



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

REGISTRATION INFORMATION & GUIDELINES

2014 – 2015

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 4:15pm – 5:45pm at:

Bridgeport/Stratford Team:

Antinozzi Associates, 271 Fairfield Avenue, Bridgeport, CT 06604

Shelton/Trumbull Team:

Fletcher-Thompson, 255 Main Street, 8th Floor, Bridgeport, CT 06604 (Fall)

Trumbull High School, 72 Strobel Road, Trumbull, CT 06611 (Spring)

Application Procedure

A complete application includes the following:

- Student Registration form
- Parent Consent form
- Essay

APPLICATION DEADLINE: Tuesday, OCTOBER 2ND

- 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 Cardoso
Antinozzi Associates
271 Fairfield Avenue
Bridgeport, CT 06604
(203) 377-1300, jcardoso@antinozzi.com

SHELTON/TRUMBULL TEAM

Dave Guzas
DeSimone Consulting Engineers
55 Church Street, 2nd Floor
New Haven, CT 06510
(203) 376-8225, davidguzas@gmail.com



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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 on either “New Student Registration” or “Returning Student’s Login” in the left-hand navigation bar. See corresponding section below for additional instructions.

New Student Registration

3. Click on New Student Registration
4. Complete the New Member Registration form and click Continue
5. The next screen displays your email and password – WRITE IT DOWN AND SAVE
6. Click Log In
7. PRINT your Member Information (in Internet Explorer, File > Print...)
8. 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.

9. Review all information for correctness and read disclaimer (check box required).
10. Click “submit” when you are done
11. 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.
12. Click on the Login if you wish to view or change your account and application information.
13. Send your Member Information, Registration Documentation, the completed and signed Parent Consent Form, and your Essay to the appropriate contact before the Registration deadline.

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Returning Students

3. 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 send an e-mail to webmaster@acementor.org If the email address you used last year is no longer valid, please register as a new student instead.

4. 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.
5. Below your Member Information click on the “**If you haven't begun please START your Current 2014 – 2015 School Year Registration Documentation**”.
6. 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.
7. Click submit when you are done
8. 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.
9. Click on the Login if you wish to view or change your account and application information.
10. Send the following to the appropriate contact before the Registration deadline:
 - a. Member Information
 - b. Registration Documentation
 - c. the completed and signed Parent Consent Form
 - d. your Essay

Scanned or digital copies may be e-mailed. Otherwise, hard copies should be handed in to your ACE contact.

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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 commitment. It is weighted heavily in the selection process.

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: Limited street parking is available on Fairfield Avenue and the surrounding area.

Shelton/Trumbull Team: Limited street parking is available at Fletcher-Thompson on Cesar Batalla Way, Main Street and the surrounding area.

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	(203) 385-4250
Bridgeport Schools:		
The Bridge Academy	Bob Doss	(203) 336-9999
Bassick	To be determined	
Central	To be determined	
Warren Harding	To be determined	
Fairchild Wheeler Magnet	To be determined	
Platt Technical	Bob Riccitelli	(203) 783-5352
Shelton	Cindy Brouillette	(203) 924-9578 x230
Stratford	Cheryl Hewitt	(203) 381-2013
Trumbull	Catherine Hilser	(203) 452-4510
ALL OTHERS		
Bridgeport/Stratford Team Leader:	Jose Cardoso	(203) 377-1300
Shelton/Trumbull Team Leader:	Dave Guzas	(203) 376-8225
ACE Advisory Board – Chairperson	Diane Christiano	(203) 385-4281

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ACE Greater Bridgeport Chapter 2014 – 2015 Meeting Schedule

<p><u>Student Information Session – 6:00 PM</u> September 18, Thursday, Stratford High School</p> <p>On-Line Completed Applications are due by October 2, 2014</p> <p>All Meetings are 4:15 – 5:45 pm</p>
(1) October 23, Thursday
(2) November 6, Thursday
(3) November 20, Thursday
(4) December 4, Thursday
(5) December 18, Thursday
(6) January 8, Thursday
(7) January 22, Thursday
(8) February 5, Thursday
(9) February 19, Thursday
(10) March 5, Thursday
(11) March 19, Thursday
(12) April 2, Thursday
(13) April 9, Thursday
(14) April 23, Thursday
(15) April 30, Thursday
(16) May 7, Thursday
(17) May 14, Thursday
<p>Student Presentation Date & Location TO BE DETERMINED</p>

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