

## PFE Guidelines

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

Successful matches between a student and a mentor include a one-on-one match. We recommend you seek mentor matches that ease senior isolation, and/or an alignment of hobbies and interests.

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

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.**

The PFE Scholarship is intended and designed to allow a student to build a personal relationship with one mentor, not only for companionship and assistance for the mentor, but also for the enrichment and development of the student.

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

Individual one-to-one visits provide a neutral environment where the student and mentor can let their guard down and focus on one another.

### **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. Nor should visits occur at the mentor's place of employment.**

While we encourage and love to hear about mentors and students attending church and school programs together, the PFE scholarship fund is 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 (within eyesight/earshot) during all K-8 visits between students and mentors. (Parents of PFE 9-12 participants decide if they want to accompany their high school student)**

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 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 help by doing light housework, cooking and helping around the house while the student and mentor visit is occurring.

**K-8 make-up visits may only happen with approval from the 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's 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.

**PFE 9-12 students are required to complete 14 weeks of visiting during each 20-week term.** Only 1 visit is allowed per week. If all visits/reflections are not complete/approved, **no scholarship will be awarded.** Students should plan accordingly as “make-up” visits are never allowed.

**Students will complete and submit a reflection during each visit.**

Reflections provide the opportunity for a student to reflect on their time with their mentor and how their relationship is developing. Reflections can serve to improve writing, logic, and attention to detail.

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

We ask that coordinators approve students' 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. 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 about what they prayed about. If they enjoyed the 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 ensure that participants understand the intent of the program and the guidelines. Orientations should occur at the beginning of the year or Term. The PFE Administration is happy to provide various training materials.

**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 it when a school has a waiting list, and local donors step up to support these additional kids because they see the 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.