

2024 Online Spring P2P Program Directions (Helpers' Parents)

1. After registering through the "Helper Application" at [FCCGW.ORG/P2P](https://fccgw.org/P2P), please submit your Report card and pay the registration fee of \$30. **(Please complete all the requirements) You can't join the program if you don't complete all the progress.**

- After confirming the student's name and payment information, you will receive a "registration complete" email.

- You will receive the confirmation email on 02/12 if you can join our program.

- If, for any reason, your child is unable to participate in the program during the semester, the registration fee will not be refundable.

- P2P registration is on a first-come, first-served basis, and the registration fee will be refunded if there is no matching.

- New Helper needs to send an interview video. Please don't forget to upload it on the process application page. You can't participate in the program if you don't complete the interview.

2. Please attend the Orientation on [02/16\(Fri\)](#) at 7 pm(EST) via Zoom. (from 7 pm to 8:30 pm)

- Attendance is mandatory, and if you do not attend the orientation, your child may be unable to participate in the P2P program. **(Attendance will be taken)**

- If you have an emergency, **please contact us via email** (p2p@fccgw.org) in advance and receive guidance from our office to avoid any difficulties.

3. On [02/20\(Tuesday\)](#), you will receive your Buddy's name and email address from the P2P program director.

- Helpers must schedule the first meeting with their designated buddies and email P2P (p2p@fccgw.org) regarding the date of your first meeting schedule.

- Every partner will have a **unique number**. **Be sure to remember and write down the number when contacting P2P.**

4. To participate in the Online-P2P program, **an active Google account is required.**

- Online P2P will be held via [Google Meeting](#) / [Google Classroom](#).

5. Find your [parent supervisor](#).

- We highly recommend that **the helper's parent become a supervisor; however**, either the helper's parent or buddy's parent can be a supervisor.

- Although there is a designated supervisor parent, if the designated supervisor parent is

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unavailable for the session, the other parent must assume the supervisor's duty. This must be agreed upon in advance. P2P wants to promote a safe and healthy environment for

- **children during online meetings.**
- Parent supervisors **must actively participate.**
- Please update the supervisor's name and first meeting schedule in your 'Session Report' from P2P.
- The P2P will share your "Session Report"(google sheet) on 02/20/24

6. Set up the schedule for the P2P sessions with your buddy and supervisor through email.

- We recommend contacting each other **through email.** We recommend you keep all communication records for your protection.
- If the Buddy or Helper has difficulty communicating via email, they can contact by personal cell phone or Kakao Talk with consent. **Please keep in mind that P2P cannot provide any private information.**
- A regular schedule consists of one weekly 1-hour session (total of 12 sessions) from February 26th through May 19th. At least 1 session is required weekly.
- Up to 8 additional sessions (total 20) are possible with the consent of the Buddy.
- You do not need to plan the dates of all sessions at once. *We recommend setting a weekly, recurring, scheduled time.*
- After setting up the P2P session, you can schedule a Google meeting on the Google Calendar site. You must invite the Buddy, Supervisor, and Program Coordinator (coordinator's email: p2p@fccgw.org)
- How to create a Google meeting in Google Calendar:
<https://www.youtube.com/watch?v=-csiwg9fRmQ>
***If you do not schedule a Google Meeting before the class, you will not be able to receive Volunteer Hours Credit.**
- If you wish to change the schedule, you must reschedule with the Buddy at least **24 hours prior.**

7. Meet with your buddy (including your supervisor) on the scheduled day.

- The P2P Program director may join the session randomly.
- The Helper must focus on the meeting. **During the meetings, you are not allowed to use your cell phone, use the computer for other purposes, play games, sleep, and/or study or do your own homework.**

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8. After the session is completed, the Helper must submit a "session report" **FOR EACH SESSION.**
 - If you do not complete the session report on Google Sheets, your volunteer hours will not be accumulated. **Helpers are responsible for keeping a record of their hours on Google Sheets. There are no exceptions allowed.**

9. Volunteer service hours: Each session will be counted as a 3-hour credit. (1hr session, class preparing/communication time, weekly self-development works)
 - For more volunteer opportunities, please check our website fccgw.org/p2p.

10. Whenever you have questions or concerns, please do not hesitate to contact us by email (p2p@fccgw.org) or phone (703-761-2225).

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What does a Parent Supervisor Do?

-To provide a safe learning environment, a parent supervisor must join each session for the duration of the online P2P program. The helper's parent or the buddy's parent can be the supervisor.

- **Parent Supervisor Instructions**

For the online P2P program, the **parent supervisor must attend to supervise each session.** The parent supervisor and the buddy's parent should coordinate the schedule in advance.

1. Attend each online session.
2. Turn off the microphone and camera.
3. Monitor the class. The parent supervisor must not interrupt the session. The role of the supervisor is to monitor the attitudes of both students. If any problematic behaviors and/or words are observed, the supervisor must contact us as soon as possible if help is needed. The supervisor must not interrupt the class. For example, during the session, a parent supervisor must not criticize the tutoring contents, style, or students, neither helper nor buddy.

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4. **The parent supervisor is responsible for monitoring what students do and say in each session.**
5. The parent supervisor must submit an initial **"Session Report"** on the link the P2P sent **FOR EACH SESSION.**
 - **If you do not complete the session report in google sheets, the helper's service hours will not be accumulated.**