



# ACE MENTOR PROGRAM

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### ACE High School Student Summer Externships

High School Summer Workplace Experiences (externships) have been offered to ACE students through both offices of national firms and local firms. Here are three ways an affiliate can offer an externship to their students.

#### **National Sponsor Firms -Paid by Employer: Local Opportunities -Paid by Employer Stipend Program - Paid by ACE National**

**National Sponsor Firms Paid by Employer:** The national office has been working with the sponsor firms to identify high school externship positions. These positions will be located at the various offices of the firm and the positions will be managed and paid for by the sponsor firm (positions with Gilbane and Turner will be funded by a national agreement between ACE, Gilbane, and Turner. These payments to students will be processed by ACE National.)

1. Sponsor Firm identifies available opportunities and reports to national
2. National reports opportunities to affiliates
3. Affiliate works with students for placement in the open positions
4. Affiliate reports placements to National
5. Sponsor Firm handles all administration of the experience

**Local Opportunities Paid by Employer:** Many smaller, local firms are willing to host high school externs. Each affiliate should reach out to the local firms to see if they will host one of our students. These externships are managed and paid for by the local employer. If you have local firms that are interested in hosting a student or students, please coordinate directly with that employer on their needs and requirements and report the positions to National.

1. Affiliate identifies local opportunities
2. Affiliate assists in selection of student for placement
3. Affiliate reports placement to National
4. Employer handles all administration of the experience

**Stipend Program Paid by ACE National** The ACE National Stipend Program is our organization's initiative to increase the number of opportunities available to our students. The program has funding by ACE National for registered high school students to be placed with a host firm for an externship.

1. Each affiliate will have access to 3 stipend positions to offer to local firms
2. Affiliate works with students for placement with a local firm
3. Affiliate reports placements to National
4. ACE National collects student and host paperwork and processes student payment



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### ACE High School Student Summer Externships Stipend Program

#### **Who is eligible to receive the stipend?**

ACE high school students who are registered and marked active with parent consent forms on file. [Link to Student Interest Form Template](#)

#### **How will the program work for ACE affiliates?**

Each affiliate will have access to funded positions. All other Summer Workplace Experiences will be handled according to the affiliates existing process. If there is no existing process, your regional director can help. The affiliate will identify the participating firm(s) and work with each firm on the selection of the participating student. The affiliate can either allow a mentor firm to conduct interviews or the affiliate can make the placement themselves. Once confirmed, affiliates will report the employment of each student to the National office through a shared spreadsheet. [Link to Host Interest Form Template](#)

#### **How will the Summer Workplace Experience work for employers?**

Job parameters should be made by the hosting firm. ACE National will provide a comprehensive Handbook for Hosts which includes onboarding, and suggested student activities. [Link to Host Handbook](#)

#### **How will the stipend work?**

The \$1,600/externship stipend (to cover approximately 20 hours a week for 4 weeks) will be paid in two installments directly to the student. The first half of the stipend will be paid out after the first week of work and the remainder will be paid at the conclusion of the externship and completion of a post externship survey conducted by ACE National. If the company would like to extend the externship after the stipend period, the expectation is that the employer would pay the student a minimum of \$20/hour.

#### **Are there standard forms to simplify the process?**

Yes, PDF copies of the forms are available to help the student prepare for completion of the forms. We just need you to identify the student, provide contact information and that student will receive: W9, ACE Summer Workplace Experience Agreement, Emergency contact form and surveys.

#### **Are affiliates responsible for payment to students?**

No, ACE National will collect the documents and approve the student via an email to student and your affiliate. After the first week of the experience, ACE National will contact the organization to confirm the student has been attending and the first payment will be made. Final payment to the student will be made after the student completes the closing survey. At the end of the year, ACE will send a 1099 to each student with the details of the stipend.

#### **What responsibilities does the affiliate have?**

1. Identify organizations that will host a student
2. Identify Students for externships
3. Finalize the details of the summer position. (Start date, end date, etc.)
4. Have host firm sign a host agreement (provided by ACE National).
5. Provide agreement, contact name and email at organization to National