 - The purpose is for school teachers and staff to share pictures of the fun things they are doing on campus.
- **RL Stevenson Fundraising**
 - This is a business page run by the parent volunteer group. It posts all important information put out by the school.
 - The important dates such as out of uniform days, open house, PALs meetings, etc are also created as "events" so you can save them.



Clusters

Clusters are a student led, teacher facilitated interest project. Each student first-sixth grade participates in the group project of their choice on Monday Afternoons. Each project group lasts one semester. The kindergarten students get to participate second semester.

Grade Level Hosted Lunch

Each month a different grade level provides lunch to the Stevenson Staff as a way of showing appreciation.

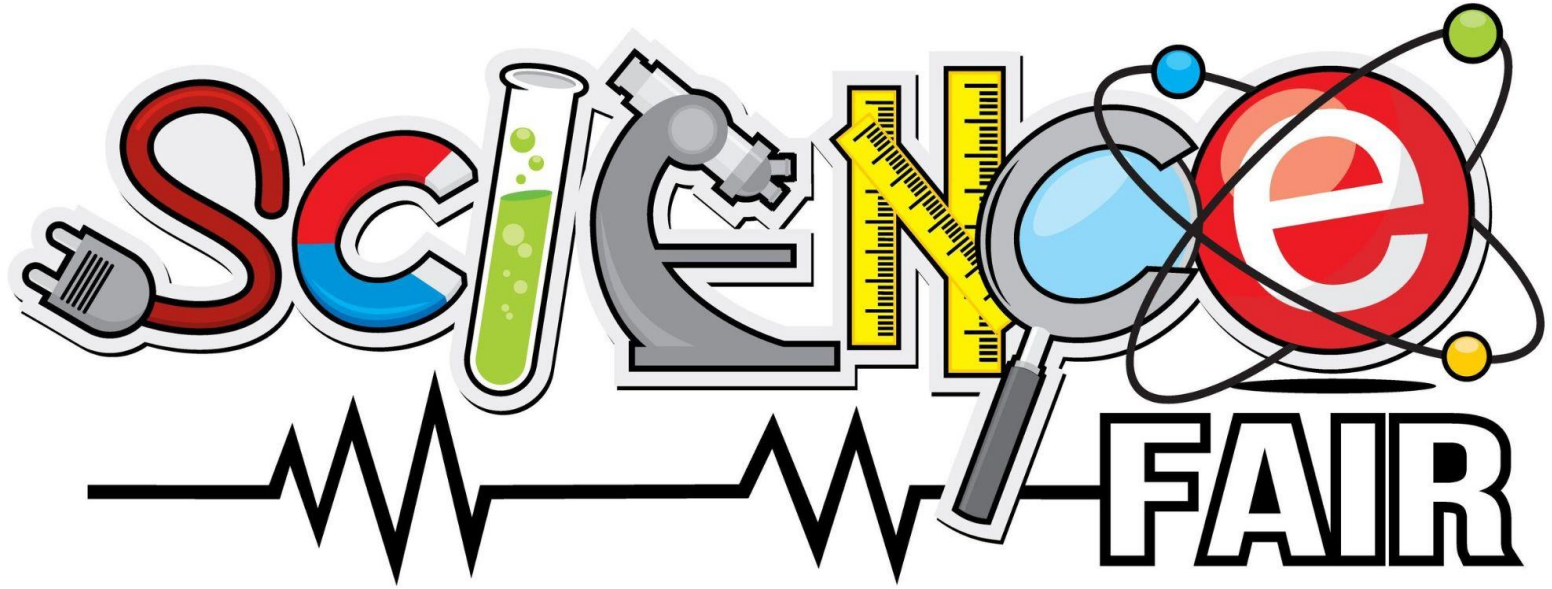
We are serving around 65 people.

Set up: Between 9:45-11 am

Clean up: 1:15-2 pm



September 15- Sixth Grade
October 20- Fifth Grade
November 17- Fourth Grade
January 19- Third Grade
February 16- Second Grade
March 16- First Grade
April 20- Kindergarten



Boards will be put on sale in the next few weeks.

All 4-6 Graders participate, with the science fair Dec 14-15th.

Science Fair Night Presentation is Thursday Sept 10th at 4:15 in PAB.

Volunteer Opportunities

Monthly Out of Uniform Day



Students can choose themed or BPS Dress Code Clothes

September 4- Sports

October 2- Fantasy

November 13- Red, White & Blue

December 4- Winter

January 8- BPS Dress Code

February 12- Hearts

March 3- Dr. Seuss

April 2- Spring

Cost \$7/ Day or \$50 per Year

Purchase at

<https://rlstevenson-volunteer-fundraising-group-2.square.site/?cs=true>

FIRST FAST TEST

2026-2027

Grades: K-2

Sept 9- Reading

Sept 15-Math

Next Fast (2)

Grades 3-6: December 1 & 3

Grades K-2: December 8 & 10

Last FAST (3)

Grades 3-6: May 4 & 6

Grades K-2: April 20 & 22

Spirit Shirts Pre-Orders

Orders will be open until
Monday 9/14 and shirts will
tentatively be set to be
delivered the week of 10/5.



MEGA BLAST!

The logo for 'MEGA BLAST!' features the word 'MEGA' in large, bold, multi-colored letters (M: red, E: green, G: light blue, A: orange) and 'BLAST!' in large, bold, blue letters below it. To the right of the 'A' in 'MEGA' is a red stick figure running to the right, with three red motion lines behind it.

Kick off Informational Day Friday September 11
MegaBlast Day Wednesday October 7

Class/ Fall Retake Picture Day

Date: Monday, September 21



Looking Ahead
to October

Character Awards

Each month Students are recognized for having good character traits. A Awards ceremony is held bi-monthly.

- October 9 (Aug/Sept)
- November 20 (Oct, Nov)
- January 22 (Dec, Jan)



[Character Awards Aug/Sept 915](#)

Stevenson Trunk or Treat

Date: Friday, October 16th

Time: 5:00-6:30 pm

Students and their families are invited to join us for this spook-tacular event. Trick or Treat from teacher and staff member cars.

Volunteers: [Trunk-or-Treat](#)



Prospective Parent Night

Date:

Thurs. October 15

Time: 5-6 pm



CONFERENCE NIGHT



Date: Tuesday, October 20

Time: 4:00-6:00 pm

Conferences are one on one and will be scheduled by your teacher.

*Report Cards are also posted on Oct. 20th



Red Ribbon & Bully Prevention Week

October 26-October 30



Mad Scientist Day



Date: Friday, October 30

What: The students can dress up as scientists. Teachers will assist students with fun science projects.

Volunteers: Teachers will send volunteer opportunities.

[Mad Scientist Day](#)

September Calendar of Events

- Thursday, September 3- Science Fair Meeting @ 4 pm in the PAB
- Friday, September 4- Volunteer/ PAL meeting
- Friday, September 4- Out of Uniform (Sports)
- Monday, September 7- Labor Day- No school
- Wednesday, September 9- First Interim Ends
- Wednesday, September 9- FAST ELA (K-2)
- Thursday September 10- Science Fair Info Night 4:15 PM PAB
- Friday, September 11- Mega Blast Kickoff
- Tuesday, September 15- SAC/PVFO Meeting
- Tuesday, September 15- 6th Grade Host Staff/ Teacher Lunch
- Tuesday, September 15- FAST Math (K-2)
- Wednesday, September 16- Interiums posted on Focus
- Monday, September 21- Class Pictures (& Individual Makeups)
- Friday, September 25- Student Holiday

October Calendar of Events

- Friday, October 2- [Volunteer Meeting](#)
- Friday, October 2- Out of Uniform- Fantasy
- Wednesday, October 7- [Mega Blast](#)
- Friday, October 9- [Character Awards Aug/Sept 915](#)
- Friday, October 16- [Trunk-or-Treat](#)
- Monday, October 12- Student Holiday
- Tuesday, October 12- Flrst 9 week ends
- Thursday, October 15- Prospective Parent Night
- Tuesday, October 20- Report cards on Focus
- Tuesday, October 20- Parent Conference Night
- Tuesday, October 20- SAC
- Tuesday, October 20- 5th Grade Host Staff Lunch
- Monday, October 26- Friday, October 30- Red Ribbon/ Bully Prevention Week
- Friday, October 30- [Mad Scientist Day](#)

Fundraising Communication and Information

Website

- www.rlsfundraising.org and the Group email address
- help@rlsfundraising.org.

Our Next Meeting is Friday October 2, 2026.

If you need any assistance or have any questions you can email me at StevensonPALs@gmail.com or text 321-794-7925. Please allow 48 hours to respond.

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