

## PFE Guidelines

### **Students will be matched one-to-one with mentors.**

Successful matches between a student and a mentor include a one-to-one match. Both mentor and student are getting the most out of PFE if, at the end of each visit, they wish they had more time together. We recommend you seek mentor matches that ease senior isolation. We also recommend seeking gender matches and alignment of hobbies and interests.

### **Participants will be chosen based on passion to serve, not based on financial need.**

PFE is designed to be a scholarship program for students and parents who have a passion to serve. Choosing student participants solely based on financial need is against the SFFC Foundation policy, including mandating students receiving financial aid, participate in PFE.

### **Mentors are not to visit with more than one student, even individually & students will visit individually with mentors (with parent supervision).**

The PFE Scholarship is intended and designed to allow a student to build a personal relationship with one mentor, not only for the companionship and assistance for the mentor, but also for the enrichment and development of the student. Individual one-to-one visits provide a neutral environment where the student and mentor can let their guard down and focus on one another. Remember with PFE K-8 visits, a parent should be in attendance.

### **General visits with a group of mentors are not permitted.**

PFE is intended and designed to allow a student to build a personal relationship with one mentor, not only for companionship and assistance to the mentor, but also for the enrichment and development of the student. Individual one-to-one visits provide a neutral environment where the student and mentor can let their guard down and focus on one another. Remember with K-8 visits, a parent/guardian must be in attendance.

### **Mentors are not to be family mentors, no matter how distant.**

The PFE Scholarship was developed to support students' Christian education through building intergenerational relationships that allow a student and mentor to grow in their spiritual walk with God with someone outside of their family. The visits are a chance to share one's talents with others and allow them to share theirs with you.

### **Mentors are not to be nursing home residents.**

Due to the health concerns presented by COVID-19, visitation occurring in nursing homes will not be permitted.

### **Mentors are to be cognitively healthy.**

PFE guidelines require that mentors be cognitive; we do not allow mentors with dementia or Alzheimer's disease. This is so that true mentorship can occur as mutually beneficial relationships are built, as well as for student and mentor safety. We certainly see the benefit of visits to all but desire that PFE participants build cognitive relationships.

### **Scholarship funds will not be allocated for church or school activities that students and mentors attend together.**

While we encourage and love to hear about mentors and students attending church and school programs together, the PFE scholarship fund are awarded for one-on-one time a student and mentor are spending together in the mentor's home.

**A parent or guardian will be present during all K-8 visits between students and mentors.**

There are three reasons we require K-8 parents to attend PFE visits:

- 1.) Safety: we always want participating students to be safe. Further, an adult present during visits could help the mentor in the event of a health emergency or to identify special needs of the mentor that may not be met in their current situation.
- 2.) Parents may be needed to help assist in the formation of a strong relationship between the student and mentor by leading by example. We find that parents can encourage communication and provide ideas about how to make visits more meaningful.
- 3.) We also hope to encourage parents to offer assistance by doing light housework, cooking and helping around the house while the student and mentor visit is occurring.

**Make-up visits may only happen with approval from program coordinator. They cannot be combined with another visit. Only one make-up visit is allowed per month.**

Make-up visits may only happen when pre-approved by the school coordinator. Only one make-up visit is allowed per month and should occur as a new visit on a separate day (rather than a two-hour visit) to encourage growing relationships, consistency and reaching the goal of easing senior isolation.

**Students will complete a reflection for each visit within 24 hours of the visit (excluding Sabbath hours).**

PFE was designed to motivate and reinforce a spirit of service, discipline, and relationships. Sometimes those traits are inherent; other times they are taught. Reflections provide the opportunity for a student to reflect on their time with their mentor and how their relationship is developing. Requiring written reflections also reinforces responsibility and follow-through. Reflections can serve to improve writing, logic, and attention to detail. Writing reflections is an opportunity for the students to think, process and report on their visits and to confirm that relationships are developing.

**Coordinators will review reflections on a weekly basis and meet with students who do not appear to be consistently visiting and forming a relationship with their mentor.**

We ask that coordinators approve student's reflections on a weekly basis. This ensures visits are happening consistently, relationships are developing through appropriate student/mentor matches, appropriate activities are taking place, and participants are safe. Coordinators have the unique opportunity to serve as coaches to the students, parents, and mentors on best practice visits. They have the rare window to observe the most successful relationships and encourage others to rise to the occasion. We encourage coordinators to use the comment section in the reflection portal. If a student talks about praying with their mentor, encourage them to reflect and write on what they prayed about. If they enjoyed a visit, why? It's also a chance to reinforce and praise positive PFE interactions.

**Students and mentors will receive a program orientation.**

Orientation to PFE for both students and mentors is important to assure that participants understand the intent of the program and the guidelines. Orientations should occur at the beginning of the year (or semester) and is unpaid time. PFE Administration is happy to provide various training materials.

**Each student will be required to sign up for a PFE account with their own unique email address.**

The identifier for each PFE account is an email address. Therefore, only one person can use each email address. Along with the ability to create a PFE account, students will receive PFE related notifications to this email address regarding the status of each of their reflections.

**PFE participant caps are:**

**K-8: 20% enrollment for schools of 31 or more; 50% enrollment for schools of 30 or fewer**

**9-12: participant cap of 26 students**

We hope to attract the best and brightest to make the program thrive. We love when a school has a waiting list and local donors step up to support these additional kids because they see impact the program is having! Keep in mind, we welcome use of our reflection website for students participating in PFE who are funded by your local donors.