



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

ACE Mentor San Francisco Bay Area 2017-2018 Scholarship Application Packet

Dear ACE Mentor San Francisco Bay Area Scholarship Applicant,

Thank you for your interest in applying for the ACE Mentor San Francisco Bay Area Scholarship for the 2017-2018 school year. Please note this package includes directions for ACE Mentors **San Francisco Bay Area** scholarship, which is different than the national scholarship application and process. Please read the directions in this package in it's entirety.

To qualify for the scholarship, you must:

- currently be a Senior in High School
- complete at least one full year of the ACE Mentor Program
- be marked "ACTIVE" in the ACE Mentor database
 - o If you are not, please contact your Team Leader immediately
 - o If you are a currently a Senior not participating in ACE the current year, please contact scholarship committee for additional instructions.
- intend to major in one of the ACE Mentor approved majors (see attached list).
 - o If your intended major is not on the approved list but you believe it is related to the building industry, please explain in detail within your application essay.
- provide recommendation forms to your selected teacher and mentor as soon as possible. Mentors and teachers should complete the forms and provide them, along with any attachments, directly to sanfranciscoca@acementor.org. *They should not be returned to the student.* Recommendations should be emailed by April 13, 2018.
- submit your application (online) by no later than April 13, 2018.

Please review the attached Scholarship Application Checklist for steps to apply for an ACE Scholarship. If you have any questions, please discuss with your Team Leader.

Thank you and good luck!

ACE Mentor San Francisco Bay Area Scholarship Committee



ACE MENTOR PROGRAM
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**ACE Mentor San Francisco Bay Area
2017-2018
Checklist for Scholarship Application for
Post-Secondary Education & Skilled Training**

Dear ACE students:

Below are the steps to apply for an ACE scholarship with ACE Mentor San Francisco Bay Area:

- 1) Go to the ACE Mentor San Francisco Bay Area Affiliate Scholarship website page: <http://acementor.org/affiliates/california/san-francisco-bay-area/scholarship-instructions/> to download the Scholarship Application Packet. The packet will include detail information and directions for completing the 2017-2018 ACE Mentor San Francisco Bay Area scholarship.
- 2) 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. Only students who are marked "Active" in the database by their team leaders are eligible for local scholarships.
- 3) The name of the scholarship is "ACE Mentor San Francisco Bay Area Scholarship 2018".
- 4) There are six steps to the scholarship application. Please complete all the information under the application's six steps:
 - i. Basic Information
 - ii. Education
 - iii. Activities & Honors
 - iv. Essay Questions – Each essay question includes plenty of text space to completely answer the essay questions.
 - v. Recommendations – Provide the attached Mentor Recommendation form to a mentor and the attached Teacher Recommendation form to a teacher. Only one teacher recommendation and one mentor recommendation will be accepted. **Mentors and teachers should complete the forms and provide them, along with any attachments, directly to sanfranciscoca@acementor.org. THEY SHOULD NOT BE PROVIDED TO THE STUDENT.** Optional – Extra points may be rewarded if a recommendation is provided from an employer.
 - vi. Transcript - Please ask your school to email you your transcript and attach it to the designated location.
- 5) Continue through the application at your own pace, making sure to complete all required fields (identified with asterisks). It is best if you complete all the required information the first time you visit the application. 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.
- 6) When all your letters of recommendation have been requested, and the transcript and the application are 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.

Scholarship Applications are due on April 13, 2018.



Selection Process

Two of the primary criteria for evaluating applicants will be their attendance and participation in the ACE Program. Other criteria include:

1. positive attitude;
2. creative and critical thinking;
3. contribution to the success of the team;
4. interest/commitment to continuing education in the Design & Construction industry;
5. potential for success in the Design & Construction industry;
6. articulate and complete responses to questions on the scholarship application;
7. letters of recommendations;

Points will be awarded for each part of the scholarship based on the following:

1. Completeness of Application and Tenure
2. Activities
3. Honors
4. Essays
5. Recommendations (Mentor/Counselor/Other)
6. School Transcript

Please note - any incomplete or late applications will be disqualified.

Thank you and good luck applying for an ACE Mentor San Francisco Bay Area scholarship.

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) on a full-time or part-time (minimum six college credits per semester) basis. 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
Architecture	Interior Design
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
Electrical Engineering (Built Environment)	programs or one- and two-year certificate
Environmental Engineering	programs
Geotechnical Engineering	

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

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. Only one recommendation from a teacher 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.
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: _____

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. The scholarship committee will only review one version of Section I and one version of Section II.
 - a. **For most students, this means only ONE ACE Mentor Recommendation Form should be submitted with the student's application.**
 - b. If the student elects to have a past ACE mentor complete Section II, two forms may be submitted, but one of the forms should have Section I completed by the current mentor and a blank Section II and the other form should have a blank Section I and Section II completed by the past mentor.
5. **DUE BY THE SCHOLARSHIP APPLICATION DEADLINE. RECOMMENDATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**

SECTION I. MUST BE COMPLETED BY CURRENT ACE MENTOR

A. Please provide the following information.

Mentor Name: _____

Company: _____ Position: _____

Email: _____ Phone No.: _____

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

<u>CATEGORY</u>	<u>SCORE</u> 0 (poor) to 5 (excellent)
ATTENDANCE & PUNCTUALITY Start counting missing sessions after student's first attended session (example scoring below) <ul style="list-style-type: none">• 0pts – poor attendance; missing more than 3 sessions or consistently late; to• 5pts – perfect attendance and consistently punctual.	

Signature: _____

Date: _____

ACE Mentor Program - San Francisco Bay Area
MENTOR Scholarship Recommendation Form

SECTION II. MAY BE COMPLETED BY A CURRENT OR PAST ACE MENTOR

A. Please provide the following information. (Skip if you also completed Section I.)

Mentor Name: _____

Company: _____ Position: _____

Email: _____ Phone No.: _____

B. Please provide scores for each category below.

<u>CATEGORY</u>	<u>SCORE</u> 0 (poor) to 5 (excellent)
TEAMWORK Visible effort made to work with others	
ACTIVE CONTRIBUTION Classroom participation, team presentations, communication of ideas	
LEADERSHIP QUALITIES AND INITIATIVE Constructive comments to get the team to work towards a common objective	
ENTHUSIASM AND EAGERNESS TO LEARN Positive attitude and asking questions about the information presented	

C. Please provide comments explaining the scores in SECTION II above and/or **any additional information the scholarship committee should consider** about the student when evaluating their application.

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. 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: _____