

2009-2010 Scholarship Application Procedures

Dear ACE students,

Now it is even easier for you to apply for scholarships! We have streamlined the process so that the same application will be used by all affiliates around the country and the national office. And, even better, it is on-line.

Here are the steps that you will need to follow when applying for a scholarship:

1. Go to the ACE website at www.acementor.org and click on the **Students** tab at the top of the page.
2. Click on the **Scholarships** link in the left hand column.
3. **To begin the Scholarship Process:**
Enter your email address and password. If you do not remember your password, please follow instructions on the screen. Your Password will be sent to you immediately. Only students, who are marked "Active" in the database by their team leaders, are eligible for scholarships from both local and national programs. You may return to this application to make updates before submitting a final
4. Begin by checking the information listed under **Member Information**. If anything needs to change, please click the **Click here to update your Member Information link**.
5. Move down the page and you will see **School Year: 2009-2010**. The first line should say **Your Status: Active**. If it does not say "Active," you cannot access the link to the scholarship application. Please speak with your team leader to get this updated to "Active." If you are "Active," you will see a link that says **Please Fill Out Scholarship Application**. Click this to begin the process.
6. Begin filling out the background information. At the end of this first section, you are asked to choose if you are heading to college or to an apprentice program. Each has a drop-down box to help you fill in the information.
7. Continue through the application at your own pace, making sure to fill in any sections with an **"*"**. These are required fields. It is best if you complete all the required information the first time you visit the application.
8. At any time you wish to leave the application and come back to it later, you may do so by going to the bottom of the application and clicking the first of the two check boxes. Then click on submit. This will save your work for your return visits.
DO NOT CLICK ON THE SECOND BOX FOLLOWED BY RED INSTRUCTIONS UNTIL YOU HAVE COMPLETED THE APPLICATION.
9. **Sections C, D and E** have plenty of space in the area to completely answer the essay questions.
10. **Section F** requires you to obtain letters of recommendation. Download the form provided for the recommendation and give it to your mentor and a teacher. Please ask your mentor and teacher to email you their letter in a PDF format and attach them to the designated location for mentor or teacher.
11. Please ask your school to email you your transcript and attach it to the designated location. You may also have your transcript mailed to your lead mentor and have them upload the document onto your scholarship record.
12. When all your letters of recommendation, the transcript and the application are completed you may submit your application **by checking the second box** on the bottom of the application, then hit submit. Once you do this you will not be able to return to the application. Your mentor will receive a notice that your application has been submitted.
13. **Returning to the Scholarship Application:** When you wish to return to the application, you may do so by going to the **Scholarship** link on the **Students** page. Log in as you did earlier and you will see a link that says: **Update or Complete Your Scholarship Application**.

Thank you and good luck in applying for a local and national ACE scholarship.