

Directions for Online P2P Program (Helpers)

1. In order to participate the Online-P2P program, **active Google account is required.**
 - Online P2P will be held via [Google Meeting / Google Classroom](#).
2. You will receive your Buddy's name and email address from the P2P program director on 2/16.
3. Please attend Helper Orientation on 2/17
4. Please attend Parent Orientation on 2/19
5. Find a [parent supervisor](#).
 - We recommend each **helper's parent be a supervisor**. Either each helper's parent or buddy's parent can be a supervisor. Supervisor can be changed depending on the situation.
6. [Set up the schedule](#) for P2P class with your buddy and supervisor through [email](#).
 - We recommend contacting each other through email. We want you to have all documents of communication for protecting yourself from any problems or mistakes during communication.
 - If buddy and helper have difficult to communicate via email, they can contact by personal cell phone or Kakao Talk with the consent of the helper and buddy.
 - Our regular schedule should be set up **once a week and one hour per session (total 16 sessions)** from **Feb 22nd to June 11st. 1 session is at least required weekly** and more sessions are optional upon the agreement of the Helper and Buddy. Additional sessions are allowed(optional).
 - You do not need to set up whole semester meetings at one time.
 - After setting up the P2P meeting, you can reschedule a Google meeting in the Google Calendar site. You must invite [Buddy, Supervisor, and Program Director](#) (director's email: p2p@fccgw.org)
 - How to create a google meeting in Google Calendar. (see video) <https://www.youtube.com/watch?v=-csiwg9fRmQ>
***If you do not schedule a google hangout meeting before the class, you will not be able to receive Volunteer Hour Credit.**
7. Meet with your buddy (including supervisor) on the scheduled day. (Program director will join the session randomly.)
8. After the session is completed, Helper must submit **"google-form _P2P session report" FOR EACH SESSION.**
 - **If you do not complete the session report google form, your service hours will not be accumulated.**
9. [Volunteer service hours \(Each session will be counted as a 3-hour credit.\)](#)
 - If helpers who need more volunteer hours, you can set up more than 10 sessions with your buddy with buddy's and his/her parent's permission.

Parent Supervisor?

- For providing a safe learning environment, a parent supervisor must join each section during the online P2P. Either each helper's parent or buddy's parent can be a supervisor.

Parent Supervisor Direction

During the online p2p program, **parent supervisor must attend for the supervising**. Arrange the schedule with your parent supervisor and buddy or his/her parents.

1. Attend each online class.
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 supervisor is to monitor the attitudes of both the students and any problematic behaviors and/or words.)
4. Supervisor has responsibility for what they are saying and doing during the session.
5. Supervisor must submit "google form supervising session" **FOR EACH SESSION.**
 - If you do not complete the session report google form, your helper's service hours will not be accumulated.