



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 [March 14th](#).
 - 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. Late submissions will not be accepted after March 14th.

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: 2025ACE_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: