



Partnership Scholars Program

Handbook for Mentors, Scholars and Parents

This handbook presents Partnership Scholars Program (PSP) policies and guidelines regarding this 6-year scholarship and mentoring program. It is not, nor could it be, a comprehensive document. With that in mind, we strongly encourage mentors and scholars, along with parents, to communicate with each other and with the PSP staff, to clarify any issues about which they have questions.

PSP Program and History.....	2
Scholar Expectations.....	3
Mentor Expectations.....	3
Parent Expectations.....	3
Frequently Asked Questions (FAQs)	
PART 1: EXPECTATIONS FOR SCHOLAR COMMUNICATIONS.....	4
PART 2: USING SCHOLAR FUNDS	5
PART 3: GUIDELINES FOR MENTOR/SCHOLAR OUTINGS.....	9
PART 4: MENTOR REIMBURSEMENTS.....	11
PART 5: KEEPING TRACK OF STUDENT ACHIEVEMENT & EXPECTATIONS.....	12
PART 6: PLANNING OVERNIGHT TRIPS.....	14
PSP Core Program Guide	16

PSP Program and History

Partnership Scholars Program's mission is to provide six years of educational and cultural experiences to academically motivated, but economically disadvantaged students, starting in the 7th grade, to promote college access and a lifetime of success.

How We Help Students Succeed

PSP works with over 230 middle and high school students. These students attend more than 20 schools in seven different communities in northern and southern California. Following a rigorous admission process, students who are admitted into PSP will:

- Be paired with a caring adult mentor who engages with students throughout middle school and high school and supports students' academic and life goals.
- Have a broad variety of new cultural experiences, such as attending the theater or professional sporting events, going to museums, eating at different types of ethnic restaurants and visiting other cities with their mentor.
- Receive help applying to and paying for summer enrichment programs on a college campus.
- Have all the costs of applying to college covered by PSP. This includes enrolling in SAT or ACT prep classes, test fees, and college application fees. PSP also helps with financial aid applications.
- Travel to colleges in other states, visiting cities like New York, Washington, D.C. and Chicago.
- Be part of a community of students with similar backgrounds, hopes and college ambitions!

Our History

Partnership Scholars began in 1996 as an outgrowth of volunteer work conducted in Lennox School District by our founder, Glenn Langer, MD. Dr. Langer saw underprivileged students lacked the guidance, resources and opportunities that are routinely available to those in more affluent communities — and are crucial in preparing youth for success in college and life. After initially committing funds to help seven students realize their dream of going to college, Dr. Langer and his wife, Marianne, founded Partnership Scholars to help more students. For the first 12 years, Partnership Scholars operated with no paid staff through the collaborative efforts of volunteers and school partners. Today, Partnership Scholars is an established 501(c)(3) organization governed by a Board of Directors who meet quarterly to make important policy decisions that guide the program. Partnership Scholars Program serves students in El Monte, Fort Bragg, Hawthorne, Los Angeles, Lennox, Mendocino and Ukiah.

PSP Scholar, Mentor and Parent Opportunities & Expectations

PSP Scholar Opportunities and Expectations

Scholars are chosen to be part of PSP because of their academic standing and their strong desire to experience the world outside of their community, with the goal of attending and graduating from a 4-year university. With this in mind, we expect all scholars to:

- Maintain a GPA of 3.0 or higher and share your grades with PSP staff
- Establish a positive relationship with their mentors
- Be open, curious and ready for new experiences
- Display good character and be a model citizen
- Communicate on a regular basis and, in a timely manner, with their mentors, and with PSP staff
- Provide mentor and staff with sponsor letters, permission forms and other information when requested
- Enjoy being a Partnership Scholar for 6 years!

PSP Mentor Opportunities and Expectations

Mentors make PSP what it is - a mentoring program. Mentors are chosen because of their willingness to support 2-4 scholars with mentoring activities and provide them with monthly opportunities to experience the world outside of their community. With this in mind, we expect mentors to:

- Sign PSP mentor agreement forms annually, provide verification of car insurance annually and submit to a background check when joining the program;
- Get signed permission slips for every outing and submit them to PSP
- Establish a positive relationship with their scholars
- Take scholars on an outing at least once a month (see Core Program list)
- Get to know their scholars' parents so as to build trust and to provide a network of support
- Support their scholars with maintaining academic, behavioral and college-oriented focus
- Conduct themselves in an appropriate and professional manner (i.e. no consumption of alcohol, no R rated movies, etc)
- Provide updated information (email, phone #) to their scholars and to the PSP staff
- Maintain communication with their scholars and with the PSP staff regarding trips and activities
- Refrain from taking non-PSP individuals on trips
- Enjoy being a Partnership Mentor for 2-6 years!

Parent Opportunities and Expectations

Parents and guardians are a very important part of the Partnership Scholars Program. They are the ones who have raised their children to be academically motivated, responsible, and curious. They entrust their children to our program and our mentors because they understand the unique opportunity PSP provides children in grades 7-12. With this in mind, we expect parents to:

- Turn in signed PSP agreement forms that PSP sends to you each year
- Get to know their child's mentor
- Allow their child to participate in planned activities with their mentor at least once a month
- Provide signed permission slips for each activity
- Encourage their children to go on PSP college trips to other cities and states
- Communicate with the mentor and/or PSP staff any concerns, questions or suggestions
- Ensure their child provides the sponsor thank you notes that PSP requires twice a year
- Enjoy being a Partnership Scholar's Parent for 6 years!

PSP GUIDELINES & ANSWERS TO FREQUENTLY ASKED QUESTIONS

*Thank you for being part of the Partnership Scholars Program!
This is where PSP explains our policies and procedures for mentors, scholars and families in the form of a Q&A.
Please contact us if you have a question that isn't addressed here.*

PART 1: EXPECTATIONS FOR SCHOLAR COMMUNICATIONS

↻ New Guideline ↻

Scholar/Parent Agreement Forms

All students must turn in PSP agreement forms at the start of each school year. These forms let us know that the student and family have reviewed our guidelines and agree to follow them while part of PSP. Students who do not turn in their forms on time may be asked to leave the program.

Sponsor Holiday & Thank You Cards

All scholars are asked to provide thank you notes and holiday cards that PSP will send to their sponsors. These letters are an important way of thanking our donors for all they do to support the students in this program. Scholars will be given one month to turn in their sponsor letters. Scholars who don't turn their letter in on time will be immediately put on probation for the full semester. If students still don't turn in their letters after being placed on probation, they may be exited from the program.

Senior College Decisions and Related Information

All seniors must submit to PSP staff their list of college applications, acceptances and decision, plus financial aid award information by May 15. (Decisions are generally due to schools by May 1). PSP will not release any funds for any senior who does not submit all of that information by the deadline. Scholars can resume PSP activities and spending only after they submit all information. This helps us learn how PSP scholars are preparing for college and if they are getting the financial support they need for college.

Mentor/Scholar Communications

Scholars and mentors should respond to one another in timely ways. It is the expectation of PSP that you will see each other for outings at least once a month. If for some reason a scholar or mentor is not able to maintain this, then staff will intervene. A student may be exited if they continually fail to respond to their mentor, participate in planned outings or otherwise fail to take advantage of this opportunity. Mentors and scholars should let PSP staff know if you have any challenges with communications so that we can help or make needed changes.

PART 2: USING SCHOLAR FUNDS

How does the PSP scholarship work?

The PSP scholarship is to be used by scholars and mentors to support all the activities they do together. PSP scholarship money can also be used help pay for school supplies, college application costs and other cultural and academic expenses. We give you much more detail on this later in this document – keep reading!

The scholarship money is not given directly to a student, their family or a mentor. Mentors must submit their receipts from the expenses they have from their scholar activities to the PSP office, and PSP will fully reimburse all approved costs.

How much money is in each scholar's account?

All scholars get to spend \$10,400 over the whole 6 years they are in PSP. Scholars get to spend a certain amount of that total each year:

Class of '18, '19, '20, '21 & '22 (Grades 7 - 11)	\$1,733.50 per year in grades 7 – 11.
Class of '17 (Grade 12)	\$1,880 in 12 th grade. All of a scholar's remaining scholarship funds may be used in senior year.

The amount allocated for 12th grade students and their mentors to use this year is different because of changes in spending guidelines that PSP has made over the past 6 years. Current 12th graders were allowed to use fewer dollars in their early grades, so they have more allocated to the later grades. Since the fall of 2012, all students have been able to use an equal amount of funds in each year. Any funds they don't use in one year will carry over to the next year.

Up to 15% of the next year's allotment may be used if approved by PSP staff. Mentors will be sent scholar balances at least 4 times per year, but we highly encourage mentors to create a budget sheet with their scholars so that they can track the balance.

What types of activities are suggested by PSP?

Trips to museums, theater productions, professional sporting events, and university campuses are the most common outings. Scholars have also enjoyed activities such as boat trips, bowling, swimming lessons, etiquette classes and TED conferences. Our Core Program Guide lists all the experiences we expect scholars and mentors to do together during their years in the program. *The Core Program is at the end of this document.*

Will PSP pay for me to attend a summer camp or program?

Yes. PSP will pay for scholars to participate in summer enrichment programs, academic programs and more traditional summer camps. Scholars and/or mentors must submit a request for PSP to pay for the summer program in advance. PSP wants to be sure scholars and mentors can see each other during the school year on a regular basis, so scholars must have enough funds in their scholarship account to pay for camp and to continue regular activities.

The items listed below are those that most commonly are questioned, but definitely do not represent a full list of the outings scholars and mentors can do together.

Approved	Not Approved
Overnight trips of just <u>one night</u> that 1) include a college visit and/or 2) expose students to a <u>significant</u> new experience not available in their hometown (e.g. seeing snow for the first time).	Any overnight trips that do not include a college visit or expose students to significant new enrichment or life experiences not available in their hometown* (e.g. visits to amusement parks)
Overnight trips of <u>two nights or more</u> that include at least one college visit.	Overnight trips of <u>two nights or more</u> that do not include at least one college visit.
Summer enrichment programs and camps	Travel to Hawaii or Puerto Rico/Int'l travel
Day trips that expose Scholars to new experiences	Health club/gym memberships
School-sponsored overnight trips for team or club competitions	
Driver's Ed	

*Advance approval needed for all overnight trips. Please use form on PSP website to request approval.

What else can I use the PSP funds for?

Partnership Scholar funds are meant to be used for scholar experiences, not to purchase 'things'. However, we do have some exceptions for items that will help PSP scholars succeed in school.

Using Scholar Funds for 'Things'

Approved	Not Approved
School supplies and books	School spirit items such as yearbooks, varsity jackets, student association fees, etc.
Sports team/club uniforms and equipment up to \$200/year (e.g. soccer cleats, musical equipment for band)	School clothes and uniforms; Prom dresses and tuxedos
Cap & gown for senior year graduation ceremonies	Other senior year expenses such as senior activities, senior portraits, graduation rings, grad night tickets, etc.
Souvenirs such as college sweatshirts, concert t-shirts, amusement park photos, etc	Bikes/skateboards
Driver's license or CA State identification card when needed for student travel on PSP-sponsored trips.	Items over \$150 (unless approved in advance) Late fees of any kind (library, late enrollment, etc.)

How much may be spent on school materials or other purchases?

Up to 20% (\$350 for students who can spend \$1733.50/year) of a scholar's yearly funds may be spent on purchases of school materials, team uniforms, etc. We ask that mentors be conservative when purchasing these items, and remind scholars that the purpose of PSP is to provide enriching experiences, not to purchase things.

Can PSP funds be used to buy souvenirs, like college t-shirts or concert posters?

Yes, scholars may purchase souvenirs when on PSP outings. We realize that having a memento of a PSP outing to a significant place like a college or favorite singer's concert may be of great value to

our students. The cost of souvenir items is left to the discretion of the mentors. Please keep in mind though, that the majority of funds should be spent on activities instead of on material things.

What about school clothes or uniforms?

PSP funds should be used to provide students with school supplies and related items that they wouldn't otherwise be able to purchase. School clothes and uniforms don't fall into that category; these are things that parents purchase for their children as a matter of course. The exception to this rule is for some school sport and club uniforms that call for specialized equipment (e.g. soccer cleats, cheer-leading uniforms, musical instruments).

What kind of technology can PSP funds be used for?

Students can buy a computer and printer anytime between grade 9 and graduation. PSP funds will pay for the computer and an extended repair warranty, up to \$800. You can use additional funds for a printer or other necessary computer accessories like ink. PSP will not pay for other technology like phones, tablets, headphones, etc. As with other purchases, anything over \$150 must be approved in advance.

Using Scholar Funds for Technology

Approved	Not Approved
Computer with extended warranty at a cost of up to \$800, to be purchased anytime between 9 th grade and graduation. If needed, Microsoft Office can be purchased in addition. Total cost must be \$800 or less.	Ipads/tablets and related accessories
Printer (under \$150)	Cell phones and phone bills
	Monthly Internet fees

What kind of expenses have to be approved in advance?

The vast majority of activities that scholars and mentors do together do not require any advance approval. The only ones that do are 1) purchase of anything that costs over \$150 and 2) overnight trips. Please check out the charts above for more details.

What about purchases that are more than \$150?

Mentors must send in a request in advance to buy any one item that is over \$150. The expense will be approved if it is academically or culturally enriching and if the student has enough funds and is in good standing (not on academic or behavior probation). Please check the chart above for requests specifically about technology. The request form is in the mentor section of the PSP website.

Will parents be expected to pay for any PSP activities or trip expenses?

Parents are almost never expected to pay for PSP activities or trips. The one exception is for the week-long east coast college tours that PSP organizes. PSP pays for airfare, hotel, breakfast, dinner and all activities on those trips and in some cases we might ask families to provide money for lunch on those trips. We can make exceptions if necessary though – We never want a student to miss out on something because of a financial hardship.

For scholars in their senior year, how far into the summer after graduation can mentors and scholars continue to do things together?

PSP scholars are considered to be alumni as of August 1 of the year they graduate. This means that PSP funds cannot be used for mentor/scholar activities after that date. However, we absolutely hope that mentors and scholars will still continue to see each other and stay connected long after a scholar graduates from high school!

🔗 *New Item in Handbook* 🔗 For graduating seniors, can PSP funds be used to help pay for college fees like orientation, housing deposits or tuition?

Yes, PSP funds may be used for college fees. Scholars are encouraged to be active throughout the program, but if you have funds left at the end of your six years, they may be used to help you with your initial college costs.

🔗 *New Item in Handbook* 🔗 Can PSP funds be used for college expenses like books, bedding and other items I'll need for my dorm room?

Scholars may spend up to \$500 on dorm supplies.

PART 3: GUIDELINES FOR MENTOR/SCHOLAR OUTINGS

***🔗 New Item in Handbook 🔗* What steps do I have to complete before I can become an active mentor with PSP?**

To become a mentor with PSP, all volunteers must 1) submit a mentor application, including references, 2) undergo a criminal background check and 3) participate in an in-person or online orientation with PSP staff or designated volunteer. All mentors who join the program for the 2016-17 school year and later will also be asked to undergo a driver's record check. Each of these steps is designed to assure the safety of the young people with whom mentors will be spending a great deal of time with throughout the course of their time as a PSP mentor.

Do mentors need to show proof of insurance?

Yes. Insurance is very important and we require that mentors show proof of automobile insurance. Partnership Scholars Program liability insurance is for mentors and scholars participating in PSP sanctioned activities. Our liability insurance does not allow us to approve overnight trips that involve just one scholar and one mentor, nor does it allow for non-PSP individuals to participate.

Why does PSP require a mentor to take on at least 2 scholars?

All mentors' expenses are taken out of the scholars' scholarship funds, so a scholar whose mentor has only one child gets a heavier financial hit than one whose mentor has 2 or more. It is much more cost-effective for the mentor's expenses to be spread out over 2 or more scholars. There may be some situations where, for a time, a mentor has only one scholar (older scholar graduates, scholar is exited, etc) and that is acceptable on a temporary basis.

Who can join mentors and scholars on outings and trips?

Only PSP mentors and scholars can participate in scholar/mentor activities. This includes day trips, local outings (e.g. movies, dinners) and overnight trips. The goal of our program is to build relationships between scholars and mentors while exposing them to new experiences so we ask you to limit participants to yourselves and other mentors/scholars. Do not include other family members (unless they are co-mentors who have been through PSP's application process) or friends.

What if a mentor or scholar wants to bring their spouse/sibling/child/friend?

The PSP program is designed to create a bond between the mentor and scholar. This happens through the time you spend together experiencing cultural activities and discussing the skills and steps to succeed in school and life. We ask that mentors and scholars preserve this connection by not including others in their outings. Additionally, PSP's liability insurance covers only scholars in the program and mentors who have gone through our application process. It is very important that you follow this rule!

I'm a mentor and I'd like to get to know my scholar's family a little better.

Can I use PSP funds to go to out with scholars' parents or care-givers?

We know it is important for scholars' families to be comfortable with PSP mentors, since scholars and mentors spend so much time together. It is fine to spend scholar funds on the occasional coffee or meal that includes parents/care-givers. Again, because of our insurance it is important that you not take people who are not part of PSP in your car or include them in PSP activities.

If the mentor is not available when a scholar wants to go shopping for school supplies, can a parent take the scholar shopping instead, and still be reimbursed? PSP only reimburses mentors for costs of doing activities with scholars, including shopping for school supplies. We know that help with supplies is important for many students as they prepare for the school year. This should be seen as another opportunity for a mentor and scholar to talk about plans for the school year, and not simply as a shopping trip. If a mentor is unavailable, please contact PSP to ask about this.

I've heard of something called a 'co-mentor.' What is this?

In some limited cases PSP has allowed mentors to bring a 'co-mentor' into the program. This usually happens when the mentor has a limitation that prevents them from having a full range of experiences with the scholar (e.g. inability to drive). We allow co-mentors in such situations on a case-by-case basis. Co-mentors still need to go through the PSP mentor screening process. Please contact PSP if you want more information.

Does PSP's insurance cover mentors and scholars if we get in a car accident?

PSP's insurance covers mentors and scholars for any bodily injury due to an accident that happens while they are doing something together as part of PSP. This does not replace your own insurance, but is supplemental to cover accidents that happen while you are doing PSP activities. Our insurance is voided if you have someone with you who is not part of PSP if an accident happens. This is one of the reasons why PSP activities are limited to mentors and scholars only.

PART 4: MENTOR REIMBURSEMENTS

↻ Revised guideline ↻ How does a mentor get reimbursed for expenses?

Mentors should fill out a reimbursement form after every activity. This form is available on the PSP website, along with a sample form that includes examples and instructions on how to fill it out properly. The mentor's expenses should be divided up amongst the scholars who participated in a given outing, as opposed to being listed separately.

Mentors must provide the specific mileage for each leg of travel. For example, if a mentor picks a scholar up at home, drives them to a play, then drives home, they should have at least two mileage listings on the form: One for the trip from the mentor's home to the play, and the other for the trip from the play and back home. You can download the new form with space for mileage from the mentor section of the PSP website. To be reimbursed, mentors must submit:

- Mentor reimbursement form. We recommend keeping a copy for yourself.
- We reimburse mentors for mileage at the IRS rate for employees. Please note the number of miles for each activity on the reimbursement form.
- Original receipts taped to the back of the form, and to extra pieces of paper as needed.
- All receipts should be submitted on a monthly basis. This prevents loss of receipts and helps us in keeping track of students' participation in the program.
- PSP's fiscal year closes on 8/31, so all reimbursements for the preceding 12 months must be in our office by 9/15 in order to be reimbursed.

You may submit your receipts by mail or email to accounting@partnershipscholars.org. You must submit original itemized receipts, or scans of them if you are submitting by email. We will not accept credit card statements or bank statements.

Mentors and scholars are asked to budget carefully so that the scholar has the best experiences possible over the 6 years of his/her scholarship. We will only reimburse for expenses that are educational or cultural and will help students with their college access and success goals.

If there are any questions about expenses and/or reimbursements, mentors should call the office prior to the expenditure.

PART 5: KEEPING TRACK OF STUDENT ACHIEVEMENT

How does PSP track scholars' progress while they are part of the program?

PSP reviews every scholar's report card twice a year – at the end of the 1st and 2nd semesters. For schools on trimester systems we look at the grade reports for the period closest to the winter break, and at the end of school year. We do this to make sure that students are keeping their grades up, and to know when we need to offer more support when they need help.

Which grades 'count' for determining if a scholar goes on probation?

PSP looks at the semester grade to determine if a scholar is going to be put on probation. For example, if a scholar's cumulative GPA is 3.4 and their GPA for the current semester is 2.8, that scholar will be put on probation until their semester GPA improves to at least a 3.0.

What about weighted grades for honors and advanced placement classes?

PSP uses the weighted GPA to determine if a student is maintaining the minimum 3.0 GPA for each semester.

***↻ Revised guideline ↻* What happens when a scholar's GPA falls below a 3.0?**

Scholars are expected to maintain at least a 3.0 GPA throughout the six years of the program. If a scholar's GPA drops below a 3.0, they are put on 'probation' until the next school grading period (progress report or semester/trimester report card).

If a scholar's grades drop at the final report card in May/June, at the end of the school year, they will be put on probation. However, their probation won't begin until September 1. Summer is one of the most active times for PSP scholars and mentors, and we want to encourage them to take full advantage! So, a scholar whose year-end report card shows a GPA below 3.0 will be notified immediately that they are on probation, but the probation period won't actually begin until September 1

Scholars have up to two semesters to bring their GPA back up. We hope that mentors and scholars will work together to come up with a plan to help the scholar improve their grades when this happens. Our goal is to keep scholars in the program, so while they are on probation scholar funds may only be used for academic supports (e.g. tutoring), local college visits (no overnight trips) and meetings with their mentor.

How do mentors and scholars know if they are put on probation?

If a scholar is put on probation, the PSP main office will notify the scholar and their parents, as well as their mentor.

***↻ Revised guideline ↻* When does probation end? How will I know?**

When the scholar gets their next grade report after being put on probation, they should submit it to PSP. If the scholar has brought their grades up to at least a 3.0, they will come off probation. If the scholar provided a progress report to end their probation period, as opposed to a semester report card, they must maintain their 3.0 GPA until the final grade report is issued, or risk going back on probation. Students must bring their grades up to a 3.0 within two semesters to stay in the program.

Are there other reasons, besides academics, that students might be put on probation?

Yes. If the scholar fails to meet PSP expectations in regards to communicating with their mentor and/or their benefactor, or behaves in an inappropriate manner, the scholar is in danger of going on behavior probation, for one grading period, during which no spending may take place. Each situation is different and we will look at individual cases. Scholars are expected to be model citizens and carry themselves as individuals of good character. *Please see [our guidelines on student responsiveness](#).*

How is appreciation shown for the scholar's benefactor?

We ask that scholars write a holiday greeting to their benefactor(s) and send these to the PSP office. Staff will notify mentors and scholars of the due date. This should be proof-read by the mentor before submission. In addition, in the spring, scholars are required to write a letter of thanks to their benefactor and send these in to the PSP office. Again, proofreading and editing are essential. Photos of activities and trips are a great way to show benefactors how their generous donations are making a difference. These should be sent to the PSP staff to forward on to the benefactor. *Please see our [policy on student responsiveness](#).*

PART 6: Overnight Trips

Please read carefully! All overnight trips need to be approved by PSP staff in advance.
Mentors should send a Trip Proposal Form to the PSP Office. This form is in the Mentor Resources section of our website.

Trip Purpose:

- For a one-night trip: Requires at least one college visit or significant new experience not available in the student's home town (e.g. going to Grand Canyon)
- For two-night trips: Requires at least one college visit

Trip Participation

- Overnight trips are only permitted once a mentor and scholar show regular activity together over several months. Regular activity typically means that the mentor and scholar see each other at least once a month.
- All overnight trips must include 2 or more mentors, or 1 mentor and one co-mentor.
- At least two scholars must participate in all overnight trips.

Trip Planning and Reporting

- Before the trip:
 - Mentor must submit the trip planning form with detailed outline of trip, including name and cost of hotel and transportation, types of transportation and proposed activities. The Executive Director will review the trip planning form and determine whether to approve the trip.
 - If the Executive Director approves the trip, mentor will finalize the arrangements and submit a final trip form prior to trip departure that includes the hotel confirmation information, including mentor's request that hotel rooms will all be on same floor.
 - Mentor must provide PSP with a copy of the permission slip/waiver agreement signed by the scholar's parents prior to trip departure.
- After the trip:
 - Mentor must email a brief written summary of the trip within 7 days of returning home.
 - Mentor must submit copies of tickets and receipts for hotels and lodging upon return.

Lodging:

- Mentors and scholars must be in separate rooms, not in suites.
- Scholars of different genders cannot share the same room.
- PSP will pay for only one room for the mentors to share, unless mentors are of mixed genders.
- Rooms should ideally be on same floor and next door to one another.

Cost:

- Mentor needs to demonstrate that scholar has enough money to do other activities throughout the year, and that this trip won't make it impossible for the student to receive additional mentoring.

The Executive Director retains discretion to grant exceptions to any or all of these rules, but will do so only in exceptional circumstances.

Reimbursement forms, permission slips, sponsor thank you notes, holiday greetings and anything else you need to send to PSP should be mailed to:

Partnership Scholars Program

P.O. Box 156

El Segundo, CA 90245

The Partnership Scholars Program staff may be reached at
(424) 225-4777 or partner@partnershipscholars.org.

Please feel free to communicate with us at any time.
We welcome all of your questions, comments and suggestions.

Thank you for being part of Partnership Scholars Program!



Partnership Scholars Program

Core Program Guide

The minimum that every scholar should accomplish within 6 years:

ACADEMIC EXCELLENCE

- Earn a 3.0 GPA or better each semester and maintain a cumulative 3.00 GPA or better
- Take challenging classes, including the A-G curriculum and AP, IB and honors classes
- Be involved in extracurricular activities if they don't interfere with grades
- Request tutoring services if needed

CULTURAL AND EDUCATIONAL FIELD TRIPS

- Attend at least one professional sporting event
 - Attend at least one musical
 - Attend at least one theater production
 - Attend at least one ballet or opera
 - Eat at no less than 5 different ethnic restaurants
- 1.____ 2.____ 3.____ 4.____ 5.____

COLLEGE ACCESS ACTIVITIES

- Enroll in at least one residential summer camp, class, or workshop on a college campus
 - Visit at least 10 college campuses – 5 of these should be private/and or out of state
- 1.____ 2.____ 3.____ 4.____ 5.____
6.____ 7.____ 8.____ 9.____
10.____
- Participate in a PSP group trip to visit cities and colleges outside of California.

COMMUNITY INVOLVEMENT

- Participate and show leadership in at least one community service project
- Develop an ongoing resume – listing awards, honors, paid or volunteer work and extracurricular activities

COMMUNICATION

- Maintain ongoing communication by e-mail and phone with mentor and PSP office
 - Thank mentor each time he/she spends time with you or helps purchase items for you
 - Thank sponsors by writing post cards, a holiday card (December 15th) and a thank you letter (by March 31st) indicating how their sponsorship has benefitted you.
- 7th.____ 8th.____ 9th.____
10th.____ 11th.____
12th.____

GRADE-SPECIFIC COLLEGE ACCESS REQUIREMENTS

9th Grade

- Enroll in A-G college prep classes and be sure you are on track to complete all A-G requirements by graduation

10th Grade

- Take the PSAT

11th Grade

- Attend PSP retreat
- Fill out your College Greenlight profile to be matched with scholarships and colleges that fit you.
- Take SAT/ACT test prep class
- Take SAT/ACT test

12th Grade

- Attend PSP college retreat
- Retake the SAT/ACT in the fall, if desired
- Apply to at least 10 colleges, including at least 5 private and/or out-of-state schools
- Apply for at least 5 college scholarships
- Have parents fill out FAFSA
- Turn in all required paperwork to PSP (college lists, acceptances)
- Attend PSP graduation celebration