

Onboarding Steps

1. School Admin recruits local team to provide support and guidance to mentors/students
 - a. Coordinator
 - b. Mentor Liaison
 - c. Fundraiser
 - d. Treasurer
 - e. Pastor
2. School Admin completes scholarship application for new year
3. PFE Admin approves school application and sends welcome packet
4. Coordinator completes training
 - a. New coordinator: schedule live training with PFE Admin
 - b. Returning coordinator: review PowerPoint and submit questionnaire
5. PFE Team holds student/parent orientation (PowerPoint on Resources page)
6. Students sign up for accounts on reporting website
7. Coordinator approves student accounts on reporting website
8. Mentor Liaison communicates with mentors to orient them to the program
 - a. Mentor packet and list of activity ideas on Resources page
9. Students begin visitation and submit weekly reflections on reporting website
10. Coordinator reviews and approves reflections weekly
 - a. Reflection deadline: 7th of the following month
11. Scholarship funds sent via direct deposit or check
 - a. K-8 payments sent monthly
 - b. 9-12 payments sent once/semester