Onboarding Steps

1. Principal recruits local team to provide support and guidance to mentors/students
   a. Coordinator
   b. Treasurer
2. Principal completes scholarship application for new year
3. Coordinator completes orientation
4. PFE Admin approves school application and sends welcome letter
5. Coordinator holds Mentor Orientation (PowerPoint and packet available on Resources page)
   a. Mentor completes survey
6. Local team holds student/parent orientation (PowerPoint and student packet on Resources page)
   a. Parent/student completes survey
7. Students sign up for accounts on reporting website
8. Coordinator approves student accounts on reporting website
9. Students begin visitation and submit weekly reflections
10. Coordinator reviews and approves reflections weekly
11. Scholarship funds sent via direct deposit or check
    a. K-8 payments sent monthly
    b. 9-12 payments sent once per semester