



As of July 2014

ADVISOR CONTRACT

B-1

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

Mailing Address: _____ Phone: W _____
H _____

E-mail address (commonly used): _____ C _____

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

- | | |
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| 1. _____ Abide by the Advisor’s Code of Conduct as written in the Advisor’s Handbook. | 10. _____ 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. |
| 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. _____ Maintain student roster, profiles, and activities via MESA Information Management System (MIMS). Falsification of this data will result in removal from program. |
| 3. _____ Support the NM MESA, Inc., mission, “Empower and motivate New Mexico’s culturally diverse students through science, technology, engineering, and math (STEM) enrichment.” | 12. _____ Monitor and use the MESA website, www.nmmesa.org for information. |
| 4. _____ Attend all regional and statewide meetings. | 13. _____ Hold regular weekly student meetings. |
| 5. _____ Participate in two-four school site visits. | 14. _____ Hold one parent meeting annually. |
| 6. _____ Sign the Advisor Overnight Contract. | 15. _____ Coordinate MESA activities. |
| 7. _____ Recruit and maintain a program with a minimum of 20 students. | 16. _____ Participate in regional and state MESA competitions. |
| 8. _____ Collect Parent Permission Forms (A-1) from all MESA students and submit to regional coordinator. | 17. _____ Monitor students’ grades to determine eligibility and tutoring needs. |
| 9. _____ Verify Student Profile Forms (A-2) from all MESA students are entered into MIMS. | 18. _____ Provide tutoring for students as needed. |
| | 19. _____ Encourage students to take standardized tests (ACT, SAT, etc.), if applicable. |
| | 20. _____ Encourage students to achieve academic excellence through participation in all academic endeavors provided by NM MESA, Inc., the school, and others. |

ONLINE DATABASE USER AGREEMENT: The MESA website and MESA Information Management System (MIMS) are to be used with discretion. All those who use the website/MIMS should always consider the privacy of the students. Since misuse of the website/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 the website/MIMS. Such misuse is not the responsibility of NM MESA, Inc., but of the Advisor(s) responsible for the safeguard of that information. Misuse of the website/MIMS will be considered grounds for immediate termination as a MESA Advisor.

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