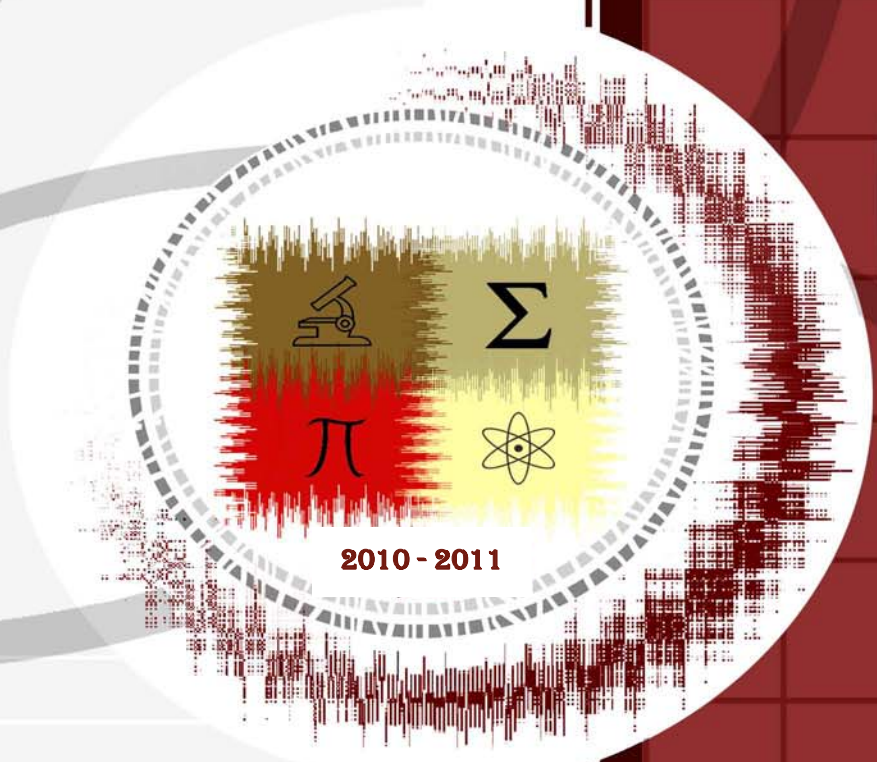


ADVISOR HANDBOOK



NM MESA, Inc.
ADVISOR HANDBOOK

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MISSION

Empower and motivate New Mexico's culturally diverse students with science, technology, engineering, and math (STEM) enrichment.

VISION

Diverse, well educated, professionals who reach their full potential as leaders through Math, Engineering, Science, and technology Achievement.

EDUCATIONAL OUTREACH AND ACTIVITIES

- Tutoring/study skills
- Advanced studies
- College and career counseling
- Field trips and academic competitions
- Leadership development
- Summer programs
- Scholarship incentives
- Elementary school outreach
- Teacher professional development
- Parental support
- Community service
- Business collaboration/outreach

HISTORY

The NM MESA program is based on a model that originated in 1970 at the University of California, Berkeley. Founded in 1982, NM MESA has grown dramatically. Statewide programs currently provide thousands of middle, junior, and high school students with year-round support and career guidance.

GOALS

NM MESA is designed to increase the number of culturally diverse students in the professions related to science, technology, engineering, or mathematics (STEM). Since a disproportionately small number of African Americans, Native Americans, and Hispanics are represented in these professions, NM MESA programs primarily support the academic achievement of students from these backgrounds. Through NM MESA's efforts, participating students receive the educational enrichment experiences and practical help they need to achieve academic excellence and prepare for college majors in STEM fields.

STATEWIDE OFFICE

NM MESA, Inc.

2808 Central SE
Albuquerque, NM 87106
(505) 366-2500 or (800) 544-2617
Fax: (505) 366-2529
Hours of Operation: 8:00 am – 5:00 pm

EXECUTIVE DIRECTOR

Toney Begay

Office: (505) 366-2500 or (800) 544-2617
Cell: (505) 328-2471
E-Mail: tbegay@nmmesa.org

DEPUTY DIRECTOR

Linda Andrews

Office: (505) 366-2506 or (800) 544-2617
Cell: (505) 205-3464
E-Mail: landrews@nmmesa.org

EXECUTIVE ASSISTANT

Pamela Caudill

Office: (505) 366-2500 or (800) 544-2617
Cell: (505) 328-7083
E-Mail: pjc@nmmesa.org

ACCOUNTING TECHNICIAN

Helena Kirkwood

Office: (505) 366-2502 or (800) 544-2617
Cell: (505) 228-0123
E-Mail: hkirkwood@nmmesa.org

Information Technology Manager

Fred Youberg

Office: (505) 366-2503
Cell: (505) 850-3289
Fax: (505) 366-2529
E-Mail: fredyouberg@nmmesa.org

PROGRAM COORDINATOR

Anita Gonzales

Mailing Address: NMHU TEC #113
PO Box 9000
Las Vegas NM 87701
Office Location: New Mexico Highlands University
Teacher Education Center, #113

Office: (866) 614-2487
Cell: (505) 718-9517
Fax: (505) 426-2013
E-Mail: anita@nmmesa.org

NM MESA Regional Coordinators

CENTRAL INNER REGION

Julie Cervantes

Mailing Address: 2808 Central SE, Suite 122
Albuquerque, NM 87106
Office Location: University of New Mexico Campus
Centennial Engineering Center, Room 2099

Office: (505) 277-5066
Cell: (505) 328-3074
-Fax: (505) 277-9676
E-Mail: jcervantes@nmmesa.org

CENTRAL OUTER REGION

Jonathan Roehlk

Mailing Address: 2808 Central SE, Suite 122
Albuquerque, NM 87106
Office Location: University of New Mexico Campus
Student Service Center, Room B-22

Office: (505) 277-2766
Cell: (505) 331-6908
Fax: (505) 277-0144
E-Mail: jroehlk@nmmesa.org

NORTH REGION

Shaundina Watson

Mailing Address: NMHU TEC #113
PO Box 9000
Las Vegas NM 87701
Office Location: New Mexico Highlands University
Teacher Education Center, #113

Office: (505) 426-2021
Cell: (505) 328-4053
Fax: (505) 426-2013
E-Mail: swatson@nmmesa.org

NORTH CENTRAL REGION

Nena Villamil

Mailing Address: 2808 Central SE, Suite 122
Albuquerque, NM 87106
Office Location University of New Mexico Campus
Student Service Center, Room B-21

Office: (505) 277-0180
Cell: (575) 649-9179
Fax: (505) 277-0144
E-Mail: nvillamil@nmmesa.org

SOUTHEAST REGION

Betty Chancey

Mailing Address: ENMU-R, LRC Room 112
P.O. Box 6000
Roswell, NM 88202
Office Location: Eastern New Mexico University-Roswell Campus
LRC, Room 112

Office: (575) 624-7129
Cell: (505) 918-1879
Fax: (575) 624-7432
E-Mail betty@nmmesa.org

SOUTHWEST REGION

Monica Blea

Mailing Address: New Mexico State University, Dept 3MSA
Box 30001
Las Cruces, NM 88003

Office Location: New Mexico State University Campus
Walden Hall, Room 204

Office: (505) 646-1382 or (800) 746-1382

Cell: (575) 202-7399

Fax: (505) 646-1169

Email mblea@nmmesa.org

WEST REGION

Shawndean Parker

Mailing Address: University of New Mexico. Gallup
Calvin Hall, Room 154
200 College Road
Gallup, NM 87301

Office Location: University of New Mexico. Gallup Campus
Calvin Hall, Room 154

Office: (505) 863-9251

Cell: (505) 350-9645

Fax: (505) 722-9174

E-Mail sparker@nmmesa.org

The NM MESA school advisor has the responsibility for operation of the school program on a regular basis during the school year.

STATEWIDE MEETINGS

MESA Advisors are required to attend (or be represented at) the Professional Development Conference (PDC); the Regional Advisor Meetings (RAM); Winter Design competition; and MESA Day (if team qualifies at Winter Design). New Advisors are required to attend the New Advisors Training at PDC.

MAJOR DUTIES

Communication

- Meets with NM MESA Regional Coordinator on a regular basis to discuss and plan NM MESA activities for the school program
- Maintains regular communication with Regional Coordinator, students, teachers, school administration, and parents regarding grades and participation in the program

Administration

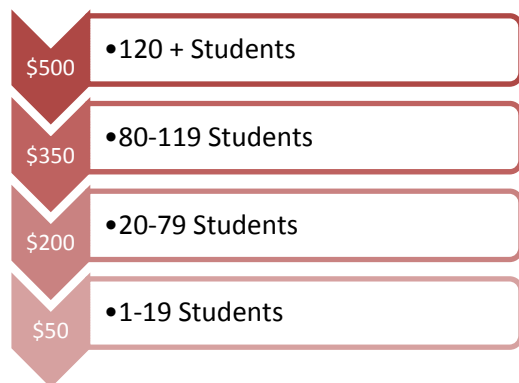
- Selects students based on NM MESA program requirements
- Recruits a minimum of 20 students
- Maintains student records (attendance, incentive awards, tutoring, activities, etc.) in MIMS database. (MIMS User Manual can be found at <http://nmmesa.org>)
- Completes initial, mid-year, and end of the year evaluations
- Provides supervision of NM MESA student activities on a regular basis
- Creates and provides supervision of a tutoring program
- Ensures that all student forms have been completed and submitted correctly by the required date to the Regional Coordinator

Coordination

- Provides opportunities for guest speakers (recommendation of three per semester), special science related projects, career exploration, fundraising. Coordinate with Regional Coordinator for the following: fieldtrips, leadership activities, and service learning
- Plans regular meetings, tutoring sessions, team-building activities, and mini-competitions
- Meets with student officers regarding events, meetings, new ideas, etc.
- Encourages an active parent component
- Provides curriculum counseling
- Encourages participation in additional math, science, or technology related events (i.e., awards, tutoring programs, math contests, science fairs)

ACTIVITY FUNDS

NM MESA will provide schools with funds for programs, based on available resources. The number of student profiles (with an A-1 received) in the database on October 15, 2010 determines the amount of funds.



The Activity Funds are to be used for supplies, student awards, and other various items necessary for MESA activities.

The checks will be made out to the school MESA program and sent to the Advisor's home address.

CODE OF CONDUCT

Advisors and chaperones should remember that they represent NM MESA and their school district during all school and MESA activities.

- Advisors and chaperones shall serve as positive role models for students and set good examples in conduct, manners, dress, and grooming.
- Advisors and chaperones shall maintain the highest standards of conduct and act in a mature and responsible manner at all times when engaged in MESA activities or in the presence of MESA students.
- Advisors and chaperones must not engage in activities which violate federal, state, or local laws or which, in any way, diminish or compromise the integrity, efficiency, or discipline of the NM MESA program.
- Advisors and chaperones will maintain appropriate professional behavior while working with students and refrain from harassment, malicious or prejudicial treatment, and abridgement of student rights.

- Advisors and chaperones shall not consume or use any controlled substance, including alcohol and tobacco, while engaged in MESA activities or in the presence of MESA students with the exception of medications prescribed by a physician which do not impair work performance or judgment.
- Advisors and chaperones are prohibited from using confidential student information acquired by virtue of their associations with NM MESA for their individual or another's private gain.
- Advisors and chaperones shall not knowingly falsify student records kept for the administration of the NM MESA program and the NM MESA Incentive Award Program.
- Advisors and chaperones shall observe and uphold all behavioral, safety, and procedural guidelines governing conduct of teachers as set forth by the school district in which they are employed.

STIPENDS

Additional stipends (in addition to stipend paid by districts) are provided to Advisors if MESA meetings are not held during regular school hours. This means when meetings are held:

- in the summer before school starts
- on a weekend
- on a school day beginning before or continuing after regular school hours

MILEAGE

NM MESA will provide mileage reimbursement for only one Advisor per school to MESA events in order to encourage carpooling.

PERFORMANCE WATCH

NM MESA school programs' activity levels will be formally evaluated at the end of each school year. Programs failing to meet the minimum activity levels specified below will be placed on Performance Watch for the following school year. This will result in the following actions:

- A letter announcing the Performance Watch decision and signed by the MESA Executive Director and the appropriate Regional Coordinator will be sent to the Advisor, the Advisor's Principal and the District Superintendent.
- The letter will include the reasons that the program is being placed on Performance Watch for the following school year. The letter will also include a proposed improvement plan to help get the program "back on track". Programs failing to meet the required minimum

activity levels by the end of the following school year may be terminated at the sole discretion of NM MESA, Inc.

- A school program terminated under these conditions will not be eligible to reapply to NM MESA for one complete school year after its termination becomes effective.

Criteria for a NM MESA school program being placed on Performance Watch at the end of a school year.

Less than	20 registered (A1 on file) students <i>(not applied to first-year programs)</i>	By the end of the School Year.
	18 student meetings	
	12 tutoring sessions	
	1 Leadership	
	2 Parent Meeting	
	1 Service Learning	
	3 Workshop, Speaker, or Field trip activities	

School failed to participate in	Regional Design	By the end of the School Year.
	One (1) other Academic Competition	
Advisor failed to	Attend at least two scheduled RAMs	
	Attend PDC (if scheduled)	
	Attend scheduled site visits	
	Provide proper administration for the school program i.e. timely paperwork, data entry, and meeting various deadlines. Communicate with MESA administration in a timely manner.	

ELIGIBILITY GUIDELINES

NM MESA students should meet the following guidelines:

- Submit Parent Permission Form (A-1) to MESA Advisor.
- Submit Student Profile Form (A-2) to MESA Advisor. Student information will be entered into MESA Information Management System (MIMS).
- Attend MESA meetings, minimum of 10 per year.
- Participate in tutoring sessions, minimum of five per year.
- Participate in MESA activities and competitions, minimum of two per year.
- Demonstrate a high standard of behavior while participating in NM MESA events.
- Earn C's or better in math, science and English classes, and maintain an overall GPA of 2.0.
- **MESA students that participate in illegal activities such as, but not limited to, possession or consumption of alcohol and/or drugs, theft, or vandalism, relinquish their current and future membership in NM MESA, Inc.**

RECRUITMENT

Steps in selecting new students for NM MESA:

- Find eligible students.
- Ask math and science teachers for recommendations of students who meet the NM MESA guidelines.
- Screen students for the program using student lists provided by other teachers and counselors. Regional Coordinators are available to assist as necessary.
- Ask selected students to complete the Student Interest Survey Form. These forms determine whether or not students' interests include going to college and careers that might need further math or science study.
- Invite all potential NM MESA students to a NM MESA enrollment meeting.
- Give students who express an interest in NM MESA a packet with the following forms: **Parent Permission Form (A-1), Student Profile (A-2), and Student and Parent Field Trip Agreement Form (A-3)**. Attach any additional information you may want to include on your school's NM MESA program.
- Input student data (A-2) into the NM MESA database (MIMS) and write an entry date on the hard copies. It is highly recommended to create individual student folders to store these forms. These forms are required to be with the advisor at all times on field trips, at competitions, etc. NM MESA Advisors are responsible for ensuring that all NM MESA Student Profile Forms are complete and entered into the database by the required dates.
- Parent Permission Form (A-1) forms **MUST** be turned into NM MESA in order for students to participate in any activity or event. This is **MANDATORY**.
- A student is not an official NM MESA member until the Student Profile (A-2) is entered into the database by the Advisor and the Parent Permission Form (A-1) is submitted to the Regional Coordinator. Only official students are eligible to participate in MESA activities.

ADVISOR MEETINGS

Advisors should attend all regional and statewide meetings; refer to the calendar of events for dates. Always bring your Advisor Handbook along with any forms/paperwork due.

STUDENT MEETINGS

Typical meetings include the following agenda items:

- Attendance and Announcements
- Items of Business – Deadlines, Upcoming Events, etc.
- NM MESA Team Building Activity
- Activity (guest speaker, projects, competitions, etc.)
- Next Meeting/Activity—Date/Time/Location

PARENT MEETINGS

One NM MESA parent meeting per semester is required. Your Regional Coordinator will gladly help facilitate these meetings. One suggestion is to include the orientation for new parents as part of a career exploration/industry program.

A suggested agenda is as follows:

- Overview of NM MESA goals and objectives
- Minimum membership requirements
- Incentive Award Program and eligibility (high schools only)
- Calendar of Events, Fundraising/Service Learning Ideas
- Financial Aid Workshops
- Ways parents can help their students excel in school
- Organize a parent support group—sign forms, elect officers, discuss parental involvement in NM MESA

SPECIAL MEETINGS

Recruitment Meeting – Beginning of the year

- Strategies
 - Members may invite interested friends
 - Ask science and math teachers for recommendations
 - Send invitations to identified students in all science and math classes
 - Place recruitment flyers/information in the school newspaper, announcements, hallway bulletin boards, and math and science classrooms
 - Create an activity that will get students excited about math, science, and engineering

- Agenda
 - Regional Coordinator presentation
 - Review minimum program requirements and Incentive Award information
 - Engaging activity (i.e. scavenger hunt, brainteaser math activity, oral directions activity, real-life scenario activities, building activity, forensics, speaking event, or debate)

PRESIDENT

This office carries a high degree of status, so it is recommended to set standards for candidates, and possibly reserve it for juniors or seniors.

The duties of the President may include:

- Chair regular student meetings
- Work closely with the NM MESA Advisor to assist with and coordinate all NM MESA activities
- Supervise work assigned to the other officers

Examples of tasks which need regular attention are:

- Conduct regular meetings
- Plan field trips and leadership workshops
- Schedule individual conferences with college counselors, engineers, or scientists
- Organize committees for special activities
- Disseminate information about summer programs, jobs, or scholarship information.

VICE PRESIDENT

This office might be reserved for juniors or seniors.

Duties include:

- Act in the absence of the president
- Take responsibility for some of the tasks listed above

SECRETARY

Duties include:

- Keep attendance at regular meetings and tutoring sessions
- Record return of any forms which have been distributed

If two secretaries are needed, a recording secretary can be responsible for the above duties. A corresponding secretary can write thank you letters to volunteers who have participated in the program.

TREASURER

Since students do not pay dues to participate in the NM MESA program, the job of the treasurer does not include collecting funds.

Duties include:

- Support the tutoring program by keeping tutoring records
- Help organize fund-raising activities
- Assist other officers as necessary

TUTORING

The NM MESA tutoring program requires all students to attend at least 12 one-hour tutoring sessions per year as part of their commitment to the NM MESA program and to qualify for the Incentive Award monies for that year. They may be assigned either to a study group or an individual tutor. NM MESA students should also be encouraged to take part in community or department tutoring sessions either as tutors or as students who need additional tutoring or study opportunities.

Other Advisor Responsibilities for Non-Payment Tutoring Sessions:

- Select a room where students can either study on their own or receive tutoring. Schedule the times this room will be available
- Select peer tutors from students who completed each subject the year before and received at least a "B" final grade
- Students enrolled in the same classes can also form study groups of four to five students
- Maintain records of who attends sessions either as tutors or for tutoring assistance
- Have sessions for students who may be falling behind as indicated by progress reports from math, science, and/or English classes

CAREER COUNSELING

One of the major purposes of the NM MESA program is to provide students with as much information about math, science, and engineering as possible so that students can make intelligent choices within the STEM fields.

It is important for NM MESA Advisors to work closely with the NM MESA Regional Coordinator in order to give students a variety of experiences which broaden the base of information for selecting a particular STEM specialty.

NM MESA Advisors should use as many resources (counselors, career days, guest speakers, etc.) as possible in building a comprehensive collection of career information and ensure that students take advantage of these resources.

LEADERSHIP

A critical component to the NM MESA program is student leadership development. MESA sponsors leadership activities that are intended to provide students with a well-rounded perspective and a wide range of real-life skills. Participation in leadership activities or events is voluntary and the responsibility of the student. Each region in the state will have a budget to pay for MESA leadership activities, the amount depending on available resources. All trips or activities for which payment is sought must be pre-approved by the Regional Coordinator. Coordinate with your Regional Coordinator to facilitate these events.

Each year NM MESA sponsors such leadership activities as:

- A legislative process workshop to inform students of the current legislation that supports NM MESA. Students seek out their legislators for dialogue in support of NM MESA legislation and visit the legislative session.
- Workshops on financial aid, team building, college application, ropes courses, etc.

FIELD TRIPS/ACTIVITIES/SPEAKERS

The major purpose of MESA activities and field trips is to give NM MESA students some personal contact with the broad spectrum of options and opportunities available in STEM fields.

All Field Trips/ Activities/ Speakers that require MESA funds, need to be facilitated through the Regional Coordinator. If an Advisor wants to take their own trip, they need to coordinate it through their respective Regional Coordinator.

Activities and field trips may be planned with the Regional Coordinator. The electronic Field Trip Application Form (B-4) must be used if funds are requested for payment of the activity. Each region will have a budget to pay for MESA activities, the amount depending on available resources. All trips or activities for which payment is sought must be planned and approved by the Regional Coordinator. Please see *The How-To Guide for Planning* for tips on how to prepare for a field trip.

The Student and Parent Field Trip Agreement Form is required before participating in any NM MESA event. No student may participate without these forms.

WINTER DESIGN

Winter Design is a regional competition that occurs between November and February. It is a qualifying event for MESA Day. In keeping with the MESA mission, Advisors are encouraged to assemble teams that are representative of the ethnic and gender diversity of their school and MESA enrollment.

MESA DAY

The NM MESA Annual MESA Day is a state-wide competition designed to encourage the concept of problem solving through teamwork. It salutes NM MESA students for their commitment to academic excellence and reinforces the NM MESA mission for preparing students for college majors and careers in math, engineering, and science. Students are invited to attend MESA Day by qualifying at the Regional Winter Design. Please see the MESA Day Handbook for more details.

COLLEGE TRIPS

NM MESA is a college preparatory program that gives middle school and high school students the opportunity to experience college. Students may stay on a college campus, attend classes, or compete in mini-competitions. Several New Mexico universities offer a visit to NM MESA students. Follow the field trip list to set-up college trips. NM MESA schedules college visits on the master calendar. Please check with the Regional Coordinators for details.

SERVICE LEARNING

Students get points for service learning (formerly known as give-back). Each MESA program is required to participate in at least one service learning event per year; it is mandatory for the Incentive Award. Service learning is designed to give students the chance to give back to their community. Ideas for service learning include, but are not limited to, judging elementary science fairs, campus clean-up, or an environmental awareness event. In order for students to get credit for service learning events, it must be offered to every MESA student. Students cannot get credit for service learning points from MESA by individual community service opportunities. Service learning opportunities must be offered to the entire team in order for students to get credit towards their Incentive Awards.

EVENT/ACTIVITIES GLOSSARY

Activity Classification	Description
Advisor Meeting	Meetings scheduled by MESA staff for Advisors. Includes all yearly RAMs and other such meetings as required.
College Visit	A visit to a NM institute of higher education for the purposes of college recruitment and exposure to college life. Typically planned by MESA staff for high school juniors and seniors.
Service Learning	An activity typically planned by Advisors in which students volunteer time and effort in projects benefiting their school or their community. Must be a school approved activity. (Previous title was "Giveback".)
Competition - Academic	A competitive activity for students that challenges their knowledge and understanding of academic topics, especially in STEM disciplines.
Competition - MESA Day	An annual, statewide, academic competition open to all qualified MESA students in New Mexico who won the right to participate at their Regional Design.
Competition - MESA USA	An annual, statewide, engineering competition open to all qualified MESA students in New Mexico, budget permitting. This event happens twice during the year: once at the state level where NM teams are chosen and again at the national level where they compete against teams from other MESA states.
Competition - Regional Design	An annual, regional, academic competition open to all qualified MESA students within the region. Used as a pre-qualifying competition for MESA Day.

Activity Classification	Description
School Sponsored Academic Activities	Examples include: Debate Club, National Honor Society, FAA, DECA, ROTC, and Student Senate. (Participation in these activities MUST be documented with the signature of school sponsor.) Does NOT include: sports, band, orchestra, cheerleading, etc.
Field Trip	An activity typically planned by the Regional Coordinator for schools in which the students travel away from their school in order to experience new or novel STEM related activities and learning. Advisors may work with RC if they would like to take their own field trip.
Fundraising	An activity typically planned by an Advisor for their students which allows the group to earn money for use in MESA related activities. Must be a school approved activity.
Leadership	Any activity in which MESA students are exposed to personal or leadership development information. Examples of personal development include: communication skills, time management, controlling stress, and other "life skills". Examples of leadership development include: conducting effective meetings, managing conflict, team building, strategic planning, coaching, delegating, and learning about local, state, and federal governance.
Meeting - Parent	Meetings for the parents of MESA students to provide information about MESA and its activities and to encourage their participation in the program. Also includes year-end award ceremonies for MESA students.

Activity Classification	Description
Meeting - Student	The recurring (weekly) meetings held at each MESA school for the MESA students. Agenda is typically club business, preparation for upcoming competitions and other STEM related activities.
Other programs	Non-school sponsored activities and programs in which MESA students participate and which further MESA's goals of personal and professional growth; leadership development and knowledge in the math, engineering, and science disciplines. Examples include: Scouting and 4H. (Participation in these activities MUST be documented with the signature of the adult sponsor of the program.)
Tutoring	Academic tutoring sessions (1 hr.) during which MESA students either receive help or provide tutoring to other students. Does NOT include paid tutoring.
Workshop / Speaker	Special events planned for MESA students in which they learn specific skills and/or have the opportunity to hear a presentation by an invited speaker on a topic in alignment with MESA goals

ORIENTATION MEETING

All parents or guardians of NM MESA students will be invited to an orientation meeting on the MESA program early in the fall. The orientation will familiarize the parents with the goals and objectives of NM MESA. At the orientation, hand out the Parent Questionnaire and Parent Group Agreement forms found on the NM MESA website at <http://nmmesa.org>.

ACADEMIC SUPPORT

Parents can provide support to NM MESA academic activities in a variety of ways:

- Supervise tutoring/study group sessions
- Host study groups in their homes
- Car pool students to regular study sessions
- Act as tutor/resource volunteers

CAREER AWARENESS

Some NM MESA parents are professionals in math or science based fields and can serve as role-models for NM MESA students.

- Assist in organizing field trips to companies where they are employed
- Speak to groups of NM MESA students
- Help supervise field trips on weekends and holidays

IN-SERVICE

Parents can be involved in activities that will help them supervise the study habits of their children effectively, ultimately reinforcing NM MESA goals and objectives:

- Attend presentations on procedures for applying for admission to college, financial aid, scholarships, and college survival skills
- Attend workshops on how to select an appropriate college
- Participate in training sessions that will equip them to conduct workshops for other parents
- Attend sessions that train parents to become speakers who share the NM MESA story with community groups

FUNDRAISING

Parents often like to sponsor social events that not only bring the NM MESA group together but also raise funds for educational activities. Some that have been suggested include:

- Car Washes
- Candy sales
- Food sales at school
- NM MESA booths at holidays and other fairs
- Dances & music festivals

Parents can occasionally obtain contributions from civic, church, and social organizations to which they belong.

MEDIA POLICY

If members of your local newspaper or other media contact you or your school for press coverage of a NM MESA related activity, refer them to the Regional Coordinator. Coverage received by individual programs is a reflection of the overall NM MESA image.

When an article does appear in your local newspaper, please forward a copy to the Regional Coordinator. Copies of media coverage are often included in proposals to funding sources and the Annual Report.

If you wish to include information in NM MESA's newsletter, *Vision*, contact your Regional Coordinator. You may also provide regular updates for the NM MESA web page (<http://nmmesa.org>) by contacting your Regional Coordinator.

PROBLEMS/CONCERNS

When concerns, controversial issues, or problems arise, effective communication is imperative. The communication procedures for student and parent concerns are as follows:



PLANNING FIELD TRIPS

Field Trip – Time Line

The following time line is a general guide for planning a field trip. Each region handles transportation differently. Contact your Regional Coordinator and school district for your specific field trip process. It's recommended to plan at least one trip per year. Start brainstorming ideas at the beginning of the school year. Decide if you want to do an overnight trip or a day trip. An overnight trip will take much more planning.

Three months before the trip:

1. Contact your Regional Coordinator (RC) for planning the field trip.
2. RC works with Advisor and school district transportation to decide on a date.
3. Work with Regional Coordinator to decide on a venue and contact group reservations. RC will get the following information: chaperone requirements, if the venue will provide a guide, cancellation policy, total cost, directions, and the lunch situation.
4. Fill out the required paperwork: Contact your school bookkeeper to get the correct forms and fill them out correctly.

One month before the trip:

1. Create and send out a school permission slip that has been approved by your principal, and be sure that all A-1 and A-3 forms are filled out. Be sure to include lunch arrangements, what students need, Advisor and venue contact information, parent chaperone request, and an agenda with the permission slip. Students cannot travel without having these forms completely filled out. These forms have to be with the advisor at all times during any kind of trip.
2. Verify reservations with your Regional Coordinator who verifies with the field trip venue and the bus barn
3. RC will make sure the payment arrangements have been made. (Check has been sent ahead of time, or bookkeeper knows when to cut the check)
4. Submit the electronic MESA B-4 Form. Contact your Regional Coordinator if you have questions. This form **MUST** be filled out in order for MESA to cover the costs. If the B-4 is not filled out and **approved by MESA**, your program will end up paying for the trip.
5. The cost of the field trip, if approved, will be deducted from the region's MESA budget.

Two weeks before the trip:

1. Collect paperwork and remind students to turn in forms if they have not been received.
2. Create a list of students that will be attending the field trip. Send out the list via e-mail or a notice in the teachers' mailboxes, so the staff knows what students will be out of school.
3. Send another list of students attending the field trip to the attendance office/secretary.
4. RC verifies payment arrangement with bookkeeper.

5. Advisor verifies chaperones
6. Regional Coordinator creates activity in MESA database. Advisor's responsibility to make sure the Regional Coordinator has the correct list of students who attended field trip.
7. Advisors are welcome to do field trips on their own, with their own funds, and will need to create those activities in MIMS, as well as enter the participation for their students.

One day before the trip:

1. RC verifies reservations with the field trip venue and the bus barn
2. Advisor verifies directions and prints out a copy
3. Advisor puts all forms in a folder (A-3 and school permission slips): Put a bag together with the folder of forms, directions, a travel first-aid kit, money for bus driver's lunch, and extra money in case students forget, and contact numbers of Regional Coordinator, principal or school contact, field trip venue, and the MESA office.
4. Advisor gets any items/forms the field trip venue may require, such as name tags, photo release forms, etc.
5. Advisor prints a copy of the Activity Sign-In Sheet from MIMS, and faxes to RC for entry. If school is taking a field trip on their own, without MESA Regional funds, Advisor enters event and participation into MIMS.

PLANNING WINTER DESIGN

Winter Design

Beginning of the year:

1. Attend Regional Advisor Meeting and Professional Development Conference (PDC). These meetings are designed to give Advisors all the information to run a successful MESA team. All the events are explained and outlined, and parameters are finalized.
2. Make copies of the event guidelines for the students
3. Create meetings that give students an opportunity to experience events.
4. Let students pick their event, or assign students according to ability and interest. See MESA Day Handbook for rules and regulations.
5. Practice, Practice, Practice!

Two-Three Months Prior:

1. Make sure all profiles are entered and A-1's are sent to the Regional Coordinator, so students are eligible to compete
2. Fill out and submit the electronic B-4 form and any other travel forms required by your district. Turn these forms in 2-3 months prior to competition
3. Set up a bus if necessary. Follow steps in field trip section

One Month Prior:

1. Let your Regional Coordinator know if you plan to attend Winter Design. Fill out any appropriate forms and return to your Regional Coordinator.
2. Create and send out a school permission slip and be sure that all A-1 and A-3's are filled out. Remember to make sure A-1's are given to the Regional Coordinator. Be sure to include lunch arrangements, what students need, Advisor and venue contact information, parent chaperone request, and an agenda with the permission slip. Students cannot travel without having these forms completely filled out. These forms have to be with the advisor at all times during any kind of trip.

The Day of Winter Design:

1. Print an Activity Sign-In sheet from MIMS and bring items required to travel. (A-3, and school permission slips, directions, a travel first-aid kit, money for bus driver's lunch and extra money in case students forget their lunch, and contact numbers of regional coordinator, principal or school contact, field trip venue, and the MESA office.
2. Take attendance and use it for registration at the event.
3. Encourage students to do their best.

After Winter Design:

1. The Regional Coordinator will create an activity in MIMS and enter students that participated.

PLANNING COLLEGE TRIPS

College Trips

1. Follow the NM MESA master calendar for scheduled college visits
2. Create and send out a school permission slip and be sure that all A-1 and A-3's are filled out and A-1's are sent to the Regional Coordinator. Be sure to include lunch arrangements, what students need, Advisor and venue contact information, parent chaperone request, and an agenda with the permission slip. Students cannot travel without having these forms completely filled out. These forms have to be with the advisor at all times during any kind of trip.
3. Check with Regional Coordinator for transportation arrangements. Many times Regional Coordinators will coordinate transportation for a college visit
4. Register online per instructions given by Program Coordinator.
5. Research the university.
6. Print a student sign-in sheet and bring items required to travel. (A-3 and school permission slips, directions, a travel first-aid kit, money for bus driver's lunch and extra money in case students forget their lunch, and contact numbers of regional coordinator, principal or school contact, field trip venue, and the MESA office.)

High School Information

ADDITIONAL HIGH SCHOOL ADVISOR DUTIES

- Reviews student schedules to ensure the achievement of four credits of college preparatory math, science, and English
- Helps students prepare for ACT and SAT
- Ensures all high school juniors are scheduled to take the PSAT, ACT, and/or SAT
- Teaches resume writing skills
- Provides students with information about scholarships
- Encourages students to be active in junior and senior years in order to remain eligible for Incentive Awards
- Encourages students to attend Senior Incentive Trip and submits required paperwork to Program Coordinator via online Cvent instructions, (NM MESA gives seniors a chance to earn a Senior Incentive Field Trip. Such trips have previously included NASA. Specific requirements along with an application process must be completed to be invited to attend. MESA does not cover the entire cost of the trip.)

ADVISOR RESPONSIBILITIES

NM MESA offers an Incentive Award to dedicated students that meet all requirements. The Incentive Award is monetary compensation up to \$1000. Explain carefully to all NM MESA students the guidelines for Incentive Awards - Refer to the Parent Permission Form (A-1). It is important to stress that students must actively participate in NM MESA both their junior and senior years in order to receive any Incentive monies earned.

- Set up procedures for entering activities of students for Incentive Awards and senior profiles into database.
- Submit senior transcripts and any applicable college transcripts to Regional Coordinator by June 15, 2011
- Provide a social security number or a green card number

STUDENT/PARENT RESPONSIBILITIES

- Reads the explanation on A-1 form to see the requirements for the Incentive Awards.
- Student and parents sign A-1 form each year.
- Understands and agrees that the NM MESA Incentive Award payments may be payable directly to the Scholarship Office of the college or university he or she is attending
- Understands and agrees the Incentive Award earned by the student will be held for up to 16 months after graduation.
- Understands and agrees that failure to meet ALL the NM MESA eligibility requirements will constitute voluntary relinquishment of all rights of the student to any Incentive Award money
- Understands and agrees that final authority on interpretations of the NM MESA Incentive Award is the sole responsibility of NM MESA. All inquiries regarding awards for the 2010-2011 school year must be received no later than December 31, 2011 to be considered.