



Onboarding Steps

1. School Administrator recruits PFE Team to provide support and guidance to mentors/students
 - a. Coordinator
 - b. Mentor Liaison
 - c. Fundraiser
 - d. Treasurer
2. School Administrator completes scholarship application for new school year
 - a. Application approved by PFE Administration
3. School Administrator submits W-9 and electronic transfer form
4. All team members review PowerPoint trainings and submit completion forms
5. Coordinator signs up for account on reporting website
 - a. Account approved by PFE Administration
6. PFE Team Members hold student/parent orientation
7. Students sign up for accounts on reporting website
 - a. Accounts approved by Coordinator
8. Mentor Liaison communicates with mentors to orient them to the program
 - a. Distributes mentor packets (includes calendar, activity ideas, question prompts, etc.)
9. Students begin visitation and submit weekly reflections on reporting website