

ACE Scholarship Guide

Learning Objectives

This presentation will help you prepare your scholarship application by reviewing:

- eligible majors & programs
- materials needed for the application & tips
- best practices for requesting letters of recommendation
- scholarship grading rubric

Following this session, you will be able to...

- request letters of recommendation and transcripts
- write organized and well thought out essays
- confidently submit your scholarship application

Scholarship Eligible Majors & Programs

COLLEGE PROGRAMS

Architecture
Architectural Engineering
Civil Engineering
Construction Management
Electrical Engineering
Environmental Engineering
Interior Design
Landscape Architecture

Mechanical Engineering
Urban and Regional Planning
Sustainability Studies

TRADE PROGRAMS

Apprenticeship (Examples):

- Electrical
- Mechanical/HVAC
- Plumbing
- Carpentry

Technical School (Examples)

- CADD/Revit
- Drafting

NOTE: Computer Engineering is not eligible

What is required for the ACE Scholarship Application?

Scholarship Item	Requirement	Tips & Best Practices
Attendance	Attend as many ACE mentor sessions and fieldtrips as possible	If you cannot make it to a session – let your Lead Mentor know ahead of time!
Academic Standing	Official transcripts	Request these from your school guidance councilor
Honors & Activities	Include things you do in and out of school	This is an opportunity to brag on yourself a little – include everything!!
Essay Questions	THREE short answer essay questions	<input type="checkbox"/> Use multiple coherent paragraphs to explain your answer <input type="checkbox"/> Avoid spelling & grammar mistakes by reviewing your essays yourself AND asking a teacher, mentor, or family member to review your essays as well
Letters of Recommendation	At least TWO letters of recommendation	Request early! You need ONE from an ACE mentor & ONE from a teacher

Requesting a Letter of Recommendation

WHO TO ASK

Ask a current or former teacher, mentor, or coach who you've had the most interaction with OR who were particularly involved in your education.

HOW TO ASK

Ask in writing (via email) and make sure to include the following:

- What the recommendation is for
- Why you're qualified
- Relevant academic successes
- When you need it back

FOLLOW-UP

Once you've received your letter of recommendation, send a thank you note (handwritten if possible).



Scholarship Rubric

General Scholarship Judging Guidance

		Points				
Criterion	6	5	4	3	2	
1	Sessions Attended	--- This column has been populated by the attendance sheet ---				
2	Scholastic Standing	An official transcript is included. Documentation supports that applicant is in good standing and will be graduating with honors and with scholastic requirements for entrance into the identified post-secondary experience.		An official transcript is included. Documentation supports that applicant is in good standing and will be graduating with scholastic requirements for entrance into the identified post-secondary experience.		An official transcript is included. Documentation does not support that applicant is in good standing and/or will be graduating.
3	Essay Questions (Section E of Application)	Essay is very detailed and answers all the questions on the application. No spelling or grammar errors. Answers are strong, well thought out and in keeping with the ACE Mentoring mission.		Essay is very detailed and answers all the questions on the application. Some spelling and grammar errors. Answers are somewhat thought out and slightly relate to the ACE Mentoring mission.		
4	Letters of Recommendation			The two letters of recommendation (one from a teacher and one from an ACE Mentor) strongly support the applicant's character and involvement in ACE.		The two letters of recommendation (at least one from a teacher and one from an ACE Mentor) support the applicant's character and involvement in ACE but one may be a weak letter of recommendation.
5	Overall Completeness and Quality of Application	Application is complete, two letters of recommendation, transcripts, all essay questions answered in detail. Applicant is very strong candidate and represents ACE values and vision.		Application is complete, two letters of recommendation, transcripts, all essay questions answered in detail. Applicant is capable candidate and represents ACE values and vision.		Application is nearly complete, with minimal missing items or questions. Applicant is capable candidate and represents ACE values and vision.

Website Directions

- Apply online by logging in as a student at www.acementor.org

NOTE: ignore the information about finding your affiliate – the Tampa affiliate follows the national program.

- Select “scholarships”
- Select the current scholarship “ACE Greater Tampa Bay [20XX-20XX] Scholarship”
- Read the directions and take your time!
- Complete & review application

Website Directions

The image shows a screenshot of the ACE Mentor Program website. On the left is a dark sidebar menu with the following items: Home, Profile, Program Years, My Teams, Mentor/Volunteer Resou..., Manage Forms, and Scholarships. A yellow circle with the number '2' is placed over the 'Scholarships' link, with a pink arrow pointing to it. At the top right of the page, a yellow circle with the number '1' is placed over the text 'Logged in as Mentor/volunteer: Michelle Beckett', with a pink arrow pointing to it. The main header area features the ACE logo (a stylized 'ACE' in yellow, pink, and blue), the text 'ACE MENTOR PROGRAM ARCHITECTURE • CONSTRUCTION • ENGINEERING', and the slogan 'Engage Excite Enlighten' in yellow script. Below the header is a pink bar with social media icons and the text 'Follow ACE on social media!'. The URL 'www.acementor.org' is in the bottom right. The main content area below the header has the heading 'ACTIVE PROGRAMS' in blue.

Website Directions

Home

Profile

Program Years

My Teams

Mentor/Volunteer Resou...

Manage Forms

Scholarships

HOME > SCHOLARSHIPS

SCHOLARSHIP LIST

Welcome to the scholarship creation section of the ACE database! Here you can create one or more unique scholarship application forms that will appear in your students' profiles once they are published. You have the ability to set the open and close dates for each scholarship. Students will be eligible to apply for any of the open scholarships you have published.

Please note that students will only be able to access the scholarship application when their program status is marked "Active" by the team leader or database administrator.

Can't see all columns? Try zooming out. (PC: Ctrl & +/-) (Mac: Command & +/-)

KEYWORD

SELECT PROGRAM YEAR

SCHOLARSHIP TYPE

STATUS

Search

3

Select the current scholarship from the list

ID	NAME	PROGRAM	SUBMISSION	AWARDED	PUBLISH DATE	END DATE	TYPE	ACTION
1
2

Showing 1 to 2 of 2 entries