

ACE SAN DIEGO TEAM LEADER HANDBOOK

October 17, 2016

Dear ACE Team Leaders:

You have accomplished much with very little guidance. Well done. While the Board of Directors does not want to prescribe the detail of how you run your mentor teams and ACE classrooms, there are enough “must-do’s” to warrant a written guideline for you to follow.

If you find that you are not able to align with this guideline, please communicate directly with your Board Liaison, the Education Committee Chair, Dave Gilmore, or the Chair, Chris Day.

Thank you.

REQUIRED

Mostly ACE National requirements. Many protect us legally. Not negotiable.

1. Make sure that all of your students are registered with ACE National
2. Make sure that you have Parental Permission forms from all of your students
3. Make sure that all of your Mentors are registered with ACE National
4. Make sure that all of your Mentors have taken the online Mentor Training.
5. Make sure that all of your Mentors have passed the ACE Background Check

RECOMMENDED

These help you run an effective program. Some will help the Board help you.

1. Lead. Be a leader.
2. Design a curriculum before the school year starts, and share it with your mentor team. Be sure it covers all of the major ACE disciplines
3. Share ideas with other Team Leaders
4. Respond to Board member communications. Return calls. Respond to emails.
5. Use all of your Mentors to fully engage them and to give your students the broadest possible exposure from your team.
6. Recruit. Don't be shy about recruiting Mentors from your own professional network.

FORMS & PROCEDURES

Important Reminder: No one may attend a meeting with the students unless they are registered in the ACE database, their background check has been completed, and they have completed the on-line Mentor training session.

Instructions for Completing Required Forms

Mentor Registration:

- Go to <http://www.acementor.org/mentors-volunteers/>
- New mentors - On the left side of the page, should select- Registration
- Returning mentors – On the left side of the page, should select – Login
- All mentors need to register every school year.

Background Check:

- Once your registration is complete, ACE San Diego will be notified. Mentors will then be sent an invitation via email through the Verified Volunteer site to complete a background check. All returning mentors will see the background check approval in their record. Background checks are needed every 3 years.

Mentor Training:

- <http://www.acementor.org/mentor-training/>
- After registering (or re-registering), ALL mentors must complete the online mentor training.

Student Registration:

- <http://www.acementor.org/students/new-student-registration/>
- New and returning students must register online at the start of each new year.

Parental Consent Form:

- See attached form.
- This form needs to be completed by parents, returned to Team Leaders, and forwarded to ACE San Diego in order for students to participate in ACE. Students who have not returned the Parental Consent Form are not eligible for scholarships and cannot attend any meetings held off campus.

Scholarships

Scholarship Application: <http://acementor.org/students/scholarships/>

Application Instructions: http://acementor.org/index.php/download_file/view/3503/267/

These instructions are also located on the right hand side, under the “Scholarship Information” heading at the following link: <http://acementor.org/index.php/affiliates/california/san-diego/about-us/>

Proposed Application Deadlines:

January 27th, 2017: Survey Monkey Scholarship App will be sent to Juniors and Seniors who have registered and have a Parental Consent Form on file.

March 9th, 2017: Scholarship applications due to the Team Leaders before spring break.

March 27th, 2017: Team Leaders are to submit all scholarship info to the Scholarship Committee.

Reimbursement for Food and Supplies

Provide food and refreshments at the meetings with the students. First priority is to have this paid for by the participating mentor's firms. If that's not possible, ACE can reimburse each team for food and supplies that may be required throughout the school year and for the final presentation up to \$1,000. The check request form to be reimbursed for these costs is attached.

Sample Team Calendar

A sample calendar is attached for your reference.

Project RFP

The RFP for the 2016-2017 school year is attached.

PEOPLE

Mentors

Each mentor should lead part of a meeting to introduce themselves and their profession. Remind mentors that the project design may not involve a large portion related to their profession. The project design is mostly at the schematic level of detail.

School Liaison

School liaison is a vital link between the students and ACE. The liaison should be present at each meeting [and participating in the meetings]. The liaison is also responsible for promoting the ACE program to the students at their school and recruiting an adequate amount of students to successfully complete the project and end of year presentation.

Board Liaison

Each school has a board member assigned to it. Please direct all questions, requests, issues, feedback through your board liaison. Please respond promptly to all emails and phone calls from your board liaison.

MEETINGS & EVENTS

ACE Student Presentations and Scholarship Awards

Date: Saturday, May 20, 2017

Location: SDSU Aztec Student Union

All teams will give their final presentations and scholarships will be handed out. All students and mentors should plan to attend. Refer to attached RFP for required deliverables.

ACE Industry Luncheon

Date: June 2017

Location: TBD

All mentors should plan to attend. All graduating Seniors who received scholarships will be invited to attend.

Board Meetings and Education Committee Meetings

The Board of Directors holds 4 meetings each year. Attendance by Team Leaders is not required, but always welcome. The Board is broken up into 9 different committees. The Education Committee is responsible for energizing and retaining mentors, and is intended to serve as a resource to Mentors. The Education Committee holds 4 meetings each year. Team Leaders and/or co-Team Leaders should attend all of these meetings. It is the BEST place to share Best Practices with your Team Leader colleagues: what's working, what isn't; challenges; new ideas.

RESOURCES

ACE Drop Box

The ACE Drop Box contains many pertinent files including rosters and contact information, ACE logo files, ACE brochures, and various forms.

Drop Box Link: https://www.dropbox.com/sh/jv915lsabr4phkb/AAC1yMn_LmECcRd9ML-gcUpla?oref=e

Login: tmhollingworth@sbcglobal.net

Password: tmh1050

Other Resources

www.acementor.org

<http://acementor.org/students/student-resources/>