

REGISTRATION INFORMATION & GUIDELINES



2008 – 2009

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

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: FRIDAY, SEPTEMBER 19TH

- 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 September 19th.

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
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(203) 225-6565

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Student Registration form

MUST BE COMPLETED ONLINE at 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.

NOTE: All students applying to the Bridgeport/Stratford Team must use “New Student Registration”.

New Student Registration

1. Complete all fields.

*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.

2. Review all information for correctness and read disclaimer (check box required).
3. PRINT AT LEAST ONE (1) HARD COPY (In Internet Explorer, File > Print...).
4. Click “Submit” button.
5. Print a copy of the “Thank You For Registering!” page for your records only.
6. Click on the “Parent Consent Form” link.
 - Print one (1) copy – see Parent Consent Form section below.

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Returning Students

1. Enter your email and password.

*NOTE: For this year, returning students will need to obtain a password. Click on the “here” link after “Forgot password?”. Enter your email address and wait for your password to be emailed to you. **If the email address you used last year is no longer valid, please register as a new student instead.***

2. Update your information accordingly.
3. Review all information for correctness and read disclaimer (check box required).
4. PRINT AT LEAST ONE (1) HARD COPY (In Internet Explorer, File > Print...).
5. Click “Submit” button.
6. Print a copy of the “Thank You For Registering!” page for your records only.
7. Click on the “Parent Consent Form” link.
 - a. Print one (1) copy – see Parent Consent Form section below.

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.

NOTE: Essay shall be typed; double-spaced.

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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.

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ACE contacts

| High School | Contact | |
|-----------------------------------|---------------------|----------|
| Bunnell | Vicki Priddle | 385-4250 |
| Platt Technical | Bob Riccitelli | 783-5352 |
| Shelton | Linda Welch | 926-2000 |
| 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 |

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