



## Mentor Information Packet

Thank you for volunteering to be an ACE mentor.

Mentors are the lifeblood of the ACE Mentor Program. The program would not be successful without the passion and dedication of the 3,600 mentors who volunteer their time to work with and inspire thousands of high school students.

This packet will give you useful information about the program and explain the expectations of mentors. Please take time to review this mentor information packet and complete the steps outlined in the package. Informed and trained mentors make a positive experience for all involved.

The ACE Best Practices Manual available on ACE's website will help you prepare for team sessions and provide other helpful information about running a team meeting. The Manual provides suggested hands-on activities and other tools to assist you.

To access the Best Practices Manual, go to <http://www.acementor.org/index.php/ace-admin/mentor-resources/best-practices-manual/>

Log In:

User Name: mentorace

Password: aacementor

This packet includes the following information:

1. An Overview of the Program
2. Mentor Overview/Job Description
3. Mentor Checklist



## I. ACE MENTOR PROGRAM OVERVIEW

### Mission Statement

To engage, excite and enlighten high school students to pursue careers in architecture, engineering and construction through mentoring and to support their continued advancement in the industry.

### The Rationale for ACE

- The construction industry is among the top sectors driving the U.S. economy in terms of jobs and wealth-expanding activities.
- Retirements in all parts of the industry are creating a serious workforce shortage.
- The current workforce pipeline is inadequate to meet current and future job needs.

### Statistical Profile

- ACE currently operates 66 affiliates covering 37 states, the District of Columbia, and Puerto Rico and in more than 200 cities.
- Over 8,000 students and about 2,500 mentors participate each year.
- Almost 68% of students are minorities, and more than one-third are young women.
- Nearly one half (43%) of ACE students come from families with income below the national median.
- ACE has awarded more than \$15 million in scholarships to students.
- ACE mentor firms have contributed more than \$17.3 million worth of *pro bono* time.

### Proven Outcomes

- ACE students graduate high school at a greater rate than non-ACE participants.
- The large majority of students (72%) agree that the ACE experience increased their motivation to go to college or enter a skilled trades program.
- ACE increases the diversity in architecture, construction and engineering program enrollment at colleges and universities.
- Female ACE participants enter college engineering programs at double the national rate of their non-ACE counterparts.



## II. Mentor Overview/Job Description

### As a mentor, you agree to the following time commitment

- Meeting Time: Teams meet in schools or mentors' offices, sometimes a mix of both. Check with local affiliate for the program's schedule.
- Prep Time: Varies
- Other Activities (construction site tours, final presentation event, training, college night, etc.): Varies

### Job Description

Mentors are vital to the ACE Mentor Program's success. They establish a bond with individual students and with the team to which are assigned and serve as professional role models. Through hands-on activities and informal presentations, mentors engage students in learning about the integrated construction industry, and they inspire and guide student teams to complete and present their final design project.

During the program, mentors typically do the following:

- Engage students in hands-on activities as part of the mentor team or as a leader of the activity. The *ACE Best Practices Manual* provides step by step guidelines to many proven activities. Mentors have the flexibility to create their own activities if they wish.
- Work collaboratively with other mentors on a team and by their collective interaction demonstrate how the different industry disciplines must integrate to design and build a project.
- Help plan and sometimes lead sessions.
- Share with students their own career path and the requirements for entering their particular field.
- Make a sincere effort to attend all team activities and, if unable to do so in one or two instances, notify the team leader in advance and explain their absence to students.
- Devote their full attention to students and mentor activities during each session and not be distracted by emails or other non-ACE communications.
- May be asked arrange and lead a job site tour (either a construction project or a professional office).
- Help the team keep in touch with students, reminding them of events and following up with those who miss sessions.
- Help students apply for any ACE scholarships offered by the affiliate.
- Advise students about college, including the application process and preparation of a recommendation letter, if asked.
- Help conduct any year end program evaluation by students or by the affiliate or team of mentors.



### III. Mentor Checklist

To become an active ACE mentor, he/she will need to complete the following steps:

\_\_\_\_\_ **Complete the online application.**

- Go to [www.acementor.org](http://www.acementor.org) and click on the “Mentors/Volunteers” link at the top of the page.
- On the mentor page, click “Registration” on the left-hand side.
- Choose either New Mentor & Volunteer Application Form or Returning Mentor.
- Fill out and submit the application.
- Complete the mentor training.

\_\_\_\_\_ **Pass a mandatory background check** (for new mentors or returning mentors every 3 years).

- After your application has been received and reviewed, you will receive an email inviting you to complete a background check process.
- Follow the instructions to complete the background check. There is no charge to you. However, if you would like to financially assist your affiliate, you will be given the option to pay some or all of your background check fee. Payment for the background check is your choice.
- You and your affiliate will receive confirmation from the National Office when your background check has been approved.

\_\_\_\_\_ **Confirm team assignment and meeting schedule with your team leader.**

\_\_\_\_\_ **Follow the instructions below to review the *Best Practices Manual*.**

- Go to <http://www.acementor.org> and at the top click “ACE Behind the Scenes.”
- Log in using - Username: acenews Password: newsace
- On the left side of the page, click “Mentor Resources.”
- Click on a specific program for more information.

Enjoy your experience as an ACE mentor. Your enjoyment will contribute to students’ excitement about becoming an architect, engineer, or construction professional.