

## Onboarding Steps

1. Principal recruits local team to provide support and guidance to mentors/students
  - a. Coordinator
  - b. Treasurer
2. Principal submits PFE school application for new year
3. Coordinator attends orientation with PFE Admin
4. PFE Admin approves school application
5. Parent submits PFE student application on reporting website.
6. Coordinator holds orientation (PowerPoint and handout available on website)
  - a. Parent/Student
  - b. Mentor
7. Coordinator approves student applications on reporting website
8. Students begin visits and submit reflection during visit.
9. Coordinator reviews and dispositions reflections weekly
10. Scholarship funds are sent via direct deposit
  - a. K-8 payments sent monthly
  - b. 9-12 payments sent once per semester