

# REGISTRATION INFORMATION & GUIDELINES



2010 – 2011

Dear Applicant:

Thank you for your interest in the ACE Mentor Program. Please read the following information and guidelines carefully *and review them with your parent or guardian*. You must apply for entrance into this program and cannot participate until all items are completed and you are accepted. Check with your school's ACE contact regarding possible school credits for completing the ACE program. This is a commitment to a learning opportunity that will help to inform your future career goals. Scholarships are also available towards secondary education. We look forward to your involvement in this exciting and unique after-school program!

## ***General Information about ACE***

---

See the attached brochure entitled "Design Your Future". Also, check out our website at [www.acementor.org](http://www.acementor.org)

## ***Schedule***

---

See the attached calendar. Generally, meetings are every two (2) weeks on Thursdays for the duration of the school year (minimum of 15 meetings) from 4:00pm – 5:30pm at:

*Bridgeport/Stratford Team:*

Antinozzi Associates, 271 Fairfield Avenue, Bridgeport, CT 06604

*Shelton/Trumbull Team:*

Fletcher-Thompson, Three Corporate Drive – Suite 500, Shelton, CT 06484

## ***Application Procedure***

---

A complete application includes the following:

- Student Registration form
- Parent Consent form
- Essay

**APPLICATION DEADLINE: THURSDAY, SEPTEMBER 30<sup>th</sup> (Shelton/Trumbull)  
THURSDAY, SEPTEMBER 30<sup>th</sup> (Bridgeport/Stratford)**

- Submit one (1) hard copy (stapled) to your school's ACE contact (see list at end of this document) or via US Mail to the appropriate Team Leader in the footer of this document – postmarked by the appropriate deadline above.

**TEAM LEADERS:** BRIDGEPORT/STRATFORD TEAM  
Jose (C.J.) Cardoso  
Antinozzi Associates  
271 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 377-1300

SHELTON/TRUMBULL TEAM  
Dave Guzas  
Fletcher-Thompson, Architecture & Engineering  
Three Corporate Drive  
Shelton, CT 06484  
(203) 225-6565

# REGISTRATION INFORMATION & GUIDELINES

2010 – 2011



## ***Student Registration form***

MUST BE COMPLETED ONLINE at [www.acementor.org](http://www.acementor.org)

1. Click on the “Students” link at the top of the website.
2. Click “Registration” in the left-hand navigation bar.
3. Click on either “New Student Registration” or “Returning Students”. See corresponding section below for additional instructions.

## ***New Student Registration***

4. Click on New Student Registration
5. Complete the New Member Registration form and click Continue
6. The next screen displays your email and password – WRITE IT DOWN AND SAVE
7. Click Log In
8. PRINT your Member Information (in Internet Explorer, File > Print...)
9. The next screen displays the School Year Registration. Complete all required fields. You can return to your Registration later to add additional information or to make corrections. Once you have completed this, PRINT this page.

*NOTE: The field “Please select your state and closest city” will determine which Team you are applying to – CT-Bridgeport/Stratford or CT-Shelton/Trumbull.*

*NOTE: The field “What day is the best time to meet” is irrelevant; we will be meeting on Thursdays – check “Thursday”.*

*NOTE: The field “Why do you want to be in ACE?” is NOT the essay question. An essay is to be provided separately, as explained further in this document.*

10. Review all information for correctness and read disclaimer (check box required).
11. Click “submit” when you are done
12. The next screen displays a Thank You page with a Parent Consent form. Download the form and follow the instructions on screen. PRINT the Thank You page AND the completed Parent Consent Form.
13. Click on the Login if you wish to view or change your account and application information.
14. Send your Member Information, Registration Documentation, the completed and signed Parent Consent Form, and your Essay to the appropriate contact before the Registration deadline.

**TEAM LEADERS:** BRIDGEPORT/STRATFORD TEAM  
Jose (C.J.) Cardoso  
Antinozzi Associates  
271 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 377-1300

SHELTON/TRUMBULL TEAM  
Dave Guzas  
Fletcher-Thompson, Architecture & Engineering  
Three Corporate Drive  
Shelton, CT 06484  
(203) 225-6565

# REGISTRATION INFORMATION & GUIDELINES

2010 – 2011



## *Returning Students*

4. Enter your email and password.

*NOTE: If you are a returning student and forgot your password, click on the “here” link after “Forgot password?”. Enter your email address and wait for your password to be emailed to you. If you forgot your email and cannot retrieve your password please call or email : Catalina Warrick at 203-323-0020 or [CWarrick@acementor.org](mailto:CWarrick@acementor.org) **If the email address you used last year is no longer valid, please register as a new student instead.***

5. After Log In the Member Information page displays. Please review this information and update it if anything has changed by clicking on “**Click here to update your Member Information**”. PRINT this page once you are finished.
6. Below your Member Information click on the “**If you haven't begun please START your Current 2009 - 2010 School Year Registration Documentation**”.
7. The next screen displays the School Year Registration. Complete all required fields. You can return to your Registration later to add additional information or to make corrections. Once you have completed this, PRINT this page.
8. Click submit when you are done
9. The next screen displays a Thank You page with a Parent Consent form. Down load the form and follow the instructions on screen. PRINT the Thank You page AND the completed Parent Consent Form.
10. Click on the Login if you wish to view or change your account and application information.
11. Send your Member Information, Registration Documentation, the completed and signed Parent Consent Form, and your Essay to the appropriate contact before the Registration deadline.

**TEAM LEADERS:** BRIDGEPORT/STRATFORD TEAM  
Jose (C.J.) Cardoso  
Antinozzi Associates  
271 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 377-1300

SHELTON/TRUMBULL TEAM  
Dave Guzas  
Fletcher-Thompson, Architecture & Engineering  
Three Corporate Drive  
Shelton, CT 06484  
(203) 225-6565

# REGISTRATION INFORMATION & GUIDELINES

2010 – 2011



## ***Parent Consent form***

This form requires general medical information and contacts, as well as student and parent/guardian signatures. A link is provided on the website upon completion of the Student Registration form.

*NOTE: This form is to be returned by the application deadline, not "...before the program begins." as noted in the form.*

## ***Essay***

Please write at least two (2) paragraphs stating your area of interest (Architecture, Construction Management, or Engineering) and your reasons for wanting to participate in the ACE Mentor Program. The essay is extremely important – it helps the team leaders determine your level of enthusiasm and is weighted heavily in the selection process.

*NOTE: Essay shall be typed; double-spaced.*

<b>TEAM LEADERS:</b>	<b><u>BRIDGEPORT/STRATFORD TEAM</u></b>	<b><u>SHELTON/TRUMBULL TEAM</u></b>
	Jose (C.J.) Cardoso	Dave Guzas
	Antinozzi Associates	Fletcher-Thompson, Architecture & Engineering
	271 Fairfield Avenue	Three Corporate Drive
	Bridgeport, CT 06604	Shelton, CT 06484
	(203) 377-1300	(203) 225-6565

# REGISTRATION INFORMATION & GUIDELINES

2010 – 2011



## ***Selection Process***

---

In order to maintain good student/mentor ratios and to maximize the effectiveness of the program, there are a limited number of spaces available for each of the two (2) Teams of the Greater Bridgeport Chapter. Students will be selected based on their individual merits as conveyed in the complete application as outlined above. Incomplete or late applications will not be considered. Special consideration will be given to veteran students, but this does not guarantee acceptance. The program is open to all high school students (grades 9-12), but the Team reserves the right to limit participation of underclassmen based on the number of qualified applicants, space availability, etc. A Waiting List may or may not be implemented (based on Team's discretion).

One (1) week prior to the first meeting, each applicant will receive a letter via US mail from the appropriate Team regarding their acceptance to, or denial from, the ACE program. Upon acceptance, you will be required to contact the Team Leader to confirm your participation. Failure to do so may forfeit your acceptance and allow another student to take your place.

## ***Transportation***

---

Students/Parents are responsible for providing transportation to and from all meetings; mentors are not allowed to provide rides for students. Check with your school's ACE contact for possible alternative transportation arrangements. Carpooling is encouraged. Field Trips may require a different approach and will be addressed at that time.

*Bridgeport/Stratford Team:* A parking garage is available for off-street parking at 350 Fairfield Avenue. Garage tickets can be validated.

## ***Questions?***

---

Feel free to contact the appropriate Team Leader in the footer of this document.

Thank you.

**TEAM LEADERS:** **BRIDGEPORT/STRATFORD TEAM**  
Jose (C.J.) Cardoso  
Antinozzi Associates  
271 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 377-1300

**SHELTON/TRUMBULL TEAM**  
Dave Guzas  
Fletcher-Thompson, Architecture & Engineering  
Three Corporate Drive  
Shelton, CT 06484  
(203) 225-6565

# REGISTRATION INFORMATION & GUIDELINES

2010 – 2011



## ***ACE contacts***

<b>High School</b>	<b>Contact</b>	
Bunnell	Vicki Priddle	385-4250
Platt Technical	Bob Riccitelli	783-5352
Shelton	Cindy Brouillette	924-9578
Stratford	Cheryl Hewitt	381-2013
Trumbull	JoAnn O'Connell	452-4510
ALL OTHERS		
Bridgeport/Stratford Team Leader:	Jose (C.J.) Cardoso	377-1300
Shelton/Trumbull Team Leader:	Dave Guzas	225-6565

**TEAM LEADERS:** BRIDGEPORT/STRATFORD TEAM  
 Jose (C.J.) Cardoso  
 Antinozzi Associates  
 271 Fairfield Avenue  
 Bridgeport, CT 06604  
 (203) 377-1300

SHELTON/TRUMBULL TEAM  
 Dave Guzas  
 Fletcher-Thompson, Architecture & Engineering  
 Three Corporate Drive  
 Shelton, CT 06484  
 (203) 225-6565