



Accepting the Challenge of Excellence (A.C.E.) Award

High School Counselor/Student Packet





Instructions for the Counselor

Please review the following key points to ensure a smooth and successful scholarship process:

1. Distribution of Scholarship Information
 - a. The Exchange Club in your area will determine with you the correct number of nominations for your school.
 - b. Identify eligible students and provide them with an updated application and instructions.
 - c. Be sure to indicate your submission deadline.
 - d. Guide the student in completing the application accurately and in a timely manner.
 - e. Make sure you have a separate PDF for each Student application.
2. Verification and Graduation Certification
 - a. Provide a Counselor's Narrative | SECTION 1 of the Application for each student.
 - i. Not to exceed 500 words
 - ii. Describe in detail the students' challenge, how they overcame it, and the student's outlook for the future
 - iii. This narrative must be typewritten
 - b. Certify that the student is eligible to graduate from high school this year.
 - c. Please ensure each student application includes the signatures of school officials and parents/guardians.
 - d. Note: Emphasize how your students overcame their problems and outlook for the future. The judges heavily rely on these items when grading each of the students.
3. Monitoring and Support
 - a. Monitor the progress of the student you've nominated for the award to ensure a timely submission
4. Submission Instructions
 - a. Only on-time applications will be accepted.
 - b. Include a 5" x 7" high-resolution jpeg photo of each student with the application.
 - c. Students submit their application online or via PDF.
5. Important Dates
 - a. All Student Applications via PDF or electronic form must have been submitted to the Club for consideration by February 28th, 2025
 - b. CA/NV District A.C.E. Luncheon | June 7th & 8th , 2025 in Irvine California.



Submission Deadline:

Date Back to Counselor:

Sponsoring Club:

Club Chairperson's Name:

Chairperson's Address:

Mobile Phone Number:

E-mail Address:

SECTION 1: Prepared by School Official/Counselor

Student's Name on Award:

Student's Name:

Male:

Female:

Address:

City:

State:

Zip Code:

Student's E-mail: address:

Phone Number:

Date of Birth:

High School:

Parent or Guardian Name:

Address:

City:

State:

Zip Code:

Parent or Guardian E-mail Address: Phone
Number:

School Official/Counselor's Name:

Address:

City:

State:

Zip Code:

School Official/Counselor E-mail address:
Phone Number:



Counselor's Narrative:

Narrative: (not to exceed 500 words). Describe the student's problem and how it was overcome, including implications for the future. This narrative is written by a School Official/Counselor:



Instructions for the Student

Please provide and review the following key instructions with your students to ensure a smooth and successful scholarship process:

1. **Important Club Deadline**

- a. Please give your completed application to your high school counselor before the date at the top of page 3. Your counselor will forward your application to the Club.

2. **Familiarize Yourself with the Application**

- a. If you have questions regarding the application, please contact your counselor.

3. **Nomination Form**

- a. **SECTION 1** | Your counselor will complete this section of the application.
- b. **SECTION 2** | Completed by You {Student}

4. **Essay Requirements - Narratives A & B**

- a. **Narrative A:** Describe the most significant challenge you have overcome in high school that you are most proud of.
- b. **Narrative B:** Describe how you will work to make the future a better place to live.

5. **Essay Guidelines:**

- a. Essays MUST be typewritten for submission.
- b. Essay word count is 250 words or less each.
- c. Your counselor can transcribe your essays if you cannot access a computer.
- d. Save this completed PDF as a New file and forward back to your counselor.
 - i. Example: 2025YOY_YOURSCHOOL_YOURFIRSTLASTNAME
 - ii. Email completed application to include parents signature back to your counselor.
- e. Note: The better the narratives look and read, the better the final evaluation.

6. **Club Winner:** The club will honor the winners at a local event and you will be notified by April 18th.

- a. Winners will be nominated to the District for consideration of a district award.

7. **District Winner:** Winners from the club's will be considered for the district award.

- a. This year's winner must attend our District Convention that will be held on June 7th & 8th 2025 in Irvine, California.
- b. The winners will be notified of the time and place prior to April 18, 2025. The Award will be presented on June 8th, 2025.

8. **National Winner:** The A.C.E. winner will each be entered, automatically, in the National Exchange Club's A.C.E. Contest.

- a. Winners will receive their award at the National Exchange Club Convention held from July 9th – 13th.
- b. The winners must be able to attend the National Convention. National will make all travel arrangements.



SECTION 2 — *Prepared by Student*

Narrative A (not to exceed 250 words): Describe the biggest challenge you have overcome in high school that you are most proud of - Total 50 points.



SECTION 2 — Prepared by Student

Narrative B (not to exceed 250 words): Describe in your own words your plans for the future to make your community and world a better place to live. Total 50 points.



Counselor/Parent/Club Officer Certification

Must be filled out in its entirety

In accordance with the established rules and regulations of The National Exchange Club, we certify that the above-named student has participated in listed activities and achievements and will graduate this year.

(Student's name)

will graduate

this year from

High School.

Signature of School Official

Date:

Signature:

Name:

Signature of Parent/Guardian

Date:

Signature:

Name:

Signature of Club President

Date:

Signature:

Name: