

Society of Hispanic Professional Engineers  
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AHETEMS

## **ACE MINI-GRANTS: PROCEDURES, FORMATS AND TIPS FOR A SUCCESSFUL PROJECT**

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# I. Summary

The Society of Hispanic Professional Engineers, Inc. (SHPE) firmly believes in enhancing the education of Hispanic students and positively influencing them to become tomorrow's science and technology leaders. To that extent, the Advancing Hispanic Excellence in Technology, Engineering, Math, and Science (AHETEMS) Foundation, a 501 (c) 3 non-profit entity, was created to support student educational programs and provide scholarships in science, engineering, and technology fields to college students, primarily Hispanics. Between 1974 and 2004, SHPE Inc. provided over \$3M in scholarship benefits. The organization carries out its programs through donations from private organizations and support from governmental agencies. The major role of SHPE is to provide scholarships for Hispanic students in science and technology. Now in its 36<sup>th</sup> year of outstanding service to the Hispanic community, SHPE continues to communicate with an extensive network of academic institutions, and locate, evaluate, and select qualified student candidates for scholarships.

SHPE and AHETEMS have created a SHPE Jr. Chapters Program (hereafter referred to as SHPE Jr.) to augment the success of high school students by providing scholarships, mentors, tutors and other resources to overcome persistent educational barriers and encourage students to pursue areas in science, technology, engineering and mathematics (STEM). SHPE Jr. will encourage and facilitate students to attend academic summer camps, participate and compete in programs such as the National Science Bowl®, local science fairs, and other engineering programs. The ultimate goal of SHPE Jr. is to increase the presence of Latino/as in STEM fields.

Advancing Careers in Engineering (ACE) is an innovative program developed to encourage and expose pre-college students to STEM career opportunities. By providing mini-grants to SHPE Jr. chapters, SHPE student chapters and SHPE professional chapters, chapters are able to conduct outreach programs at schools within their communities throughout the U.S. and Puerto Rico. Furthermore, ACE provides the opportunity for SHPE members to serve as role models and mentors to the youth, while enhancing their own leadership and academic skills. To that extent, SHPE recognizes that organization-based programs are among the most significant tools to influence the interest and capabilities of students in maximizing the educational benefits, which academic institutions provide.

The AHETEMS Foundation manages the ACE Mini-Grants. AHETEMS monitors and maintains records for each chapter's ACE activities to evaluate the impact the ACE initiatives have on our Latino/a students. AHETEMS will conduct annual program assessments and prepare reports discussing the impact of the ACE mini-grants.

This document, *ACE Mini-Grants: Procedures, Formats, and Tips For a Successful Project*, is designed to provide SHPE chapters with information on the 1) ACE mini-grant proposal narrative; 2) ACE implementation policies; 3) ACE program evaluation procedures; and 4) ACE Event Report requirements.

**The postmark deadline for ACE Mini-Grant proposals is April 15.**

## II. Introduction

The AHETEMS Foundation provides mini-grants through the Advancing Careers in Engineering (ACE) Program. The ACE Program provides the opportunity for SHPE members to conduct pre-college outreach activities in local SHPE communities. SHPE students and professionals are able to serve as role models and mentors to the youth, while honing their own leadership and academic skills.

Ultimately, ACE projects expose and encourage Latino/a pre-college students to pursue career opportunities in STEM. SHPE focuses on both enhancing the education of pre-college students and positively influencing them to become tomorrow's science and technology leaders. Specifically, SHPE compliments the success of pre-college students in the following ways:

- Builds self-esteem
- Conveys a positive attitude towards academic excellence
- Encourages and supports parental commitment to their children's education
- Increases awareness of engineering and science careers
- Provides support throughout the college application process
- Eases college accessibility to Latino/a students
- Increases college entrance rates of Latino/a students
- Creates cultural awareness of Latino/a contributions to STEM

## III. Statement of Need

According to the 2000 Census, Hispanics numbered over 35.3 million and represented 12.5 percent of the overall U.S. population. In 2003, Hispanics became the largest underrepresented ethnic/racial group, representing 14.4 percent of the total U.S. population. Yet, the growth of the Latino population is not echoed representatively throughout the educational pathway (Llaga & Snyder, 2003). Notwithstanding, it is an undisputed fact that Hispanics, as well as other minority groups, are not participating in STEM fields in numbers commensurable with their representation in our society and the Hispanic population is increasing at a faster rate than their increase in those fields.

Data from the National Science Foundation (Hill, 2002; Hill & Johnson, 2004) on baccalaureate degree earnings in engineering, the natural sciences, and biological sciences between Hispanics and other racial/ethnic groups indicate a disparity between Hispanics and Whites and Asian Pacific Americans in attaining baccalaureate degrees. Immediately noticeable is the substantial decline in the degree earning rates among Whites in engineering, the natural sciences, and the biological sciences. Yet, the degree earning rates of Hispanics have not increased at the same rate of the decimation of to fill in for Whites. In 2001, Hispanics earned only 7.3 percent of the baccalaureate engineering degrees awarded to U.S. citizens and legal residents.

In 1999, according to the National Science Board (2002), only 6.1% of the Hispanic science and engineering workforce was employed in the federal government.

Showing that Hispanics are not only underrepresented in the federal government, they are underrepresented in Corporate America and academia, areas of great need for STEM disciplines.

## IV. Goals/Objectives

The AHETEMS Foundation's goal is to perpetuate interest in education in STEM disciplines by serving as the backbone in academic excellence. With creative and educational programs developed by SHPE members, pre-college students are encouraged to pursue STEM careers. By targeting pre-college students through creative and educational SHPE programs via ACE mini-grants, there is a greater potential for motivating and guiding Hispanic students into STEM fields.

Fundamental principles such as teamwork, leadership, communication, organization, and planning are the key elements to a successful project and are the ingredients for tomorrow's leaders.

The objectives of AHETEMS include:

- Sparking curiosity in any STEM-related field
- Decreasing the Latino/a high school drop-out rate
- Preparing students to pursue undergraduate studies
- Promoting the pursuit of advanced degrees

## V. National Initiatives

AHETEMS has partnered with the National Science Bowl®, local science fairs and summer camps to facilitate successful outreach programs. AHETEMS encourages chapters to host competitions and facilitate student attendance at academic summer camps. Participation in the national programs and SHPE supported summer camps will increase the presence of Latino/as in STEM fields. Chapters interested in becoming active participants in these broader national partnerships should contact the AHETEMS Foundation.

***Officially recognized SHPE Jr. Chapters are eligible to apply for ACE Mini-Grant funding. Chapters are strongly encouraged to work with their SHPE Jr. representatives to submit ACE Mini-Grant proposals for SHPE Jr. chapter events.***

## VI. Required Documents

### LETTER OF AGREEMENT

The letter of agreement is a **contract** that states that the president and advisor, acting on behalf of the chapter's interests, agree to abide by the rules set forth by AHETEMS, Inc. **This document is required.** *A chapter will not be eligible for funding unless this document is included in the proposal.*

**ORIGINAL SIGNATURES ARE REQUIRED.** The letter of Agreement must include **ORIGINAL** signatures in **BLUE INK ONLY**. Scanned, electronic, or copied signatures will not be accepted.

By signing this agreement you agree to adhere to the following rules:

1. Complete and submit the ACE Event Report within thirty (30) days after the event is held.
2. Forfeit obtaining subsequent ACE funding until the ACE Event Report is completed and returned to the AHETEMS Foundation.
3. Spend money only on programs selected by the AHETEMS Foundation and approved in the ACE mini-grant proposal budget.
4. Return unused funds if a program is not executed, or if the actual cost of a selected program is less than the amount awarded, less forfeit obtaining ACE funding for two (2) consecutive years.
5. Forfeit obtaining ACE funding for two (2) consecutive years if a misappropriation of funds is discovered.

Refer to Appendix 3 for an example.

### LIST OF CHAPTER OFFICERS

The list of officers includes the name of the officer, year in school, office position, year in position, phone number, and email address. This provides the reader with contact information in case any questions arise. **This document is required.**

Refer to Appendix 4 for an example.

### ADVISOR'S LETTER

The advisor's letter is a recommendation from the chapter advisor, reinforcing the efforts of the chapter and commitment to support the chapter in delivering the outcomes of the program. **This document is required.**

## CALENDAR OF EVENTS

The calendar of events catalogs the chapter's events (meetings, conferences, etc.), including preparation for and execution of the ACE program. **This document is required.**

## VII. Procedures

The AHETEMS Foundation oversees the ACE mini-grant process including but not limited to proposal solicitation and selection, making awards and collecting chapter ACE Event Reports. The AHETEMS staff will prepare an ACE Annual Report, which will include briefs from chapter ACE Event Reports.

### CONTENTS

The ACE Mini-Grant proposal must contain the following items in the prescribed order:

1. ACE Cover Letter/Page
2. ACE Application Form with all necessary original signatures
3. Letter of Agreement with all necessary original signatures
4. Advisor's Letter of Support (Student Chapters Only)
5. List of Chapter Officers
6. List of Calendar Events
7. ACE Mini-Grant Proposal Narrative

### BINDING

Do not submit your proposal(s) in any special binding or folder, as those items only hinder the processing of the proposals.

### COVER LETTER/PAGE

It is imperative that both the correct mailing address for the SHPE Chapter AND the correct contact person are included on the ACE Application Form. All correspondence(s) will be mailed to the attention of that individual at the chapter mailing address.

***In the event that a check has to be reissued for a funded proposal at no fault of AHETEMS, the check cancellation fees and certified mail fees will be deducted from the award.***

Award checks will not be mailed until the fall semester of the next academic year. If there are any changes to the chapter mailing address or contact person, you are responsible for immediately notifying the AHETEMS Foundation.

SIGNATURES

**ORIGINAL SIGNATURES ARE REQUIRED.** The letter of Agreement must include **ORIGINAL** signatures in **BLUE INK ONLY**. Scanned, electronic, or copied signatures will not be accepted.

FORMAT

Proposals must be typed, single-spaced, in 12 pt, Times New Roman with 1-inch margins all around. **No special binding or printing will be accepted.** Student and professional chapters must submit one (1) original and two (2) copies of the ACE mini-grant proposal to the AHETEMS Foundation. Copies of the original proposal may be double-sided; however, the original must be single-sided.

You should ensure the quality of your proposal. Grammatical/spelling errors, poor sentence structure, or inadequate information will have point deductions.

Follow the examples provided to ensure you use the correct format for the narrative.

DEADLINES

Student and professional chapters must submit one (1) original and two (2) copies of the ACE mini-grant proposal to the AHETEMS Foundation.

The ACE mini-grant proposal must be postmarked by April 15. **Incomplete or late proposals will not be considered.**

Proposal Postmarked	April 15
Distribution of Award Checks	September 30
ACE Event Reports	Due within thirty (30) days after your ACE Event

PROPOSAL FEEDBACK

If a proposal is received by March 1, AHETEMS may review the proposal and contact a representative of the SHPE chapter to make corrections and/or submit additional materials by the original postmark deadline. Otherwise, if a proposal is not received with sufficient time, no corrective feedback will be provided. Incomplete or late proposals will not be considered.

ACKNOWLEDGEMENT

Upon receipt of the proposal, an acknowledgement will be mailed to the SHPE chapter.

## SELECTION

The ACE mini-grant proposals are peer-reviewed. The AHETEMS Foundation will approve a recommended amount and notify the SHPE chapter of the final decision regarding the submitted proposal. The funds will be distributed by September 30.

## VIII. ACE Proposal Narrative

The ACE proposal must include a detailed narrative that describes the contents of the proposed event. This narrative should provide sufficient information for the reviewer to identify the purpose, objectives, target audience, cost and outcomes of the proposed event. The following elements must be included in the proposal narrative.

### PROGRAM NAME

The program name is one of the most important elements because it provides the reader with a sturdy foundation of what your project entails. Event names must contain the organizations name as part of the programs name. The name for your program should be specific and no more than 10 words. The reader should be enticed to read further, as it should have some kind of key word that sparks interest.

### SUMMARY

The summary should be no more than a 100-word synopsis of your proposed event. It should highlight the intent of the event, uniqueness of the event, proposed cost, and proposed outcomes. Keep in mind that the summary will be utilized as abstracts for publications as needed.

### DATE(S) OF PROGRAM

Programs with a strong foundation, structure or implementation plan will indicate a program date(s). If a proposed program is recurring, the start and end dates of the program must be indicated. A generic time frame such as "spring 2007" or month/year (i.e. June 2007) indicates a weak proposal. ***Therefore, proposals, which do not have a specific program date(s) will not be considered.***

### PURPOSE

The purpose is a determinant of how much funding, if any, will be provided to your chapter. The purpose should be stated in a descriptive paragraph of 250 words or less. The purpose must include a statement formally requesting a proposed amount of money.

## AUDIENCE

**The program should primarily target Hispanic K-12 students.** If an event is not geared toward students in K-12, your program will be disqualified and no funding will be considered. It is important that you indicate the following information:

- Projected number of students
- Grade level(s) invited to participate
- Name of school(s) invited to participate
- Projected participation by ethnicity
- Program duration
- Subject matter covered, i.e., STEM subjects

## HISTORY

This section is intended to reveal the past results of your program. It is designed to give the reviewers insight into the effectiveness and organization of your program. You may find benefit in documenting some kind of reference material to useful for composing a new proposal.

This section should address, at minimum, the following questions:

- Has your chapter conducted this event before?
- What was the number of students who attended in past events?
- What was the previous budget ?
- Was the program funded by AHETEMS ?
- What were some of the lessons learned?

Please note that no points will be deducted if this is the first time the event is being held.

## PROGRAM PLAN

This section is one of the most arduous sections to compose as you must possess excellent organizational skills and be able to implement the program plan effectively. In order for your project to run smoothly, it must be well organized and well structured. Please dedicate your time to making this section accurate and detailed.

The ACE Coordinator should have a clear idea of each task and be able to provide a description of the task. Also, the ACE Coordinator should indicate the task owner, what the task entails, the start and end times, and the estimated cost of each task.

One separate page should be dedicated to this section in table formats: Tasks and Related Expenses (See examples on next page). This section is scored based on the articulation between the tasks and related expenses. It is imperative that you be as detailed as possible in listing all tasks that apply to the project and provide an

estimated cost for each task. The tables must provide the necessary information in detail.

Each task should pertain to the project, even though it might seem like a minute aspect, it is critical that you account for each item so as to prevent any unforeseen mishaps.

**Example: Tasks**

Task	Task Description	Task Owner	Start	End
Create ACE committee	Contact members in SHPE through phone and emails	Jesse Doe	5/1/06	6/1/06
Purchase supply donations	2 presentation boards (\$200), 50 books (\$100), 10 gallons of paint (\$200), 6 (\$1200), 5 engineering kits (\$500)	Jane Doe	7/1/06	7/7/06
Phone calls Chicago	Personal phone calls to company located in Chicago who will be providing engineering kits	Jesse Doe	7/1/06	7/15/06
Copies	Copies of program plan	ACE Coordinator	8/1/06	8/1/06
Contact high school	On-site meeting at HS where we will inform faculty of our program and the means by which we plan to accomplish it	Jane Doe	8/1/06	8/8/06
School visits	Make local school visits once per month for each person	Jesse Doe and Jane Doe	9/1/06	12/30/06

**Example: Related Expenses**

Task Description	Unit Cost	Number of Units	Total Cost
Create ACE committee: contact members in SHPE through phone and emails	\$ 0	100	\$ 0
Supplies			
2 presentation boards	\$ 100.00	2	\$ 200.00
Books	\$ 20.00	50	\$ 100.00
10 Gallons of paint	\$ 20.00	10	\$ 200.00
School buses	\$ 200.00	6	\$ 1,200.00
Engineering kits	\$ 100.00	5	\$ 500.00
Personal phone calls to company located in Chicago who will be providing engineering kits	\$ 0.53	100	\$ 53.00
Copies of program plan	\$ 0.10	400	\$ 40.00
Gas money for on-site meeting at HS where we will inform faculty of our program and the means by which we plan to accomplish it	\$ 5.00	1	\$ 5.00
Gas money to visit local schools once per month for four months for each person	\$ 5.00	8	\$ 40.00
TOTAL COST			\$ 2,338.00

## PARTNERSHIPS

Success is not brought about solely by one entity. Rather, success is a collective effort that requires teamwork and compromise. This section relates to your chapter's ability to network and form lasting relationships with other sponsors who share a common goal. The purpose of this section is three-fold and brings three equal benefits to your program:

1. It enhances your program by gathering fresh ideas and perspectives from outside sources. Other organizations have the potential to complement your goals and can only strengthen the integrity of your program.
2. The community impact can be greater if there are more sponsors aiding in the execution of the program. More sponsors can produce additional resources, which allow both parties to achieve a common goal.
3. Support from other organizations can provide your chapter with lasting relationships that can build better ideas and the potential to expand your program by redirecting your reliance from SHPE to other sources.

Each chapter must have at least two (2) partnerships such as other universities, SHPE chapters, organizations, or corporations. Your partnerships may include your own university if they are assisting in any manner, as well as any high school or elementary school that your chapter is targeting.

Please note, not all partnerships listed are expected to make monetary contributions. Their role in the success of the program is just as important as any financial donation.

Please identify your partners and their role and/or contribution to your program. Be sure to include the total monetary contribution accumulated from all sponsors using the table format below.

We encourage you to first consume the partners' monetary contributions for the expenses of the event. ACE Funding is disbursed to compliment your fundraising efforts. If at the conclusion of your event there are remaining ACE funds, all unused funds must be returned to AHETEMS. The check can be included with your ACE event report or mailed separately.

### Example: Partnerships

Source (Partner/Sponsor)	Role	Cost	Contribution
Local High School	Transportation *buses	\$ 1,200	\$ 1,200
ACE Funding	Funding	\$ 0	\$ 1,000
University	Facilities, pens, bags	\$ 500	In kind
SHPE professional	Mentoring	\$ 0	In kind
Total Monetary Contributions from partners:			\$3,000

## BUDGET

Upon completing the expenses and partnerships, you are ready to complete the budget section. The amount of money being solicited through the ACE mini-grant proposal should be based and supported by a table outlining an estimated budget, including sources of income and expenses taken from the previous proposal narrative sections.

The program budget must be able to stand alone as a single page document and provide an overall picture of the projected incomes and expenses.

### Example: Overall Event Budget

EXPENSES	
Create ACE committee: contact members in SHPE through phone and emails	\$ 0
Supplies	
2 presentation boards	\$ 200.00
Books	\$ 100.00
10 gallons of paint	\$ 200.00
School buses	\$ 1,200.00
Engineering kits	\$ 500.00
Personal phone calls to company located in Chicago who will be providing engineering kits, each Monday for 4 Mondays	\$ 53.00
Copies of program plan	\$ 40.00
Gas money for on-site meeting at HS where we will inform faculty of our program and the means by which we plan to accomplish it	\$ 5.00
Gas money to make local school visits once per month for four months for each person Jane Doe and Jesse Doe	\$ 40.00
Miscellaneous Expenses	\$ 400.00
<b>TOTAL EXPENSES</b>	<b>\$ 2,738.00</b>
INCOME	
University – In Kind	
Copies	\$ 40.00
High School – In Kind	
Buses	\$ 1,200.00
SHPE Professional Chapter	
Engineering Kits	\$ 500.00
ACE Program	\$ 1,000.00
<b>TOTAL INCOME</b>	<b>\$ 2,740.00</b>
<b>TOTAL REQUESTED FROM ACE PROGRAM</b>	<b>\$ 1,000.00</b>

Please see section VIII (next page) for information on unallowable expenses.

## OUTCOMES

The outcome of any situation is important because it is the end product of all efforts and labors expended on a project. Results drive demand for improvement and have the potential to provide insightful information for future efforts. The outcomes should reveal the improvements and effects you intend your program to make or have.

The following elements should be explained in detail:

- Improvements and effects your program will make and have
- Effects your program will have next year
- How it will be measured
- How will students be tracked (if any)

## EVALUATION

The evaluation section completes your ACE event and provides a plan for feedback. It should provide the reader with relevant information on what will be evaluated and what, if any, instruments will be used other than those mandated by AHETEMS.

## IX. ACE Mini-Grant Unallowable Expenses

The ACE Mini-Grants Proposal intends to support SHPE chapter efforts only with outreach programs to the K-12 community. To that extent, the AHETEMS Foundation **will not accept** the following requests for funding:

1. Proposals in excess of \$10,000
2. Proposals to fully or partially support other private, non-profit, federal or state programs. Such programs should pursue direct and formal partnerships with the AHETEMS Foundation.
3. Proposals for corporate tours
4. Proposals to fund events for unofficially recognized SHPE Jr. Chapters

In addition, the following expenses will not be funded:

1. Scholarships
2. T-shirts
3. Pencils, pens, bags

Meal functions will be considered at the following rate:

1. Breakfast – up to \$6.00/per person
2. Lunch – up to \$8.00/per person
3. Dinner – up to \$10.00/per person

## X. Proposal Review and Scoring

One of the elements taken into consideration in the proposal review is the overall presentation. That is, how well does this chapter present its efforts? The project proposal should contain important detail, as it will be a reflection of the chapter and the chapter's leadership. Therefore, it is completely unacceptable to submit a proposal if:

1. It has not been proofread.
2. It has not been spell-checked.
3. It is hand written.
4. You are not proud of your work.

Once the proposals are reviewed and scored, the projects are awarded monies based on the following:

1. The proposal score.
2. The amount the chapter requested.
3. The availability of ACE funds for the fiscal year.

### SCORING CHART

<b>Section</b>	<b>Max. Points</b>
Purpose/Description	7
Program Plan-Finance	35
Program Plan-Tasks	10
National Program	10
Partnerships	5
Audience/History	5
Outcome Essay	10
Overall Presentation	5
Calendar of Events	5
Advisor's Letter	5
List of Officers	3
Total	100

Point deductions will be made for grammatical and orthographical errors, improper sentence structure, etc. All information should be presently clearly and logically.

## XI. ACE Event Report

The purpose of the ACE Event Report is to demonstrate to our investors that the ACE programs coordinated by SHPE members are successful, well organized, and effective. It provides insight to the chapter's efforts and achievements and illustrates our impact

on students and community for further initiatives. The event reports are used for the following purposes:

1. Provide feedback to the student chapter to conduct better activities.
2. Demonstrate to corporate sponsors how their support is being utilized.
3. Document individual chapter efforts in accomplishing the ACE goals.
4. Provide an opportunity for the student chapters to showcase their accomplishments.

The ACE Event Report is **not** the End-Of-Year Report that is required by the SHPE National Office used in determining Chapter of the Year Awards. There is **no existence** of a separate ACE End-of-Year Report, only the ACE Event Report.

***Each chapter is required to submit an ACE Event Report within thirty (30) days of the completion of the event regardless if the event did not utilize its ACE mini-grant funds.***

***If an ACE event was funded by AHETEMS, and the ACE event report is not submitted to the AHETEMS Foundation within thirty (30) days of the date event, the chapter will not be able to apply for ANY future ACE funding until that report is received and their record is cleared.***

Failure to submit an event report may also disqualify the chapter from applying or receiving future funding from the AHETEMS Foundation. *In addition, points will be deducted from the chapter's End-Of-Year Report (EOYR) required by SHPE, Inc. for its national awards.*

A hard copy and an electronic copy of the ACE Event Report must be submitted. (Note: The Student Demographic Form, Student Evaluation Form, and the Student Contact Hour Log do not need to be sent electronically, but must be included in the hard-copy).

Include information from the **ACE Event Feedback Form** and the **ACE Student Evaluation Form**. Also include a copy of the **ACE Event Feedback Form** and any **ACE Student Demographic Forms**. Testimonials are strongly encouraged and may be included on a separate page.

Mail to:

AHETEMS, Inc.  
ATTN: ACE Event Report  
University of Texas at Arlington  
416 Yates St., PO Box 16019  
Arlington, TX 76019

## XII. ACE Forms/Documentation

The following forms **MUST** be signed or completed by **ALL** pre-college students participating in any ACE function. These forms must be signed or completed and kept on record in the local SHPE chapter office or submitted to the AHETEMS Foundation as needed and upon request. Eligibility for future ACE funding will largely depend on proper collection of these forms, as they assure our organization and your chapter legal protection and documentation.

### **ACE Student Liability Release, Parent Permission, Emergency Contact Form**

If you are hosting an event off the middle school or high school campus, you **MUST** have this form signed and completed by each pre-college student. No pre-college student may attend any off-site event, without having turned in this signed form. If students do not turn in this form, they **MUST** be sent home. These forms must be kept in your local SHPE office.

The intent of this form is to indemnify SHPE from any liability for the event and provides evidence that parental permission was provided for the student to attend the event away from the school.

### **ACE Student Photograph Release Form**

If your chapter intends to take photographs and/or video of your pre-college event, you **MUST** have the pre-college students authorize permission to have their photos and/or video taken. Students who do not grant permission cannot have their photos taken. All photos of pre-college events posted on any local, regional or national SHPE Web site or used in any local, regional or national SHPE publication including but not limited to brochures, newsletters, and magazines **MUST** have proof of photo release.

These forms must be kept in the local SHPE office and be readily available upon request from the AHETEMS Foundation.

### **ACE Student Demographic Form (ASDF)**

The existence of the ACE Program is dependent on support from private, corporate, institutional, and federal funding. Therefore, it is critical that accurate and complete metrics regarding ACE pre-college students are maintained. To that extent, the ACE Student Demographic Form (ASDF) is intended to serve that purpose. Every pre-college student that participates in any sponsored or non-sponsored ACE Program event must complete the form. There is a form for elementary students and middle school students and a form for high school students.

**Completed ASDFs must be returned to the AHETEMS Foundation as part of your ACE Event Report.**

AHETEMS recognizes that the duration and scheduling of the ACE events varies from one-time events that serve different students to repeated weekly/monthly activities such as tutoring, mentoring, meetings, and workshop presentations, which may serve the same student. Consequently, for those latter types of events, which are identical, repetitive, and serve the same student the ASDF *should be completed during the first meeting* with the student.

Bottom line, the ASDF ***MUST be COMPLETED ONCE***, during the academic year ***by each pre-college student*** that participates in the events.

### **ACE Student Contact Hour Log (ASCHL)**

If your ACE event/activity is a one-time event (does not repeat more than once each semester or quarter) you do not need to use this form. The time log should be used only if your ACE event/activity is ***REPETITIVE*** in form. In other words, you have a weekly or monthly tutoring, mentoring, workshop session, or meeting. It doesn't matter if your event/activity is attracting the same students or not. The intent of the Student Contact Hour Log is to record contact hours with students who attend the activities more than once.

***Completed ASCHLs must be returned to the AHETEMS Foundation as part of your ACE Event Report.***

### **ACE Student Evaluation Form**

The intent of this form is for evaluating the event/activity content. This form ***MUST*** be completed by each participating pre-college student at the end of your ACE event/activity. If you have a program, which repeats every week or month, have the students complete this form at the end of the semester or year.

The information from these forms should be tallied and analyzed and included in your ACE Event Report and used to improve your pre-college event in the future. We suggest you make copies.

### **ACE Event Feedback Form**

This is a critical part of the ACE program. The intent of this form is to serve as an executive summary of the event and should be used to write up your ACE Event Report.

Part I requires that documentation be recorded on the participants, the program, and actual partners/sponsors. It is important that statistical numbers on gender, ethnicity, budgets, and partner/sponsor involvement be provided. The more detailed information that is presented will reflect highly on your chapter's efforts.

Part II requires no more than a 2-page essay that summarizes the success/outcome of the program. Please include such things as:

- Overall success of the event

- Challenges overcome
- Improvements for next year

This form should be completed after the event has occurred and should be submitted to the AHETEMS Foundation as part of your **ACE Event Report**. If the event is repeating – i.e. mentoring, tutoring, meeting, workshop presentations hosted weekly or monthly - complete this form at the end of the last instance of that event.

## XIII. ACE Annual Report

The AHETEMS Foundation will compile an ACE Annual Report from the ACE Event Reports. This annual assessment will be prepared to demonstrate the diversity and impact SHPE is having within our communities.

## XIV. Appendices

1. ACE Mini-Grant Proposal Components
2. ACE Mini-Grant Proposal Cover Page
3. ACE Mini-Grant Proposal Letter of Agreement
4. ACE Mini-Grant Proposal List of Chapter Officers
5. Sample Request for Sponsorship
6. ACE Liability Release, Parent Permission and Emergency Contact Form
7. ACE Photograph Release and Consent Form
8. ACE Student Demographic Form – Middle School
9. ACE Student Demographic Form – High School
10. ACE Student Contact Hour Log
11. ACE Student Evaluation Form
12. ACE Event Feedback Form

Appendix 1



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



ACE MINI-GRANT PROPOSAL  
COMPONENTS

The following is a checklist to help guide the development of your ACE mini-grant proposal in the preferred arrangement. Please refer to the detailed explanations in Section VIII

**Page 1**

**I. Program Name:** \_\_\_\_\_

(Please be descriptive in 10 words or less)

**II. Program Summary:** \_\_\_\_\_

The summary should be no more than a 100-word synopsis of your proposed event.

**Page 2**

**III. Program Purpose:**

On a separate page, please provide a brief description of the program in 250 words or less. At the end, please include a statement indicating the amount requested from the ACE Program.

**Page 3**

**IV. Date of Program:**

Indicate the **EXACT** scheduled date(s) of the program.

**V. Audience of the Program: (Note: ACE funds are for K-12 programs only)**

What grade level(s)? \_\_\_\_\_ How many students? \_\_\_\_\_

Name of School (s)? \_\_\_\_\_

Program Duration? \_\_\_\_\_

Subject Matter Covered? \_\_\_\_\_

**Page 4**

**VI. History of Event:**

Has your chapter done this event before? Yes / No

If yes, complete the following questions:

How many students attended before? \_\_\_\_\_

What was your previous budget? \_\_\_\_\_

Did you get ACE funding for this event before? \_\_\_\_\_

What were some of the lessons learned? \_\_\_\_\_

**Page 5**

**VII. Program Plan:**

On a separate page, please provide a task and expense list utilizing the table formats below. Please be as detailed as possible in listing all tasks and expenses that apply to the program. Please utilize as many rows as needed. The final row in the expense table should include a budget total as shown below.

**Example: Tasks**

Task	Task Description	Task Owner	Start	End

**Example: Related Expenses**

Task Description	Unit Cost	Number of Units	Cost
<b>TOTAL COST</b>			<b>\$ 0.00</b>

**Page 6**

**VIII. Partner(s)/Other Sponsor(s):**

Please list all potential partners or sponsors of the program including the partnering school(s), other SHPE chapters, other organizations, corporate sponsors, etc. The final row should include a total of monetary contributions from all partners/sponsors.

Source (Partner/Sponsor)	Role	Cost	Contribution
ACE Funding	Funding	\$1000	\$1000
University	Facilities, pens, bags	\$ 500	In kind
SHPE professional	Mentoring	\$ 0	In kind
<b>Total Monetary Contributions from partners:</b>			<b>\$1000</b>

**Page 7**

**IX. Budget:**

The program budget should be able to stand alone as a single page document and provide an overall picture of the projected incomes and expenses. It should include the amounts listed in the Related Expenses Table and Partners/Sponsors Table.

**Page 8**

**X. Outcomes:**

On a separate page, please answer the following questions in **1,000** words or less:

*What improvements/effects will your program make/have?*

*How will you measure it?*

*Will you be tracking the students? If so, how?*

**Page 9**

**XI. Evaluation:**

The evaluation section should provide the reader with relevant information on what will be evaluated and what if any instruments, other than those mandated by AHETEMS, will be used.

Appendix 2



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



ACE MINI-GRANT PROPOSAL  
COVER PAGE

Proposal Title: \_\_\_\_\_

Official SHPE Chapter Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Chapter Mailing Address: \_\_\_\_\_

Chapter President's Name: \_\_\_\_\_

Chapter President's e-mail: \_\_\_\_\_

Chapter President's phone: \_\_\_\_\_

Proposal Author's Name: \_\_\_\_\_

Proposal Author's e-mail: \_\_\_\_\_

Proposal Author's phone: \_\_\_\_\_

Chapter ACE Coordinator's Name: \_\_\_\_\_

Chapter ACE Coordinator's e-mail: \_\_\_\_\_

Chapter ACE Coordinator's phone: \_\_\_\_\_

Advisor's Name (Student Chapters only): \_\_\_\_\_

Advisor's Mailing Address: \_\_\_\_\_

Advisor's e-mail: \_\_\_\_\_

Advisor's phone: \_\_\_\_\_

**NOTE: Award checks will be mailed to the chapter mailing address listed above. Please ensure that the address is correct.**

Appendix 3



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



ACE MINI-GRANT PROPOSAL  
LETTER OF AGREEMENT

Date: \_\_\_\_\_

The representatives of \_\_\_\_\_ Chapter understand that their application is not complete until they have submitted the ACE Event Report required after the completion of each program. The representatives agree to complete the report by 30 days after each event and submit the report to the AHETEMS office at:

AHETEMS, Inc.  
ATTN: ACE Event Report  
University of Texas at Arlington  
PO Box 19019  
Arlington, TX 76019-0019

***If said report(s) is/are not fully completed and returned to the AHETEMS office 30 days after each event, the representatives of this chapter understand that they forfeit obtaining any future ACE funding until that report is received and their record is cleared.***

It is crucial that AHETEMS, Inc. receives these reports so that it may fully account to its sources of funding as to the use of these monies. By not submitting these reports, this chapter jeopardizes the future of all SHPE programs that obtain ACE funding.

The representatives also understand that they may request funding for more than one program, but that they may not receive funding for all of the programs. AHETEMS, Inc. will notify the chapter as to the amount allocated for the ACE programs and as to specifically what programs this amount has been allocated for. The representatives understand that they can **only** spend the allocated monies on the programs selected by AHETEMS, Inc. If the selected program is not executed, or if the actual cost of a selected program is less than the amount allocated/awarded, the unused or remaining funds must be returned to AHETEMS with the ACE final report. If AHETEMS, Inc., discovers a misappropriation of funds allocated through the ACE Program the representatives of this SHPE chapter understand that they forfeit obtaining ACE funding for two (2) academic years.

I, \_\_\_\_\_ President of \_\_\_\_\_ Chapter understand my responsibility and will see to it that the ACE Event Reports are completed and submitted.

Signature: \_\_\_\_\_

I, \_\_\_\_\_ Advisor of \_\_\_\_\_ Chapter understand the impact of these reports and agree to ensure that said reports are completed and submitted.

Signature: \_\_\_\_\_

Appendix 4



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



ACE MINI-GRANT PROPOSAL  
LIST OF CHAPTER OFFICERS

Chapter Name \_\_\_\_\_

College/University \_\_\_\_\_

<u>Name</u>	<u>Year</u>	<u>Office Held</u>	<u>Email</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Appendix 5



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



SAMPLE REQUEST FOR SPONSORSHIP

Date

Ms. Amanda Shpe  
416 Yates St  
PO Box 16019  
Arlington, TX 76019

Formatted: English (U.S.)

Dear Ms. Shpe,

I would like to thank \_\_\_\_\_**[company's name]**\_\_\_\_\_for considering this proposal to support the ACE \_\_\_\_\_**[name]**\_\_\_\_\_event.

SHPE, Inc. was created to support student educational programs and provide scholarships and internships in science, engineering, and technology fields to college students, primarily Hispanics. The organization carries out its programs through donations from private organization and support from governmental agencies. Now in its 36<sup>st</sup> year of outstanding service to the Hispanic community, SHPE continues to communicate with an extensive network of academic institutions, and locate, evaluate, and select qualified student candidates for scholarships and internships.

Again, thank you for your consideration and if you have any questions regarding this proposal, please feel free to contact my by phone at \_\_\_\_\_or by email at \_\_\_\_\_.

Sincerely,

Name  
Student Chapter Outreach Coordinator

**NOTE: Be sure to attach a description/narrative of the program and your ACE mini-grant proposal budget.**

Appendix 6



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



LIABILITY RELEASE, PARENT PERMISSION AND EMERGENCY  
CONTACT FORM

I hereby state that I, \_\_\_\_\_, am the custodial  
**parent/legal guardian (please print)**  
parent or legal guardian of \_\_\_\_\_, a minor. I therefore, grant  
**student (please print)**

permission for this student to attend/participate in any sponsored field trips or to attend any authorized activities as part of the ACE Program.

I understand that the Society of Hispanic Professional Engineers, Inc. (SHPE) and its affiliated staff will not be liable for any unauthorized leave by the above named student. I further understand that such unauthorized leave will be the responsibility of the student and the parent or the legal guardian as the signatory below.

I, \_\_\_\_\_, release and save harmless SHPE and any and all of  
**parent/legal guardian (please print)**

its employees or volunteers from any and all liability for any and all harm arising to my son/daughter as a result of the field trips and/or activities, and waive any claims against them.

In the event of an emergency and if neither emergency contact can be reached; I, the undersigned, authorize SHPE to take any emergency medical measures deemed necessary for the care and protection of my child. This includes, if necessary, treatment by a physician, paramedic, and/or transfer to the hospital. I give permission for limited treatment for minor illness and/or injuries. In case of emergency, the student will be referred to the nearest medical facility for care at the expense of the parent or under insurance provided by the student's insurance.

Students should immediately report any injury or illness symptom to the chaperone or SHPE. Failure to report such a condition would be the sole responsibility of the student, and SHPE would not be held responsible in case the situation worsens.

**In case of emergency, please contact the following:**

Emergency Contact #1	Emergency Contact #2
Name _____	Name _____
Relationship _____	Relationship _____
Home Phone (____) _____	Home Phone (____) _____
Work Phone (____) _____	Work Phone (____) _____

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student (PLEASE PRINT)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Age of Student

\_\_\_\_\_  
Name of School

Appendix 7



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



PHOTOGRAPH RELEASE AND CONSENT FORM

Name of Student: \_\_\_\_\_

Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

I, \_\_\_\_\_ hereby, give permission to the  
**Parent/legal guardian (please print)**

Society of Hispanic Professional Engineers, Inc. (**SHPE**) to photograph or video tape my  
child, \_\_\_\_\_, only during their participation in the ACE pre-

**Student (please print)**

college program. I further give permission to use their photographs and statements  
featuring their involvement in the ACE pre-college day activities; for SHPE publication  
purposes during or after this event.

\_\_\_\_\_  
Parent/Guardian Signature Date

Parent/Guardian Telephone: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

\_\_\_\_\_

*Please note: When photograph, videos, or quotes are used in SHPE's publications a  
copy of the publication is sent to the school*

Appendix 8



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



STUDENT DEMOGRAPHIC FORM  
ELEMENTARY/MIDDLE SCHOOL

What GRADE are you in? (circle one): 5      6      7      8

I am a: (circle one): Boy      Girl

How OLD are you? (circle one): 9      10      11      12      13

Are you Hispanic? Yes    No    I don't know

The NAME of my SCHOOL is: \_\_\_\_\_

The CITY of my SCHOOL is: \_\_\_\_\_

My MOM graduated from high school? Yes    No    I don't know

My MOM went to college?                    Yes    No    I don't know

My MOM graduated from college?        Yes    No    I don't know

My DAD graduated from high school?    Yes    No    I don't know

My DAD graduated went to college?      Yes    No    I don't know

My DAD graduated from college?        Yes    No    I don't know

Do you have brothers or sisters in college?                    Yes    No

Do you have brothers or sisters who graduated from college?                    Yes    No

Do you pay lunch at school?                    Yes    No    I don't know

Do you have lunch tickets or meal card?    Yes    No    I don't know

Do you like MATH:      A Lot    Some    A little    Not at All

Do you like SCIENCE:    A Lot    Some    A little    Not at All

Do you want to go to college?      Yes    No    I Don't Know

What do you want to be when you grow up? \_\_\_\_\_

Have you come to a SHPE event before?    Yes    No    I Don't Know



**If you are in grades 9 – 12 completed this section.**

**CHOOSE ONE:**  I have taken the PSAT  I plan to take the PSAT  I will not take the PSAT

**How many AP classes have you completed?** 0 1 2 3 4 5 6 7 8 9 10+

**How many AP MATH classes have you completed?** 0 1 2 3 4 5+

**How many AP SCIENCE classes have you completed?** 0 1 2 3 4 5+

**How many Honors classes have you completed?** 0 1 2 3 4 5 6 7 8 9 10+

**How many Honors MATH classes have you completed?** 0 1 2 3 4 5+

**How many Honors SCIENCE classes have you completed?** 0 1 2 3 4 5+

**Please include your name, email address, and mailing address:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Street**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

Yes  No **I give SHPE permission to place me on their mailing list and/or email list to receive information about college opportunities including scholarships.**

**If you are in 12<sup>th</sup> grade, complete this section.**

**CHOOSE ONE:**  I have taken the ACT  I plan to take the ACT  I will not take the ACT

**CHOOSE ONE:**  I have taken the SAT  I plan to take the SAT  I will not take the SAT

**CHOOSE ONE:**  I have submitted the FAFSA  I plan to submit the FAFSA  I will not submit the FAFSA

**My approximate high school GRADE POINT AVERAGE is:**

95 – 100 (A+ or 4.00)

90 – 94 (A or 4.00)

85 – 89 (B+/B- or 3.50 – 3.99)

80 – 84 (B or 3.00 – 3.49)

75 – 79 (C+/B- or 2.50 – 2.99)

70 – 74 (C or 2.00 – 2.50)

65 – 69 (D+/C- or 1.50 – 1.99)

60 – 64 (D or 1.00 – 1.49)

59 and below (F or below 1.00)

**I APPLIED to the following COLLEGES/UNIVERSITIES:**

\_\_\_\_\_  
**I have been ACCEPTED to the following COLLEGES/UNIVERSITIES:**

\_\_\_\_\_  
**I would PREFER to ATTEND this ONE COLLEGE/UNIVERSITY:**

Yes  No **I give SHPE permission to contact me for additional information.  
If, YES, please include your name and mailing address in the section above.**





Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



STUDENT EVENT EVALUATION FORM

What **GRADE** are you in? (circle one): 5 6 7 8 9 10 11 12

How **OLD** are you? (circle one): 10 11 12 13 14 15 16 17 18

I am a: Male Female

How much did this event **MOTIVATE** you to attend college?

Very Much  Much  Some  Very little  Not at All

How much did this event **MOTIVATE** you to pursue science or engineering?

Very Much  Much  Some  Very little  Not at All

Would you be **INTERESTED** in coming to another event by SHPE?

Very Much  Much  Some  Very little  Not at All

What was your **MOST FAVORITE** part of this event?

What was your **LEAST FAVORITE** part of this event?



Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program



STUDENT EVALUATION FORM

What **GRADE** are you in? (circle one): 5 6 7 8 9 10 11 12

How **OLD** are you? (circle one): 10 11 12 13 14 15 16 17 18

I am a: Male Female

How much did this event **MOTIVATE** you to attend college?

Very Much  Much  Some  Very little  Not at All

How much did this event **MOTIVATE** you to pursue science or engineering?

Very Much  Much  Some  Very little  Not at All

Would you be **INTERESTED** in coming to another event by SHPE?

Very Much  Much  Some  Very little  Not at All

What was your **MOST FAVORITE** part of this event?

What was your **LEAST FAVORITE** part of this event?



**Society of Hispanic Professional Engineers, Inc.  
Advancing Careers in Engineering (ACE) Program**



**EVENT FEEDBACK FORM**

Event Name	
Chapter Name	
ACE Coordinator's Name	
ACE Coordinator's Email	
ACE Coordinator's Phone	
College/University (if student chapter)	
Advisor's Name (Student Chapters only)	
Date(s) of Event	
Event Actual Cost	

**Income and Partner/Support Sources**

Source (Partner/Sponsor)	Cost	Support Type
Example: ACE Funding	\$1000	\$1000
Example: University Facilities, pens, bags	\$ 500	In kind
Example: SHPE professional – mentoring	\$ 0	In kind
# of College Student Participants	# of Professional Participants	
# of SHPE College Student Participants	# of SHPE Professional Participants	
# of Pre-College Teacher Participants	# of Parent Participants	

**Pre-College Participants ONLY**

# Female	# African American	# Grade 12
# Male	# American Indian	# Grade 11
	# Asian	# Grade 10
	# Hispanic	# Grade 9
	# White	# Grade 8
	# Other	# Grade 7
	# Unknown	# Grade 6
		# Grade 5
		# Grade PK – 4

**Participating Elementary/Middle/Jr. High Schools and High Schools**


## **SUMMARY**

Please type a summary no more than two (2) pages in length using the following format: 1-inch margins, single-spaced, and in 12 pt Times New Roman. Summarize the event, addressing the following: *overall success/failure of the event, outcomes, challenges, and suggestions for improvements*. Optional: You may also attach testimonials from event participants and organizers and any media your event received.