



**WELCOME TO  
THE 2024 SPRING  
ONLINE P2P  
ORIENTATION!**



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(P2P Program Director)

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(P2P helper volunteer MCs)



# G.R.O.W.T.H. PROJECT

**FCCGW's Peer-to-Peer Program is a helper-buddy system built to develop social and emotional growth of all participants.**

**A peer mentoring program is where high school students provide one-on-one mentoring to elementary and middle school students.**

# **ROLES OF BUDDY & HELPER**

- Build rapport and have good communication
- Be responsible
- Collaborate and cooperate
- Prepare for sessions
- Good time management
- Share information openly
- Seek and accept feedback
- Ask questions



**Improving  
social skills**

**Receiving  
mentoring**

**Academic  
success**

**Enhancing  
leadership skills**

**Benefits of  
P2P**

**President's  
Volunteer  
Service Award**

**Improving  
self-management  
skills**

**Developing  
communication  
skills**

**Rewarding  
experience**

During the weekly P2P sessions,

**YOU MUST TURN ON THE VIDEO  
& UNMUTE THE MICROPHONE**

\*If you don't, you cannot continue to participate in the program.





Google Calendar



YOU NEED **GMAIL**, **GOOGLE CALENDAR**,  
AND **GOOGLE MEET** FOR ONLINE P2P!



## STEP 1

Helper and Buddy must communicate to arrange a schedule for P2P session

**HELPER**



**BUDDY**



Monday  
10 AM works for you?

Yes, sounds good,  
see you by then!

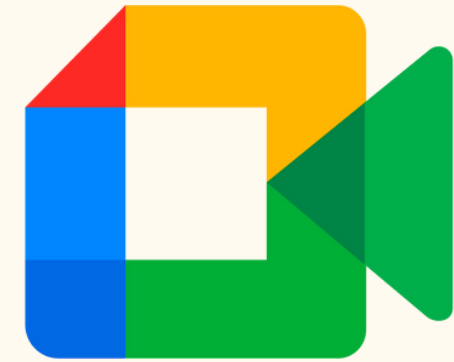




**STEP 2**

HELPER, BUDDY, AND PARENT SUPERVISOR HAVE TO SET UP A SCHEDULE FOR P2P CLASS VIA GOOGLE CALENDAR!

**PARENT SUPERVISOR**




Google Meet

**HELPER**


**BUDDY**

**ONLINE P2P CLASS IS OFFICIALLY SET!**





**2024 SPRING  
ONLINE P2P  
SCHEDULE**



**Program:**

**02/26/2024(Mon) - 05/19/2024(Sun)**

**(Total 12 sessions)**

**Buddy & Helper will meet  
once a week for 12 weeks.**

**12 sessions must be complete within 12 weeks.**

**Please discuss with each other to arrange a schedule.  
You do not need to set up the entirety of the semester  
sessions at one time.**

# BUDDY RESPONSIBILITY



- Communicate with your helper to set up a schedule.
- Email homework or workbook (study materials) to helper **before the meeting.**
- Be ready and have a positive attitude

# BUDDY AGREEMENT?

[Buddy]

- I will check my email account for updated news frequently.
- I will commit 1 hour, 12 mandatory sessions during this semester  
*02/26/2024(Mon) - 05/19/2024(Sun)*
- If I cannot attend the scheduled session, I will notify my helper **at least 24 hours** in advance.
- I will not engage in any activities that can be disruptive during the session.
- If my P2P helper uses profane language and seems harmful or dangerous , I will report it immediately to the Supervisor and Program coordinator.

# PREPARE STUDY MATERIAL

[Buddy]

Please email the study materials to your helper within 24 hours before the session. Then the helper can have time to prepare for the class.

- Please prepare enough to last for 1 hour
- No less, no more

The helper does not prepare or provide study materials.

It is your responsibility.  
Your Helper will do the best to assist you.



# HELPER RESPONSIBILITY



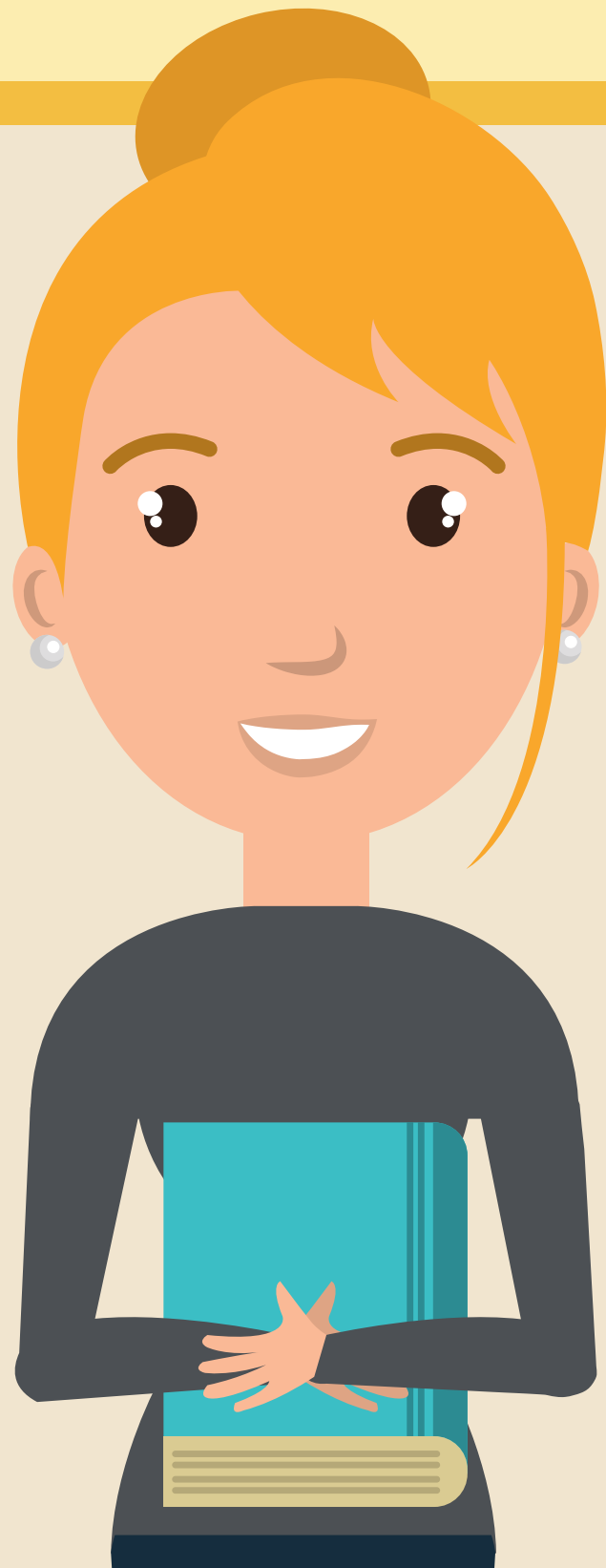
- Be a great mentor and tutor.
- Review the work materials before the session.
- Complete "Self-Development" work every week.
- Be ready and have a positive attitude.

# HELPER AGREEMENT

[Helper]

- I will check my email account for updated news frequently.
- I will commit to 1 hour, 12 mandatory sessions during this semester.  
*02/26/2024(Mon) - 05/19/2024(Sun)*
- If I cannot attend the scheduled session, I will notify my partner **at least 24 hours** in advance.
- I will not cancel more than **three sessions** without any prior notice.
- I will not engage in any activities that can be disruptive. (no phone, game .. etc)
- I will do my best to bring and maintain a positive attitude.
- If my P2P buddy uses profane language and seems harmful or dangerous, I will report it immediately to the Supervisor and Program coordinator.
- I will update the session report form after every session.
- I will complete the "Self-development" assignment every week.

# WHAT IS A PARENT SUPERVISOR?



To provide a safe and enriched learning environment, **a parent supervisor must attend and observe each session of the online P2P.** Either the helper's parent or buddy's parent can be a supervisor\*.

Please update the Session Report after the session.

**\*However, we recommend Helper's parent to be a supervisor.**

**Monitoring ONLY**  



# PARENT ROLE?

## [Helper Parent]

- Not just for volunteer hours.
- Be a good mentor and a tutor.

## [Buddy Parent]

- Prepare study materials before the session.
- Helper is also a student.

"GIVE SOME TIME TO GROW TOGETHER"



# NO SHOW?

\*\* If a partner was absent in a scheduled session (NO SHOW),

- Wait for **5 minutes** and send an email to a buddy or a helper.
- Wait for **another 5 minutes**, then finish the session.

[Helper]

- Submit the session report.

Then write "**No Show**" on the note column. It will be counted as a session

[Buddy]

- Email to reschedule the "NO SHOW SESSION" to the helper.

# —| **SHARING PERSONAL INFO** |—

- We recommend contacting and communicating with each other by email.
- We want you to save all communication documents to protect yourself from any problems or mistakes.
- If buddy and helper have difficulty communicating via email, they can contact each other by personal cell phone or Kakao Talk as long as both parties have agreed.

Please keep in mind that P2P cannot provide any personal information.

# MATCHING CRITERIA

1. Language

2. Gender and Age

3. Specific academic  
& psychological needs.

P2P DID THE BEST TO MATCH EVERYONE

**Negotiate and solve the problem together**



# FIRST CONTACT/SCHEDULE

- P2P will email partner information on **02/20/2024**.
- Helper must contact the buddy to schedule the first meeting. (**starts 02/26/2024**)
- Helper, please email the matching information to your Buddy by **02/23/2024**.
- Buddy, please wait until you receive an email from your helper.
- You do not need to arrange the dates of all sessions at once.
- We recommend setting a weekly, recurring, scheduled time.  
ex. every Monday at 7pm



# EMAIL ETIQUETTE



Familiarizing yourself with professional email etiquette will help you communicate respectfully with buddy.

Ex) Hello! I am EVA at the P2P program. I am a girl and sophomore at the FCCGW high school. I will be your helper for the semester.

I am so excited to get to know you!! :)

For the first day of the schedule, I am available every weekday after 6 pm. Do you have any preferred time?

Please email me.  
Thank you.

# EMAIL ETIQUETTE TO P2P

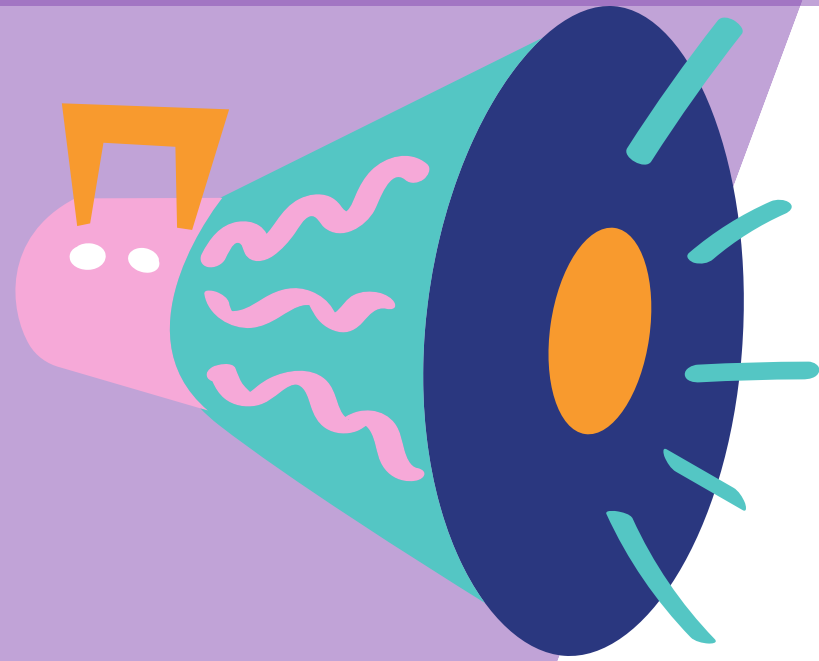


Please indicate your

**MATCHING NUMBER,  
BUDDY or HELPER,  
STUDENT NAME**

when you email P2P

The P2P Program has over 1000 participants.  
We cannot keep track of who emails us.



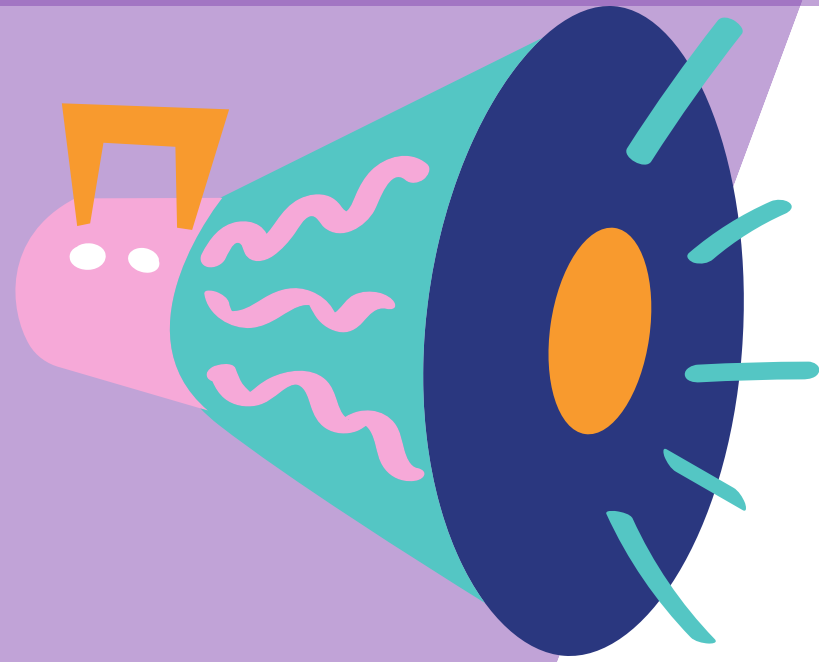
# ANNOUNCEMENT!

## Receive Free Online Mental Health Therapy (Max 2times)

A professional therapist from the FCCGW

Student (Anxiety, depression, ADHD, bullying, or family issue)  
& Parent (parenting, family issue, any mental health problems)





# ANNOUNCEMENT!

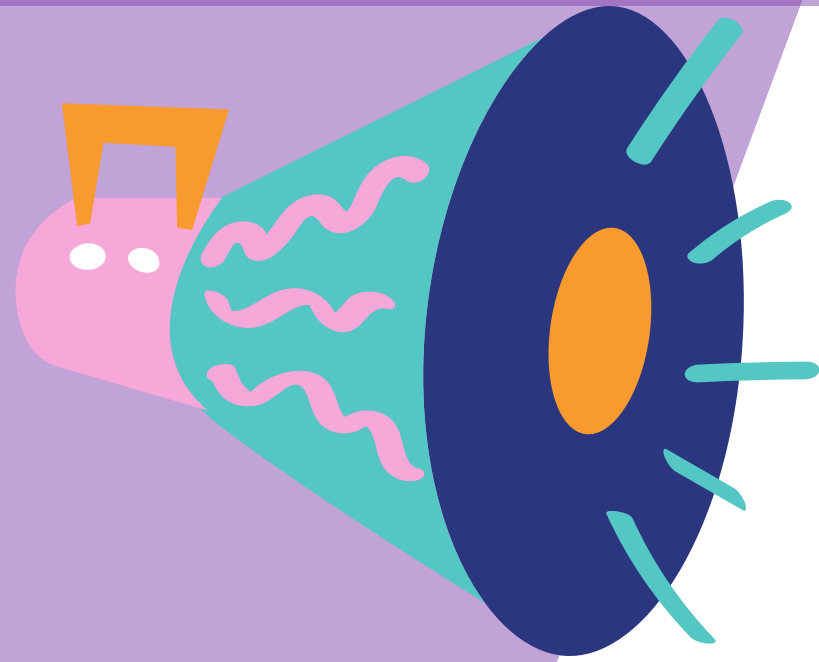
- Helper Scholarship
- Eligibility:

The scholarship is available to P2P helper students who participated in the program for at least two semesters. The student must participate in P2P orientation, complete mandatory sessions, submit session reports, and communicate with the P2P department in a timely manner.

- Documents required

Application; essay; 1 buddy recommendation; 1 Non-academic Reference

- More information - [fccgw.org/scholarship](https://fccgw.org/scholarship)



# ANNOUNCEMENT!

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## Rent a Free Electronic Device

Please contact us

[p2p@fccgw.org](mailto:p2p@fccgw.org)

We will send you an application form!

Device can pick up at the P2P office.

**(First come, first served)**

1952 Gallows rd #210

Vienna, VA 22182



# CONTACT

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Youth Program Director: Eva Pratt

**Tel: 703-761-2225 ext.2**

**p2p@fccgw.org**

**Office Hour: 9am-5pm(EST)**

**Monday to Friday**

# HELPER INFORMATION



- Every session, please invite **Buddy**, **Supervisor**, and **Program Coordinator**

email: P2P@fccgw.org

Invitation Subject Example :

#of the session, Buddy name, date, time  
(ex. #1, EVA, 02/26/2024, 7pm)

- Email the Invitation link 24 hours before the class starts
- After every session, submit a Session Report

# HOW TO MAKE A SCHEDULE WITH GOOGLE MEET

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=CJWJTKWR26Y](https://www.youtube.com/watch?v=CJWJTKWR26Y)

**IMPORTANT!**

# SESSION REPORT



All Supervisors and Helpers have to submit **Session Report** after every Online P2P session!

**Without submitting the Session Report, Helpers cannot receive their volunteer hours!**

**\*You will get a link from the P2P.**

Matching #

Helper Email:

Helper	Buddy	Supervisor	Supervisor Email Address



Session #	Date	Start Time	End Time	Session Time (Hour)	Initials		Self-Development	Notes
					Helper	Supervisor	Helper	
EXAMPLE	2/29/2024	1:57:00 PM	2:57:00 PM	1	HP	SP	HP	No Show
Orientation	2/18/2024							
SSRS PreTest								
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Week 6								
Week 7								
Week 8								
Week 9								
Week 10								
Week 11								
Week 12								
SSRS Post Test								
Extra session								
Extra session								
Extra session								
Extra session								
Extra session								
Extra session								
Extra session								
Extra session								

Helpers, you need to fill out the orientation and SSRS pre Test in order to claim those hours at the end of the program.

Total	Sessions Completed	0
	Orientation & SSRS	0
	Additional Volunteer Hours	0
	Volunteer Hours	0
	Total Hours	0

# Helper – Self-Development Time

- ↔ Your session will not count if it is missing either of the initials. Please fill out both the helper's and supervisor's initials to claim hours.
- ↔ Helpers are responsible for keeping record of their hours on the Google Sheets. There are no exceptions allowed.
- ↔ Commit 1 hour meeting with my buddy on a weekly basis - 12 mandatory sessions during this semester (02/26/24~05/19/24).
- ↔ Up to 8 additional sessions (total 20) are possible with the consent of the Buddy.

Self-Development File: [Click](#)

Mentor – Self-development time(1-12):	
<b>SSR 3 Pre Test (2/19~2/25)</b>	<a href="#">[Click to Submit]</a> Requirement (Due date: 2/25)
Week 1 (2/26~3/3)	<a href="#">How to be a mentor/tutor.</a>
Week 2 (3/4~3/10)	<a href="#">Changing children's lives through mentoring   Linn Schöllhorn   TEDxMannheim</a>
Week 3 (3/11~3/17)	<a href="#">"What Tutoring is and What Tutoring is not"</a>
Week 4 (3/18~3/24)	<a href="#">"The Best Ways to Improve Your Communication Skills"</a>
Week 5 (3/25~3/31)	<a href="#">"How to Improve Your Time Management for Better Mental Health"</a>
<b>Week 6 (4/1~4/7)</b>	<a href="#">[Click to Submit]</a> Midterm Evaluation!! (Due date: 4/7)
<b>Week 7 (4/8~4/14)</b>	<a href="#">[Click to Submit]</a> Anxiety & Depression Test - Helper, please submit BOTH buddy & helper during the class.
Week 8 (4/15~4/21)	<a href="#">"Teen and stress: When it's more than worry"</a>
Week 9 (4/22~4/28)	<a href="#">"Sleep Matters: The Impact of Sleep on Health and Wellbeing"</a>
Week 10 (4/29~5/05)	<a href="#">"Coping with Stress"</a>
Week 11 (5/06~5/12)	<a href="#">"Getting Out of Thinking Traps"</a>
Week 12 (5/13~5/19)	<a href="#">[Click to Submit]</a> Final Evaluation!! (Due date: 5/19)
<b>SSR 3 Post Test (5/14~5/19)</b>	<a href="#">[Click to Submit]</a> Requirement (Due date: 5/19)

** Additional Volunteer Opportunity <a href="https://www.fccgw.org/volunteer-p2p">https://www.fccgw.org/volunteer-p2p</a>	
Short Essay (3 hours)	<a href="#">[Click to Submit]</a>
Poster Artwork (2 hours)	<a href="#">[Click to Submit]</a>

Session Picture!!	<a href="#">[Click to Submit]</a> (Due date: 4/7)
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# SERVICE HOURS



Each session will be counted  
as **3 volunteer hours.**

- 1hr: communication by email  
& Preparation class
- 1hr: session
- 1hr: self-development work

Mandatory 12 sessions: 3hrs x 12 = **36hrs**  
Plus, additional mandatory work

- 3hr: participating in the orientation
- 3hr: SSRS Pre-test
- 3hr: SSRS post-test

You will get a total of **45** volunteer hours this semester.

P2P verifies your volunteer hours  
after June, 2024

**Please do not submit volunteer hours until then.**



**ADDITIONAL  
VOLUNTEER  
OPPORTUNITIES**



Visit our homepage  
<https://www.fccgw.org/volunteer-p2p>

- Short Essay - 3 **hours**
- Poster Artwork - 2 **hours**
- Flyers
- Referral
- Extra P2P Sessions  
(8 sessions more) - up to 24 hours

Send us [P2P@fccgw.org](mailto:P2P@fccgw.org)



**PVSA**

**PVSA**

# THE PRESIDENT'S VOLUNTEER SERVICE AWARD



Depending on the amount of service hours completed, individuals can receive the **Bronze, Silver, or Gold** award.

# The President's Volunteer Service Award



<b>Age Group</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>	<b>Lifetime Achievement Award*</b>
Kids (5-10 years old)	26-49 hours	50-74 hours	75+ hours	4,000+ hours
Teens (11-15)	50-74 hours	75-99 hours	100+ hours	4,000+ hours
Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours	4,000+ hours
Adults (26+)	100-249 hours	250-499 hours	500+ hours	4,000+ hours

\* The Lifetime Achievement Award is not available to be awarded at this time

# The President's Volunteer Service Award



1. Helpers will get the PVSA application announcement via email from the P2P in the second week of May.
2. Verify your 2023 Fall & 2024 Spring volunteer hours through the link that the P2P provided.
3. Submit the PVSA application through the google form. It will be included in the announcement email.
4. If you have outside of volunteer hours, please send us the verification letter to [P2P@fccgw.org](mailto:P2P@fccgw.org)

# The President's Volunteer Service Award



**If I am not a citizen or permanent resident of US, what can I do with my volunteer hours?**

- You are not able to get the PVSA award, but you can receive Certification from FCCGW upon request.

**Can I add Volunteer hours from the outside organization?**

- Yes, we accept outside Volunteer hours. The agency should be an accredited agency.

**Can I use volunteer hours older than one year?**

- No, Volunteer hours that are older than a year expires for PVSA.  
(Valid period: 09/2023 ~ 07/2024)

# The President's Volunteer Service Award



## When is the 2023 PVSA Award Ceremony?

- It will be held on 08/2024 in VA (will be announced)

## Do I need to submit my volunteer hours from the X2vol, if I want to apply the PVSA?

- No, you don't have to submit the volunteer hours on the X2VOL.

## I was 15 during the 2022 Fall P2P, but I turned 16 now. What is the age of the PVSA application?

- The application age will be 15.





**thanks**  
**for watching**