



Kinder – 8<sup>th</sup> grade

# Parent and Student Information

2024 - 2025



# What is PFE about?

Helping others who need assistance.  
Being passionate about serving your mentor.

Be creative with your visit/service. Think of new things to do together.



Commit to visiting your mentor for 1 hour per week and submit your reflection within 24 hours of your visit.

Looking to serve and build a relationship with your mentor



# How PFE Works

## 01 Attend Orientation

Parent and student must attend in-person.

## 02 Sign Commitment Form

Must be completed before creating a Student Application.

## 03 Set-up your online account

Please go to [www.pfe.sffcfoundation.org](http://www.pfe.sffcfoundation.org)



# How PFE Works

## 04 Start visitation

Visits can begin August 1, 2024 through May 31, 2025.  
ONLY if you are approved.

- 1 hour per week. Hours cannot be combined.
- Must complete a minimum of 3 visits per month, or you may be removed from PFE.

## 05 Visitation rules

## 06 Parent/Guardian Supervise Visits

Parent or guardian **MUST** be present at ALL TIMES to supervise.



a b c



# How PFE Works - continued

## 07 Submit Reflection

After each visit, submit an online reflection within 24 hours, or it will be denied.

**There is limited space available, once we run out of room you will be placed on the waiting list.**

**We highly recommend you complete the Commitment Form in FULL otherwise it will not be accepted.**

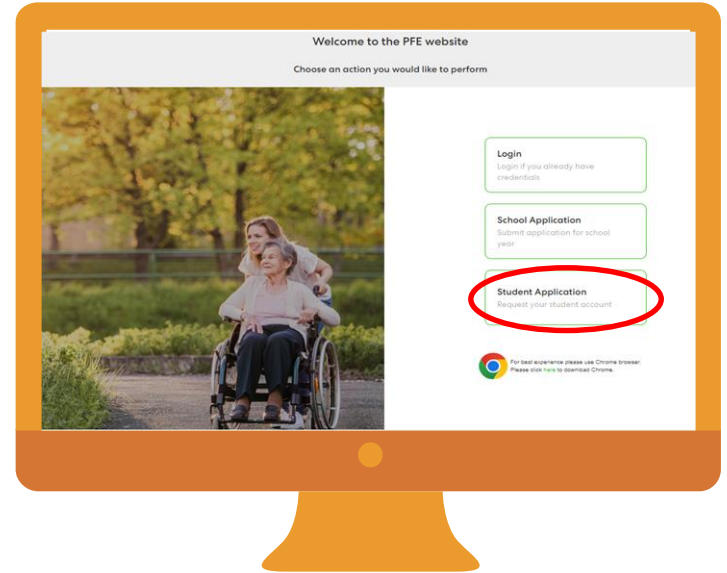


# Setting Up Your Account

Go to [www.pfe.sffcfoundation.org](http://www.pfe.sffcfoundation.org)

Click on **Student Application** and follow the prompts.

PFE Coordinator will review your account. You will be notified by email regarding your approval status.



For detailed instructions, please refer to your handout in the packet.

# Scholarship Funds



2+2



- \$30 scholarship funds per visit, on approved visits.
- You should see your first scholarship credit applied to your tuition installment around October.
- You will be responsible for paying your tuition in full by the due date, 10<sup>th</sup> of each month until PFE credits are reflected on your account so that you don't incur late fees.



2+2



2+2

2+2


3  
4





# What to look for in a mentor



- Someone who is 55+
  - With whom you can form a relationship
  - Who has healthy cognitive capabilities  
(no Alzheimer's or dementia)
  - Who might be lonely and needs company
  - Who might have similar interests or hobbies
  - Who can commit to one hour, once per week for the entire school year.
- 



**NO RELATIVES OR NURSING HOME RESIDENTS ALLOWED**







# Visiting Your Mentor




You can ONLY start visiting your mentor if you finished the following:

1. Attended the Parent / Student Orientation
  2. Complete the Commitment Form
  3. Submit your PFE Student Application
  4. Finished setting up your PFE Student Application (only if you are approved)
  5. Communicate with your mentor and schedule your visits.
- 
- 



# Missed a Visit

In the event of a missed visit:

- Contact Cynthia Garcia, PFE Coordinator
  - You can choose to miss that week OR make up the visit.
  - ONLY one make-up visit is allowed per month.
  - Make-up visits cannot be attached to another visit, and must be on a separate day.
  - Make-up visits must be submitted on a separate reflection.
- 



# Activity Ideas

Help with chores



Bake or cook



Crafts or Art



Tell stories



Exercise or go on a walk



Gardening



Sing or play an instrument



Play games



# Unacceptable vs Acceptable

## Activities/Visits

<b>UNACCEPTABLE</b>	<b>ACCEPTABLE</b>
Virtual visits (Zoom, phone calls)	In-person visits
Visits on Sabbath (no Saturday visits)	Sunday through Friday only
No television, PS5, or electronic devices	Must interact with your mentor
No parent or guardian	Parent or guardian present at all times
Visits with a different mentor	Must remain the same mentor all year
Spending the night at your mentors home	Visit your mentor only
School, church, other functions	Scheduled visit at their home

# Submitting Your Reflection

You are required to login to your account and submit your online reflection at the end of your visit or within 24 hours.

It is your responsibility to submit your reflection on time.

Reflections submitted after the 1<sup>st</sup> of the following month will NOT be counted towards scholarship.





# Submitting Your Reflection continued

Students and the PFE Coordinator will receive an email notification each time you submit a reflection transaction.

You must be detailed when you are submitting your reflection.

You must write one complete sentence per grade level.

Kinder-2<sup>nd</sup> = 2 sentences

3<sup>rd</sup> = 3 sentences, 4<sup>th</sup> = 4 sentences, 5<sup>th</sup> = 5 sentences, etc.



# Writing Your Reflection

- Include your mentors name in your reflections
- Details about the activities you and your mentor did together (cleaning, talking, games, etc.)
- How did you and your mentor feel about the visit (happy, sad, thankful, etc.)
- What did you and your mentor talk about
- Anything you learned from your mentor during the visit


Failure to include details in your reflection will result in a denied visit.





# Resubmitting Your Reflection



- If you receive a notification for a denied visit, please read the notes as to why. Depending on the reason will determine if you will be eligible to correct and resubmit your reflection.
  - You will be given 4 days to resubmit your reflection if you are eligible.
  - Tuition funds will not be given for denied visits.
- 



# Reflection Examples

Example # 2:

“Today I made Raisin Ribbon Bars with some help from Mrs. Barbara. We used a nut chopper that was seventy years old. The bars turned out good and were yummy. When we worked, we talked about what it was like for her growing up in the Philippines as a little girl. Those stories make me want to go there some day. I told her about my trip to Mexico a few weeks ago and we laughed about the squirrel who chased me. It was a nice visit and I’m excited to come again next week. (7<sup>th</sup> grader)

Example # 2:

“Today I went to visit my mentor. We played a game. It was fun. After we had a snack.”

**This visit is unacceptable,** students must submit a complete sentence with details.

The PFE donors read your reflections and want to see there is a friendship growing. Failure to meet the guidelines will result in removal of the program.

# Fundraisers

PFE participants are required to help raise 30% of the PFE scholarship funds.

What is the 30% of scholarship fund mean?

- You can receive up to \$120 per month.
- PFE foundation will fund 70% = \$84
- We must raise 30% = \$36
- 40 students enrolled (K-8) x \$36 = \$1440
- \$1440 per month x 10 months = \$14,400 must be raised for 24-25.

This means, all participants are **REQUIRED** to help for each fundraiser.



## Used Uniform Store

A sign-up sheet will be sent out.

Participation to help set-up and monitor the store for 1 hour on a Friday.



## Harvest Festival

Sunday, October 27, 2024

PFE will have a Corn in a Cup Booth.

Donations and participation will be needed.

Will need 1-2 volunteers to take lead.



# 5k Bubble Run

- Sunday, March 9, 2024 at 12:00 P.M.
- Donations and participation will be needed.
- Will need 1-2 volunteers to take lead.
- Each family will be required to sell tickets.



**There will be another fundraiser. More information to follow.**



# \* Helpful Resources



Commitment Form



PFE Registration  
Account Set-Up



App for IOS





# PFE App Available



Partnering for Eternity  
Group







# PFE Coordinator Contact Information

If you have any questions or concerns, please  
contact me at [Isa.pfe@lsak12.com](mailto:Isa.pfe@lsak12.com)

I will respond by the next business day.

Thank you,  
*Cynthia R. Garcia*  
PFE Coordinator

