



ADVISOR CONTRACT

This agreement made and entered into on ___/___/_____ by and between NM MESA, Inc., and _____.

Please fill out the following information:

Mailing Address: _____

Phone Numbers: W _____ H _____ C _____

E-mail address (commonly used): _____

**Advisor Agrees To:
(Initial each item)**

- | | |
|---|---|
| 1. _____ Abide by the Advisor’s Code of Conduct as written in the Advisor’s Handbook. | 10. _____ Provide tutoring for students as needed. |
| 2. _____ Serve as a member of the NM MESA, Inc., Advisory Council if elected. Elections will take place annually at the commencement of the school year. | 11. _____ Coordinate three to five MESA activities (field trips, guest speakers, and one to two leadership activities). |
| 3. _____ Recruit and maintain a program with a minimum of 20 students. | 12. _____ Participate in regional and state MESA competitions. |
| 4. _____ Maintain student roster, profiles, and activities via MESA Information Management System (MIMS). Falsification of this data will result in removal from program. | 13. _____ Hold one parent meeting annually. |
| 5. _____ Collect Parent Permission Forms (A-1) from all MESA students and submit to regional coordinator. | 14. _____ Attend all regional and statewide meetings. |
| 6. _____ Collect Student Profile Forms (A-2) from all MESA students and enter into MIMS. | 15. _____ Participate in two-four school site visits. |
| 7. _____ Collect Student and Parent Field Trip Agreement Forms (A-3) from all MESA students. Forms should be accessible during MESA activities and updated as necessary. | 16. _____ Encourage students to take standardized tests (ACT, SAT, etc.), if applicable. |
| 8. _____ Hold regular weekly student meetings. | 17. _____ Encourage students to achieve academic excellence through participation in all academic endeavors provided by NM MESA, Inc., the school, and others. |
| 9. _____ Monitor students’ grades to determine eligibility and tutoring needs. | 18. _____ Support the NM MESA, Inc., mission, “Empower and motivate New Mexico’s culturally diverse students through science, technology, engineering, and math (STEM) enrichment.” |
| | 19. _____ Sign the Advisor Overnight Contract. |

ONLINE DATABASE USER AGREEMENT: The MESA Information Management System (MIMS) is to be used with discretion. All those who use MIMS should always consider the privacy of the students. Since misuse of MIMS could result in the breach of a child’s privacy, Advisors are responsible for the security of their usernames and passwords. Obvious misuse by an Advisor may include, but is not limited to, sharing login name and password with students; using information for personal or commercial use; or allowing a student to view confidential information on MIMS. Such misuse is not the responsibility of NM MESA, Inc., but of the Advisor(s) responsible for the safeguard of that information.

I understand that compensation and other benefits agreed upon between myself, my school district, and NM MESA, Inc., are dependent upon the fulfillment of the duties and responsibilities of the position. I understand that failure to fulfill these duties and responsibilities may result in disciplinary action against me, up to and including the termination of the Advisor Contract.

Advisor Signature/Date

Principal Signature/Date

Advisor Name (Printed)

Principal Name (Printed)

School Name/District

Regional Coordinator Signature/Date