



ACE PLUS "Adopt" Program Request to Collaborate Form

● **SECTION FOR CLASSROOM TEACHERS TO COMPLETE:** Date of Initial Request _____

Teacher Name _____ Teacher CAP ID# _____

Teacher Email _____ Teacher Cell # _____

School Name, Physical Mailing Address with City, State, and ZIP (Not P.O. Box)

Before this form is submitted, the classroom teacher needs to register for the [ACE program](#), the foundational program of the ACE Plus "Adopt" program.

- Please confirm you have registered for the ACE program for 5th, 6th, 7th and/or 8th grade classrooms. _____ (Y) (Grade 5 will register for and use 5th gr curriculum; grades 6-8 will register for and use 6th grade ACE curriculum.)

Specify the number of ACE students in each grade level to be adopted. (If none in some grades, enter O.)

5th _____ 6th _____ 7th _____ 8th _____ Total # of females _____ Total # of males _____

Title 1 School?? ___(Y) or ___(N) * Save your ACE materials shipped to you for your CAP team to teach the lessons.)

Other info (such as preferred days or times for squadron to meet with students; in person or virtual needs; etc.)

● SECTION FOR CAP SQUADRONS TO COMPLETE:

Squadron Charter # and Full Squadron Name _____

Squadron PoC for Program: Rank, Name, Title (CC or AEO) _____

Squadron PoC's Preferred Mailing Address with City, State, and ZIP (Not P.O. Box) – to ship additional ACE Plus materials

PoC's Email Address _____ PoC's Cell # _____

- After the class is assigned an adoptive squadron, the CAP squadron POC should submit this fully-completed form to the [Wing Director of AE \(DAE\)](#) AND to adopt@capnhq.gov.
- The CAP NHQ (adopt team) will then use this completed form for processing and shipment of [ACE Plus materials](#) to squadron PoC.

***This form designates that **both** parties are willing to work together to complete the ACE Plus program, as follows:

- 1- Squadron and teacher plan at least three dates for lesson delivery (virtual or in person).
- 2- Ensure cadets and adults are prepared to teach the lessons for optimum student attention and interest.
- 3- Plan additional activities, lessons, field trips, demos and/or speakers, as is desired & convenient for both.
- 4- Have CAP cadets share info about the CAP cadet program with students.
- 5- Present end-of-program ACE certificates and complete [ACE Plus end-of-year program evaluation form](#).
- 6- Ensure students who are photographed have media permission forms on file at school. (CAP will be using photos on social media and in CAP publications at times.)