

ACE Cheat Sheet: Helpful Hints When Applying

New for the 2007 ACE Award

Chapters must initiate 5 percent of the education students at the college or university if no additional pre-initiation requirements are in place OR 10 percent when there are outlined pre-initiation requirements.

1. Be sure to follow the application instructions.
 - a. For example, use a three-ring binder to display your work and include a cover page with contact information, written on official college/university letterhead.
2. Clearly label each section of the application portfolio.
 - a. Use tabs to identify each section. For each item listed in section 1, use a different page and label each one.
3. Do not include documentation of the minimum standards.
 - a. For example, do not include initiation programs, RIF certificates (unless they are used as documentation for a criteria), copies of submitted annual reports, or Convocation certificates.
4. Try to highlight as many chapter programs as possible.
5. Include as many pictures as possible. Given a choice of including an advertising flyer for the event or a page of pictures, the pictures should be included.

*Examples of documentation/programming for each section
are on the main ACE page of the KDP Web site.*

*Contact your chapter resource consultant for more suggestions or
information about applying for an ACE Award.*