


ACE Year	2017-2018									
What	 <p>ACE MENTOR PROGRAM</p> <p>The ACE MENTOR PROGRAM is a 12-week after school program that gives students a hands-on introduction to careers in Architecture, Construction Management and Engineering.</p> <p>For more information about ACE: www.acementor.org/portland-or</p>									
When	<p>Students will be assigned to a TUESDAY OR THURSDAY group and will meet on the dates listed below. Meetings are from 4:30–6:30 pm. The Final Presentations (May 15 & 17) will be from 6:00–8:00 pm.</p> <table border="1"> <tr> <td><u>Tuesday Group Dates:</u></td> <td><u>Thursday Group dates:</u></td> </tr> <tr> <td>Jan. 9, 16, 30 Apr. 3, 10, 24</td> <td>Jan. 11, 18 Apr. 5, 12, 26</td> </tr> <tr> <td>Feb. 6, 20 May 1, 15</td> <td>Feb. 1, 8, 22 May 3, 17</td> </tr> <tr> <td>Mar. 6, 20</td> <td>Mar. 8, 22</td> </tr> </table>		<u>Tuesday Group Dates:</u>	<u>Thursday Group dates:</u>	Jan. 9, 16, 30 Apr. 3, 10, 24	Jan. 11, 18 Apr. 5, 12, 26	Feb. 6, 20 May 1, 15	Feb. 1, 8, 22 May 3, 17	Mar. 6, 20	Mar. 8, 22
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Where	Locations to be announced, but most meetings will be in downtown Portland or the inner east side									
Eligibility	<p>Open to students in grades 11 & 12</p> <p>Note: Attendance at the ACE Student/Family Info Sessions is not mandatory. Students are still eligible to apply even if they did not attend an ACE info session.</p>									
Requirements	<ul style="list-style-type: none"> • Minimum 2.0 GPA • Have successfully completed 2 years of Math (Algebra and Geometry) • Have a good school attendance record • Be drug/alcohol free 									
To Apply	Students must complete BOTH the ONLINE and PAPER applications. (Online Application includes PARENT CONSENT FORM . Paper Application includes ATTENDANCE AGREEMENT .)									
<i>Application window opens</i>	August 30, 2017									
<i>Application window closes</i>	November 21, 2017 at 5:00 PM (late applications will NOT be accepted)									
<i>Online Application</i>	<input type="checkbox"/> Complete the Online Application: acementor.org/portland-or (including Parent Consent Form)									
<i>Paper Application</i>	<input type="checkbox"/> Complete the Paper Application (including Attendance Agreement)									
<i>Submit</i>	<input type="checkbox"/> Email the Paper Application to kristen@portlandworkforcealliance.org Paper Applications can be scanned or photographed (photographs should be clear and legible).									
Notification	Students will be notified of acceptance before December 15, 2017.									
Cost	FREE – No charge to participate in the program									
Transportation	Students are responsible for their own transportation to and from all meetings.									
Attendance Policy	<ul style="list-style-type: none"> • Students are expected to be on time and attend all 12 after school sessions. • In the event of illness or unavoidable conflict, one “excused” absence is allowed. Students must notify ACE staff or their Mentor Captain in advance. • Additional absences may result in dismissal from the program. • A “no-show” is an unexcused absence and may result in immediate dismissal from the program. 									
Dress	Students are expected to dress appropriately for the work environment. Students will have opportunities to tour construction worksites and will be expected to dress to meet safety concerns.									
Who to contact if you have questions	<p>Students should direct questions to their School Contact (career coordinator, counselor, or teacher) or may contact ACE staff. (below)</p> <p>School Contacts should direct questions to:</p> <p>1. Kristen Kohashi, ACE Program Manager: kristen@portlandworkforcealliance.org, (503) 916-6582</p>									



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

Paper Application

Complete BOTH the [ONLINE APPLICATION](#) and **PAPER APPLICATION**.

Email a scan or photo of your signed Paper Application (including Attendance Agreement) to kristen@portlandworkforcealliance.org

APPLICATION DEADLINE – NOVEMBER 21, 2017 AT 5:00 PM

SECTION 1 – STUDENT INFORMATION *(please print clearly)*

Student Name: _____

School: _____ Junior Senior

Home address: _____

Phone: _____ Email (print clearly): _____

Did you attend an ACE Information Session? Yes No

Why are you interested in participating in the ACE Mentor Program? _____

I have read the requirements and understand the expectations. If selected, I will be committed to participate in all sessions and understand that I am responsible for my transportation to and from ACE mentor meetings.

Student Signature

Date

SECTION 2 – PARENT/GUARDIAN INFORMATION

Name(s) of parent(s) or guardian(s) responsible for student:

Parent Guardian _____

Parent Guardian _____

Emergency Contact Numbers:

Home Cell _____ Home Cell _____

I support my student's application for the ACE Mentor Program. I understand that my student must commit to attend all sessions, and that we are responsible for providing transportation to and from ACE mentor meetings. I give permission for my student to participate, if selected.

Parent/Guardian Signature

Date

SECTION 3 – COUNSELOR ENDORSEMENT

Counselor endorsement of student's eligibility for application:

Student is a junior or senior in high school with a 2.0 GPA or higher. Student's GPA is _____

Student has successfully completed 2 years of Math (Algebra or Geometry).

Student has maintained good attendance at school.

Counselor Name (please print)

Email

Counselor Signature

Phone



Attendance Agreement

This form must be completed and returned to ACE before the application deadline.

Student First Name: _____ Last Name: _____

Dear Students and Parents/Guardians,

As part of the ACE Mentor Program of Oregon, each student collaborates with a team of mentors and students from other schools on a building design project. Regular attendance and punctuality are essential to the success of each ACE team. Therefore, ACE has the following attendance policy:

- 1) Students are expected to be on time and attend all 12 after school sessions.
- 2) In the event of illness or unavoidable conflict, one “excused” absence is allowed. Students must notify ACE staff or their mentor captain in advance.
- 3) Additional absences may result in dismissal from the program.
- 4) A “no-show” is an unexcused absence and may result in immediate dismissal from the program.

Accepted students will be assigned to either a Tuesday or Thursday group. Meetings are from 4:30-6:30 PM.

Please indicate if you have a preferred group:

- No Preference Tuesday Group Thursday Group

Tuesday Group Dates:

Jan. 9, 16, 30 Apr. 3, 10, 24
 Feb. 6, 20 May 1, 15
 Mar. 6, 20

Thursday Group dates:

Jan. 11, 18 Apr. 5, 12, 26
 Feb. 1, 8, 22 May 3, 17
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Please note:

Final Presentations (May 15 & 17) will be from 6:00–8:00 pm.

Do you have any after-school activities or commitments that might prevent you from participating in all twelve ACE sessions?

- No Yes *(please explain)*

By signing this form, you agree to follow the ACE attendance policy and understand that unexcused absences may result in dismissal from the program.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____



Completing Your Application

To complete your ACE application, you must complete BOTH:

- The **PAPER APPLICATION** (including Attendance Agreement)
- The **ONLINE APPLICATION** (including Parent Consent Form)

All parts of your application must be received BEFORE the deadline: November 21, 2017 at 5:00 PM

Online Application Instructions:

ACE has a new online database and application process, including a new online Parent Consent Form. Follow the steps below to complete your Online Application.

1. Go to www.acementor.org/students
2. Click on [Registration/Login](#) on the left side of the page.
3. If you are a **Returning Student**, log in with the same email address and password as last year.
4. If you are a **New Student**, click [Register as Student](#) at the bottom of the page.
5. After logging in, you will see the application for the Program Year 2017-2018.
6. Fill in your information.
*Make sure to spell your email address and your parent/guardian's email address correctly.
If you are accepted into ACE, you will be notified by email in December.*
7. Read and electronically sign the Consent Form.
8. Your parent/guardian will be sent an email request to electronically sign the Consent Form.
(Look for "ACE Mentor Program - Form Request" from the ACE Mentor Program of America.)
9. Check your email inbox and click the link to verify your email address.
(Look for "ACE Mentor Program – Account Verification" from the ACE Mentor Program of America.)
10. After your parent/guardian electronically signs the Consent Form, your Online Application will be complete.

Make sure your application is complete:

- Have you completed BOTH the Paper Application and Online Application?
- Did you fill out your Online Application and electronically sign the Consent Form?
- Did your parent/guardian electronically sign the Consent Form?
- Did you email your Paper Application (with Attendance Agreement) to kristen@portlandworkforcealliance.org?
- Do you have any questions about ACE or your application status?

Contact Kristen Kohashi, ACE Program Manager, at kristen@portlandworkforcealliance.org or 503-916-6582.