Thank you for your interest in applying for the ACE Mentor San Francisco Bay Area Scholarship for the 2019-2020 school year. The ACE Mentor program’s mission is to engage, excite and enlighten high school students to pursue careers in architecture, engineering, and construction through mentoring and to support their continued advancement in the industry. Our hope is that through the ACE Mentor scholarship program, we can support students as they aspire to pursue careers in design and construction.

Please note this package includes directions for the ACE Mentors San Francisco Bay Area scholarship, which are different than the national scholarship application terms and checklist. Please review the attached Scholarship Application Checklist for steps to apply for the ACE Mentor San Francisco Bay Area Scholarship. Please read the directions in this package in its entirety.

If you have any questions, please reach out to Regional Scholarship Liaisons: Joey Favaloro at Joey_Favaloro@gensler.com (for San Francisco), Cameron White at acementoroakland@gmail.com (for Oakland) and Serena Jang at sjang@langan.com (for San Jose).

APPLICATIONS DUE ON APRIL 6, 2020 at 9PM
# SAN FRANCISCO BAY AREA ACE MENTOR SCHOLARSHIP 2019-2020 TERMS AND CHECKLIST

## STEPS TO APPLY


- Students are to complete the scholarship application online. The application can be accessed by the students from the home page of the student’s ACE profile under the “Scholarship” tab.

- Scholarship is named *SF Bay Area ACE Mentor 2019-2020 Scholarship*. Six steps to the scholarship include:
  - Basic Information
  - Education
  - Activities and Honors
  - Essay Questions (You response to the three essays should be entered into the text boxes on the website)
  - Recommendations (1 mentor and 1 teacher)
  - Transcript (upload onto the website)

- Continue through the application at your own pace, making sure to complete all required fields (identified with asterisks).

- Don’t forget to SUBMIT your completed application. Applications are due on **APRIL 6, 2020 at 9PM**.

## SCHOLARSHIP TO-DO CHECKLIST

- Check that your intended major is included as a pre-approved majors on the attached ACE Majors list.

- Be marked as ACTIVE in the ACE Mentor database. Check with your ACE Team Leader to make sure you are marked as ACTIVE.*

  * If you are a Senior not participating in ACE this current year, please contact the scholarship committee at sjang@langan.com for additional instructions.

- Provide a recommendation form as soon as possible to:
  - one ACE Mentor Team Leader or Mentor;
  - one teacher or guidance counselor that is familiar with your talents and interests in architecture, construction management, or engineering;
  - an employer (OPTIONAL). Please convey to the persons completing your recommendation forms that they should email the form and any attachments directly to sanfranciscoca@acementor.org by April 6, 2020.

- Request a transcript from your high school as soon as possible. Upload the transcript with your application online.

## HELPFUL HINTS

- Each application should include a recommendation form completed by one teacher AND one mentor. Please provide the attached recommendation forms to a selected teacher AND mentor as soon as possible. **Your mentor and teacher should complete the forms and provide them, along with any attachments, directly to sanfranciscoca@acementor.org.** The recommendation forms should not be returned to the student. **Recommendations should be emailed by April 6, 2020.**

- It is best if you complete all the required information the first time you visit the scholarship application website. Students may save their work and return to complete it. Under “My Open Applications” on your home page, you will see which sections are complete and incomplete.

- When all your letters of recommendation have been requested, your transcript has been uploaded and the application is completed, you may submit your application. Once you do this, you will not be able to return to the application. Your mentor will receive a notice that your completed application has been submitted.

- Questions? Feel free to reach out to your Regional Scholarship Liaisons: Joey Favaloro at Joey_Favaloro@gensler.com (for San Francisco), Cameron White at acementoroakland@gmail.com (for Oakland) and Serena Jang at sjang@langan.com (for San Jose).

Updated February 2020
<table>
<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>EVALUATION OF APPLICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two of the primary criteria for evaluating applicants will be their attendance and participation in the ACE Program. Other criteria include:</td>
<td>Points will be awarded for each part of the scholarship based on the following:</td>
</tr>
<tr>
<td>◆ positive attitude;</td>
<td>◆ Completeness of Application and Tenure (maximum 25 pts)</td>
</tr>
<tr>
<td>◆ creative and critical thinking</td>
<td>◆ Activities (maximum 10 points)</td>
</tr>
<tr>
<td>◆ contribution to the success of the team;</td>
<td>◆ Honors (maximum 10 points)</td>
</tr>
<tr>
<td>◆ interest/commitment to continuing education in the Design &amp; Construction industry;</td>
<td>◆ Essays (maximum 10 points)</td>
</tr>
<tr>
<td>◆ potential for success in the Design &amp; Construction industry;</td>
<td>◆ Recommendations (Mentor/Teacher/Employer) (maximum 40 points)</td>
</tr>
<tr>
<td>◆ articulate and complete responses to questions on the scholarship application;</td>
<td>◆ School Transcript (maximum 10 points)</td>
</tr>
<tr>
<td>◆ letters of recommendations;</td>
<td>Please note, points will be deducted for incomplete applications. Applications with scores less than 40 points will be disqualified.</td>
</tr>
<tr>
<td></td>
<td>Late applications will be disqualified. Submittal time is based on date and time application was submitted online.</td>
</tr>
</tbody>
</table>

Please review the attached documents:

1. ACE Majors List
2. Teacher Recommendation Form
3. Mentor Recommendation Form
4. Employer Recommendation Form (optional)

**APPLICATIONS DUE ON APRIL 6, 2020 at 9PM.**
ACE MAJORS
ATTENTION ALL SCHOLARSHIP APPLICANTS:

PRE-APPROVED MAJORS: In addition to completing the ACE program and ACE scholarship application, each ACE scholarship applicant must demonstrate that he/she is pursuing a career in the construction/building industry. The list below indicates the pre-approved majors for ACE scholarship applicants who intend to enroll in a post-secondary institution (undergraduate university, community college, or vocational school), a full-time or part-time (minimum six college credits per semester) basis or in skilled crafts training (NCCER-approved program or registered apprenticeship program). The applicant must list his/her pre-approved major from the list below in the designated space provided in the application.

| Architectural Engineering | Industrial Engineering |
| Building Science/Construction Management | Land Surveying |
| Chemical Engineering | Landscape Architecture |
| Civil Engineering | Mechanical Engineering (Built Environment) |
| Construction Management | Structural Engineering |
| Construction Trades (vocational) | Urban Planning |
| Drafting | Related industries with apprenticeship programs |
| Electrical Engineering (Built Environment) | programs or one- and two-year certificate programs |
| Environmental Engineering | |
| Geotechnical Engineering | |

Note: Electrical and mechanical engineering majors are acceptable only as they specifically relate to a career in the design and building industry. Thus, for example, a student studying mechanical engineering with the intent of going into aerospace would not be eligible.

ALTERNATIVE MAJOR/CAREER: If the applicant’s intended major/career is not shown on the list above, or if the applicant intends to begin working in the construction industry directly following graduation from high school, the applicant must explain in one of the essays requested in the application how his/her career goals relate directly to and benefit the construction industry. The applicant must also list the intended major/career in the designated space provided in the application. ACE reserves the right to approve or reject such alternative career choices.

ACE reserves the right to reject or approve the major and/or career goals as being in accordance with the ACE directive to serve the construction industry. For example, mechanical engineering is a pre-approved major, but candidates interested in a career in automotive design will not be eligible for an ACE scholarship, however, a mechanical engineering candidate pursuing a career in building systems, heating and ventilation of buildings, etc., will be eligible for a scholarship.

IF THE APPLICANT IS AWARDED AN ACE SCHOLARSHIP: ALL applicants who are awarded an ACE scholarship must agree to the terms of the scholarship, must provide proof of registration in a post-secondary institution, or employment, in an approved field, and must provide an essay* (min. 100 words) summarizing career goals within one year of graduation from high school. The scholarship will be forfeited unless the applicant requests in writing a “one time only” one-year extension before July 1 of the year after the student graduates from high school.

*THE ESSAY: The essay must include: (1) a description of the applicant’s intended major and career goals; (2) how the applicant intends to achieve these goals; (3) an explanation of how these goals benefit the construction industry; and (4) if the applicant is in an alternative major/career program, programmatic information, if available, from the university, community college, or vocational school demonstrating the expected career path.

If the student has questions regarding his/her career goals and applicability to construction, contact Scholarship Committee at SanFranciscoCA@acementor.org

Updated February 2020
ACE Mentor Program - San Francisco Bay Area
TEACHER Scholarship Recommendation Form

Student: _____________________________ High School: _______________________

GENERAL FORM GUIDELINES:
1. This form should be completed by a teacher or guidance counselor of the student that is familiar with the student's talents and interests in architecture, construction management, or engineering. Only one recommendation from a teacher/guidance counselor will be accepted.
2. A partially or fully completed form should be considered CONFIDENTIAL.
3. The teacher or guidance counselor should submit the completed form and any attachments directly to sanfranciscoca@acementor.org and should NOT provide this information to the student.
4. A recommendation letter may be submitted in lieu of this form if it (1) is on school or organization letterhead and (2) provides contact information for the letter writer.
5. DUE BY THE SCHOLARSHIP APPLICATION DEADLINE OF APRIL 6, 2020. RECOMMENDATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

MUST BE COMPLETED BY A TEACHER OR GUIDANCE COUNSELOR
A. Please provide the following information.
   Teacher/Guidance Counselor Name: ________________________________
   School/Organization: __________________________ Position: _______________
   Email: ________________________________ Phone No.: ____________________

B. Please describe the student's talents and interests with regards to a career in the architecture, construction, or engineering fields. Please provide any additional information the scholarship committee should consider about the student when evaluating their application.

Signature: _____________________________ Date: __________________________

Revised February 2020 1 of 1
ACE Mentor Program - San Francisco Bay Area
MENTOR Scholarship Recommendation Form

Student: ____________________________  Team: ________________

GENERAL FORM GUIDELINES:
1. This form should be completed by an ACE Mentor of the student. Only one recommendation from a mentor will be accepted.
2. A partially or fully completed form should be considered CONFIDENTIAL.
3. Mentors should submit the completed form and any attachments directly to sanfranciscoca@acementor.org and should NOT provide this information to the student.
4. DUE BY THE SCHOLARSHIP APPLICATION DEADLINE OF APRIL 6, 2020. RECOMMENDATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

SECTION I
A. Please provide the following information.

   Mentor Name: ____________________________

   Company: ____________________________  Position: ________________

   Email: ____________________________  Phone No.: ________________

B. Please provide a score for attendance and punctuality below.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENDANCE &amp; PUNCTUALITY*</td>
<td>0 (poor) to 5 (excellent)</td>
</tr>
<tr>
<td>Start counting missing sessions after student’s first attended session (example scoring below)</td>
<td></td>
</tr>
<tr>
<td>• 0pts – poor attendance; missing more than 3 sessions or consistently late; to</td>
<td></td>
</tr>
<tr>
<td>• 5pts – perfect attendance and consistently punctual.</td>
<td></td>
</tr>
<tr>
<td>TEAMWORK</td>
<td></td>
</tr>
<tr>
<td>Visible effort made to work with others</td>
<td></td>
</tr>
<tr>
<td>ACTIVE CONTRIBUTION</td>
<td></td>
</tr>
<tr>
<td>Classroom participation, team presentations, communication of ideas</td>
<td></td>
</tr>
<tr>
<td>LEADERSHIP QUALITIES AND INITIATIVE</td>
<td></td>
</tr>
<tr>
<td>Constructive comments to get the team to work towards a common objective</td>
<td></td>
</tr>
<tr>
<td>ENTHUSIASM AND EAGERNESS TO LEARN</td>
<td></td>
</tr>
<tr>
<td>Positive attitude and asking questions about the information presented</td>
<td></td>
</tr>
</tbody>
</table>

*Please check with the student’s current ACE Team Leader regarding the student’s attendance and punctuality for the current school year.
C. Please provide comments explaining the scores in the table above and/or any additional information the scholarship committee should consider about the student when evaluating their application. You may attach a separate recommendations letter for this section.

Signature: ____________________________  Date: ________________
ACE Mentor Program - San Francisco Bay Area
EMPLOYER Scholarship Recommendation Form (OPTIONAL)

Student: ___________________________ High School: _______________________

GENERAL FORM GUIDELINES:
1. This form should be completed by an employer (past or present) of the student. Only one recommendation from an employer will be accepted.
2. A partially or fully completed form should be considered CONFIDENTIAL.
3. The employer should submit the completed form and any attachments directly to sanfranciscoca@acementor.org and should NOT provide this information to the student.
4. A recommendation letter may be submitted in lieu of this form if it (1) is on company or organization letterhead and (2) provides contact information for the letter writer.
5. DUE BY THE SCHOLARSHIP APPLICATION DEADLINE OF APRIL 6, 2020. RECOMMENDATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

MUST BE COMPLETED BY AN EMPLOYER OF THE STUDENT
A. Please provide the following information.

   Employer’s Name: ___________________________________________

   Company/Organization: ____________ Position: ________________

   Email: _____________________________ Phone No.: ______________

B. Please describe the student’s talents and interests with regards to a career in the architecture, construction, or engineering fields. Please provide any additional information the scholarship committee should consider about the student when evaluating their application.

   ____________________________  ____________________________
   Signature:  Date:

Revised February 2020