

Lead Mentor Information

1. Have student follow us on Facebook (<https://www.facebook.com/AceMetroDenver>), Instagram (<https://www.instagram.com/acementordenver/>), LinkedIn (<https://www.linkedin.com/company/ace-mentor-program-of-denver>)
2. Make sure that your **Team** appears in the ACE database. The ACE Program Director will assign the Lead Mentor as the Team Leader which gives you access to the mentors and students on your team.

Logged in as Affiliate Sub Admin - Full Permissions: Christine Bohnsak

TEAM LIST

PROGRAM YEAR: All | SEARCH KEYWORD: [] | Search

ID	TITLE	STATUS	MEMBERS	LEADER	PROGRAM YEAR	ACTION
2017	Colorado Springs	Inactive	11	Joseph Bahnsen	Program Year 2021-2022	[Eye Icon]
2018	CU Denver	Inactive	23	Vanessa Valerio Courtney DuChene	Program Year 2021-2022	[Eye Icon]
2019	DSST	Inactive	11	Sean Wennerstrom	Program Year 2021-2022	[Eye Icon]
2020	Futures Lab	Inactive	11	Candice Hartley Amanda McCann	Program Year 2021-2022	[Eye Icon]

3. Make sure all students on your team have a signed permission slip. There are three different statuses: *Received*, *Not Received* and *Pending Parent*. Pending Parent means that an email was sent to the parent's email address, but they have not signed the form. You can contact denverco@acementor.org and the Program Director will resend this email.


This is the **Parent Consent Form** column

Samuel Penney	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	01-24-2022	Completed	Received
Talyn Glenn	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	11-18-2021	Incomplete	Received
Wade Ross	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	01-25-2022	Completed	Received
Seamus Foster	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	11-19-2021	Completed	Received
Isaac Rodriguez	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	01-25-2022	Incomplete	Not Received

- Make sure all mentors that participate more than 20% of the time have a background check completed. There are six different statuses for this column: *Eligible*, *Not Eligible*, *Open Invitation*, *Expired*, *In-Progress*, *N/A*. The Program Director will work with mentors directly to get this compliance completed.

MENTORS Export Mentors

NAME	CITY	SUB REGION	PROGRAM YEAR	REGISTRATION STATUS	PROGRAM REGISTERED ON	PROGRAM STATUS	BACKGR CHECK STATUS
Andrew DePhillips	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	01-12-2022	Incomplete	Open Invitation
Haley Bahnsen	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	12-20-2021	Completed	Eligible
Nathaniel Lohmann	Colorado Springs	Colorado Springs	Program Year 2021-2022	Complete	01-21-2022	Completed	Eligible



- Take and record attendance at every ACE session in the ACE database. This is very important because our Affiliate pays National based on the number of students/mentors actively participating. Attendance is set-up under your Team in the database. If you need further instructions, visit the Virtual Tools site here: <https://acementortools.org/virtual/>.

COLORADO SPRINGS ATTENDANCE

Team member: 61) - (Student: 49 - Mentor: 12)

Please note: Engagement Percentage calculates as follows:

- Present & Excused = Present
- Absent & NA = Absent

MEMBER	%	SESSION 1 01-18-2022 PALMER HIGH SCHOOL - COLORADO SPRINGS	SESSION 2 01-25-2022 PALMER HIGH SCHOOL - COLORADO SPRINGS	SESSION 3 02-01-2022 PALMER HIGH SCHOOL - COLORADO SPRINGS
Aminata Fall	100%	E	P	E
Analia Derby	8%	A	P	A

- Have students check the *Opportunities* tab on our website for scholarship information, camps, and summer experiences. Here is the link: <https://www.acementor.org/affiliates/denver-co/opportunities/>.

7. Here is rough outline of what should be covered for every session this semester. Please note, the schedule may change based on location and mentors. Schedule may also change depending on each location start date.

Week	Topic
1-Week of January 9, 2023	Mentor Planning / Parent Open House / RFP
2-Week of January 16, 2023	Introductions / What is a Project / RFP
3-Week of January 23, 2023	Architecture / Site Planning
4-Week of January 30, 2023	Civil Engineering
5-Week of February 6, 2023	Structural Engineering
6-Week of February 13, 2023	Mechanical, Electrical, Plumbing Engineering
7-Week of February 20, 2023	Plan your project and develop a schedule to meet RFP
8-Week of February 27, 2023	Landscape Design
9-Week of March 6, 2023	Architectural Design Session
10-Week of March 13, 2023	Building Systems (Structural Engineering)
11-Week of March 20, 2023	Building Systems (MEP)
Week of March 27, 2023	SPRING BREAK
12-Week of April 3, 2023	Construction Session
13-Week of April 10, 2023	Work Week
14-Week of April 17, 2023	Work Week
15-Week of April 24, 2023	Practice Presentations
Thursday, April 27, 2023	Final Presentations

8. Each board member is assigned to a specific schools. Please familiarize yourself with the board member that represents your school/team. They are listed below:

Team	Board Member	Email
Bear Creek	Kent Reinart	kent.reinart@bnbbuilders.com
Colorado Springs	Ralph Kasper	ralph.kasper@ghhipps.com
CU Denver	Leo Darnell	leonard.darnell@ucdenver.edu
DSST		
Fort Collins	Leo Darnell	leonard.darnell@ucdenver.edu
Gateway		
Green Mountain	Liberty Janson	libertyjanson@gmail.com
North High School	Chris Perry	chris.perry@jensencorp.com
Smoky Hill	Stephen Aguirre	stephen@cfence.com
Virtual session	Geoff Burrell	gburrell@martinmartin.com

- 9.