

PFE Guidelines

Match mentors and students with relational compatibility in mind.

We celebrate any mentor/student match which eases senior isolation and gives each party a chance to serve someone they wouldn't typically interact with. That said, ideal mentor/student pairs form reciprocal relationships where both mentor and student wish they had more time together at the end of each visit. To facilitate this ideal, we recommend you match mentors and students with similar interests and personalities where possible.

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 their financial need and/or requiring students receiving financial aid to participate in PFE is against SFFC Foundation policy.

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 companionship and assistance for the mentor, but also for the enrichment and development of the student. One-on-one visits provide a neutral environment where the student and mentor can let their guard down and focus on one another. Remember that during PFE K-8 visits, a parent must be in attendance.

General visits with a group of mentors are not permitted.

Again, PFE is designed for one-on-one relationship building (K-8 must be supervised by a parent or guardian).

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

Family ties commonly bring us into relationship with people far outside our life stage, however, one-on-one interaction with non-family members outside our life stage is comparatively rare. PFE seeks to facilitate these increasingly rare, and therefore increasingly valuable relationships.

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.

While we certainly see the value of serving those with Alzheimer's and dementia, folks suffering with these conditions are often unable to effectively engage in the mutually beneficial relationships we aim to foster.

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.

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.

K-8 students may earn scholarship for one, one-hour visit each week.

PFE pays a \$30.00 scholarship for each week a student performs at least one visit lasting a minimum of one hour.

Students will submit a short, online reflection at the end of each visit (due day of visit).

To record each weekly visit, students must submit a reflection. Failure to submit a reflection the same day of the corresponding visit will result in no scholarship payment. Reflections provide the opportunity for a student to reflect on their time with their mentor and how their relationship is developing. Reflections also serve to improve discipline, writing, logic, and attention to detail.

K-8 students may do one make-up visit per month.

If a student is unable to visit their mentor on a given week, they may make the visit up by visiting twice on a subsequent week. Only one make-up visit is allowed per month and must occur as a new visit on a separate day of the other visit for that week. We do not allow students to do a make-up by simply adding another hour onto their typical visit, as having a separate visit fosters long term relationships more effectively.

K-8 coordinators must approve (or reject) every reflection by the 7th of the following month. To prevent loss of scholarship due to late approvals, we recommend both K-8 and 9-12 coordinators grade reflections on a weekly basis.

Grading reflections weekly does not just prevent loss of scholarship due to late approval. Staying up to date also allows coordinators to monitor whether 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. We encourage coordinators to use the comment section in the reflection portal to praise positive PFE interactions and nurture further reflection by asking questions.

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.