



SUMMER WORKPLACE EXPERIENCE: STIPEND EXTERNSHIPS

CONTACT INFO@ACEMENTOR.ORG AND REGIONAL DIRECTOR IF YOU HAVE ADDITIONAL QUESTIONS

PROCEDURES/STEPS

1) AFFILIATE IDENTIFIES STUDENT. AFFILIATE IS GUARANTEED 3 STIPENDS BUT MAY REQUEST MORE IF NEEDED.

2) ACE NATIONAL COLLECTS DOCUMENTS AND APPROVES STUDENT VIA EMAIL TO STUDENT AND AFFILIATE.

3) AFFILIATE SHARES EMERGENCY CONTACT INFORMATION WITH THE HOST COMPANY

4) AFTER THE 1ST WEEK OF THE EXPERIENCE. ACE NATIONAL WILL CONTACT THE ORGANIZATION TO CONFIRM THE STUDENT HAS BEEN ATTENDING AND THE 1ST PAYMENT WILL BE MADE.

5) FINAL PAYMENT TO THE STUDENT WILL BE MADE AFTER THE STUDENT COMPLETES THE **POST-SURVEY** SENT BY NATIONAL.

6) AT THE END OF THE YEAR, ACE NATIONAL WILL SEND A **1099 TAX FORM** TO EACH STUDENT WITH DETAILS OF THE STIPEND. FILING TAX RETURN WILL BE STUDENT'S RESPONSIBILITY.

ACE AFFILIATE/CHAPTER

CONFIRM HOST/COMPANY

IDENTIFY ORGANIZATION THAT WILL HOST STUDENT

FINALIZE DETAILS:
1) **START DATE**
2) **END DATE**
3) **LOCATION**
4) **MENTOR CONTACT**
5) **AFFILIATE TO ADD INFORMATION TO SHARED EXCEL FILE**

AFFILIATE TO ADD INFO TO:
ONLINE SHARED EXCEL FILE
UNIQUE LINK WILL BE SENT BY MWORHEIDE@ACEMENTOR.ORG

HAVE FIRM SIGN:
HOST AGREEMENT

RETURN AGREEMENT TO:
INFO@ACEMENTOR.ORG

MAKE SURE NAME AND CONTACT INFO OF THE ORGANIZATION IS INCLUDED

CONFIRM ACE STUDENT

IDENTIFY STUDENT

1) MUST BE REGISTERED IN DATABASE AS A CURRENT STUDENT OF ACE WITH CONSENT FORM ON FILE

2) MUST BE AVAILABLE TO COMPLETE THE EXPERIENCE DURING THE AGREED UPON PERIOD

AFFILIATE TO ADD STUDENT INFO TO:
ONLINE SHARED EXCEL FILE
UNIQUE LINK WILL BE SENT BY MWORHEIDE@ACEMENTOR.ORG

ONCE COMPLETE: STUDENT WILL RECEIVE EMAIL FROM NATIONAL TO COMPLETE THE FOLLOWING:

REQUIRED STUDENT DOCUMENTS THROUGH DOCUSIGN EMAIL (GUIDE)

W9

STUDENT SUMMER EXPERIENCE AGREEMENT

EMERGENCY CONTACT FORM

ONCE THE W-9 IS COLLECTED COMPLETE:

PRE-SURVEY