

## 2021 Online Fall P2P Program Directions (Helpers' Parents)

1. After registering through the "Helper Application" at [FCCGW.ORG/YOUTH](https://fccgw.org/youth), please pay the registration fee of \$20 through the homepage. After confirming the student's name and payment information, we will send you a "registration complete" email.  
Payment option 1: **Venmo** – ID: [FCCGW](#) Option 2: **PayPal** – ID: [paypal.me/fccgw](https://paypal.me/fccgw)
2. To participate in the Online-P2P program, **an active Google account is required.**
  - Online P2P will be held via [Google Meeting / Google Classroom](#).
3. You will receive your Buddy's name and email address from the P2P program director on 9/22.
4. Please attend the Orientation on 09/20(Mon) at 7 pm via Zoom. (from 7pm to 8pm)
5. Find a [parent supervisor](#).
  - We recommend each **helper's parent to be a supervisor**. Either the helper's parent or buddy's parent can be a supervisor. Supervisors can be changed depending on the situation.
6. **Set up the schedule** for P2P session with your buddy and supervisor through [email](#).
  - We recommend contacting each other through email. We want you to have all communication records for your protection.
  - If the Buddy or Helper have difficulties communicating via email, they can contact by personal cell phone or Kakao Talk with the consent.
  - A regular schedule consists of **one weekly 1-hour session (total 12 sessions)** from **September 27<sup>th</sup> through December 19<sup>th</sup>**. **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 one time. *We recommend setting a weekly, recurring schedule time.*
  - After setting up the P2P session, you can schedule a Google meeting in the Google Calendar site. You must invite the [Buddy, Supervisor, and Program Coordinator](#) (coordinator's email: [p2P@fccgw.org](mailto: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 Hour Credit.**
  - **If you wish to change the schedule, you must** reschedule with Buddy within 24 hours.
7. Meet with your buddy (including supervisor) on the scheduled day. (Program director may join the session randomly.)
8. After the session is completed, Helper must submit "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 record of their hours on the Google Sheets. There are no exceptions allowed.**
9. Volunteer service hours (Each session will be counted as a 3-hour credit.)
  - For more volunteer opportunities, please check our website [fccgw.org/youth](https://fccgw.org/youth).      Next Page →

### What does a Parent Supervisor Do?

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

### Parent Supervisor Directions

During the online P2P program, the **parent supervisor must attend for the supervising.**

Arrange the schedule with your parent supervisor and buddy or his/her parents.

1. Attend each online session.
2. Turn off mic and video.
3. Monitor the class. Supervisor cannot interrupt the class (for example, the parent supervisor cannot criticize tutoring contents or style during the session. The role of the supervisor is to monitor the attitudes of both the students and if any problematic behaviors and/or words.)
4. **Supervisor is responsible for what students are doing and saying in each session.**
5. 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 sheet, your helper's service hours will not be accumulated.