

Team Member Responsibilities

Principal

1. Select PFE coordinator-local champion
2. Submit annual school application
3. Support coordinator during student/parent/mentor orientation
4. Create and execute a fundraising plan for 30% of scholarship
5. Share PFE stories/impact with your school families and church(es)

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-have them submit student application on PFE website
3. Conduct mentor/student/parent orientation (prior to visits starting)
4. Approve student applications once orientation complete
5. Provide ongoing support to students, parents, and mentors
 - a. Check in with mentors monthly to address any questions/concerns
6. Review and approve visit reflections weekly
7. Complete end-of-year survey from SFFC Foundation

Treasurer

1. Support coordinator during student/parent orientation
2. Keep track of the 30% fundraising required for PFE Scholarship
3. Apply scholarship funds to participant tuition accounts

Pastor – *if associated with school*

1. Identify potential mentors
2. Promote PFE in your congregation(s)