

Team Member Roles

Principal

1. Complete school application (required annually)
2. Identify committed PFE team members and be familiar with job descriptions for each
3. Facilitate effective communication among team members
4. Share the story of PFE in your local communities and churches
5. Participate in any site visits done by PFE office

Coordinator

Suggestion: A parent volunteer, school secretary, teacher's aide, board member, etc. Someone who can commit time and is passionate about your program.

1. Complete training with PFE Admin
2. Manage PFE student selection process
3. Provide an orientation for students and parents before students start their visits for the year
4. Partner with Mentor Liaison to oversee that students are matched with mentors to ensure compatibility, a nurturing environment, and compliance with program guidelines
5. Provide support to students, parents, and mentors as needed
6. Review and approve visit reflections weekly
7. Report monthly scholarship totals to your business manager/treasurer
8. Coordinate site visits with PFE administration as needed
9. Ensure any program surveys are completed

Mentor Liaison

Suggestion: A pastor or visiting elder (someone who enjoys visiting with people) from a constituent church, the Coordinator, or a parent volunteer.

1. Meet with each mentor and provide an introduction/orientation to the program before visits start for the year, making sure the mentor understands the program and its' expectations
2. Ensure that each mentor's needs are being met and that the match is effective by checking in with each mentor once per month
3. Partner with Coordinator to oversee students are matched with mentors to ensure compatibility and a nurturing environment, as well as compliance with policies and guidelines
4. Communicate with coordinator if any match concerns arise from monthly check-ins
5. Write a personal note of thanks from the mentor liaison to the mentors at the end of the school year

Treasurer

Suggestion: School treasurer or business manager. Whoever manages your students' tuition accounts.

1. Keep track of the 30% fundraising.
2. Review monthly visits and apply funding to students' tuition accounts.
3. Include on students' tuition statements a notation that the scholarship funds are provided by the "PFE Scholarship."

Fundraiser

Suggestion: A board member, the School Administrator, or an individual from your school's development office.

1. Create a plan before the school year begins to fundraise 30% of scholarship.
2. Secure donations for school's portion (30%) of student scholarship.
3. Acknowledge your local donors.
4. Work with your Coordinator to report fundraising activities and totals to PFE Administration.