

## Team Member Responsibilities

### Principal

1. Select PFE coordinator – local champion
2. Submit PFE School application
3. Help coordinator facilitate Student/Parent and Mentor orientation
4. Create and execute a fundraising plan for 30% of scholarship
5. Report to SFFC Foundation when fundraising is complete
6. Share the story of PFE in your local community and church(es)
7. Complete any surveys from SFFC Foundation

### Coordinator

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

1. Complete orientation with PFE Admin
2. Select PFE participants
3. Conduct Student/Parent Orientation (prior to visits starting)
4. Conduct Mentor Orientation (prior to visits starting)
5. Approve student/mentor matches (mentor information in student application)
6. Verify all participants understand PFE programming and guidelines (mentor packets)
7. Provide support to students, parents, and mentors as needed
8. Review and approve visit reflections weekly
9. Complete monthly mentor check-ins (see coordinator dashboard)
10. Complete any surveys from SFFC Foundation

### Treasurer

1. Help coordinator facilitate student/parent orientation
2. Keep track of the 30% fundraising required for PFE Scholarship
3. Review Reflection Reports to apply funds for PFE scholarship recipients
4. Complete any surveys from SFFC Foundation

### Pastor

1. Work with coordinator to identify potential mentors
2. Promote PFE in your congregation(s)
3. Complete any surveys from SFFC Foundation