



NM MESA, INC.
LEGISLATIVE FIELDTRIP
February 21, 2019

WHAT IS THE LEGISLATIVE FIELDTRIP?

This is your opportunity to observe the legislative process and your state government in action. A learning experience for all of us, it is also an excellent opportunity for NM MESA to showcase its program. Attendees will act as ambassadors for NM MESA and may testify before members of the legislature. Therefore, all students interested in attending should come prepared to act as a liaison for NM MESA and should be of the highest caliber. Legislative activities will help NM MESA continue its mission of preparing middle and high school students for college majors and careers in mathematics, engineering and science.

SELECTION REQUIREMENTS

- Only the Southwest and Southeast Regions have been designated to attend as follows:
 - Southwest Region-50 Attendees
 - Southeast Region-50 Attendees
- Transportation will be determined regionally and arranged by your Regional Coordinator.
- Unused slots may be reallocated to other regions.
- Students selected must have a current profile in the database and have their A-1 submitted prior to application.
- Selection will be done by the Regional Coordinator.
- ONLY selected attendees are to attend the Legislative Fieldtrip.
- A Regional waitlist will be created as needed.

REGISTRATION PROCESS

- If interested in attending, you must contact your Regional Coordinator as they will be selecting the delegates from their Region.
- On Line Registration will collect all teacher and student information. So please have all information needed to complete registration including student names, etc.
 - NOTE: Student Names may be used to create attendance certificates. Last minute replacements will not be provided a certificate, as names have to be submitted ahead of time.
- If any of your students are requesting to be pages, a brief document must be uploaded for each student. This document must contain a statement of interest and biography. Biography must contain the students name, grade, and school (in the document) and document MUST be saved in a Microsoft or PDF format with the student name as the document name. Please proofread as this will be forwarded to the sponsoring legislator. Pages will be selected and assigned as able. Not all students may be able to be selected.
- Registration will need to be completed by (1) primary advisor per school program creating (1) registration per school program. NOTE: When you receive your confirmation, it will show you as (1) school in party.
- Once registered, you will receive a confirmation email and number which will allow you to modify or cancel your registration. Modifying includes adding/removing/changing students or advisors and any other changes to your registration.
- The event website will contain all information needed for attendance including complete agenda, directions, room list, etc.
- The last day to modify a registration is the same day as the registration deadline, but you are only allowed to bring the number of students you have been approved to bring.

- After the modification deadline, students should be substituted to ensure all event spots are utilized. For any cancellations, please notify Anita Gonzales via email so that all logistics can be properly arranged.
- The registration deadline is **February 4, 2019 at 10AM.**
 - Any changes after this deadline, please contact the Program Coordinator to make accommodations as able.

TRANSPORTATION

NM MESA will provide transportation as organized regionally. Once all attendees are selected, more information will be given on transportation by your Regional Coordinator.

MEALS & LODGING

Lodging will be provided for students up to (4) per room and advisors up to (2) per room the night of February 20, 2019. A bus driver room will also be provided as required. Breakfast will be provided by the hotel the day of the event. No other meals will be provided. Lodging will be provided at the: Doubletree by Hilton Hotel Santa Fe. 4048 Cerrillos Road; Santa Fe, NM 87507. (505) 473-4646.

- Any replacement of student(s) will need to be with student(s) of the same gender due to room and lodging assignments.

DRESS CODE

Students are required to abide by the legislative field trip dress code. All attendees are required to dress-up for the legislative session in “professional” dress. This means dress pants for men, and dress pants or appropriate length skirts/dresses for women. Appropriate dress can include khakis, uniform style pants, and/or polo shirts. NO short skirts or dresses, jeans, or sloppy wear. There will be lots of walking and/or standing so please dress appropriately and wear appropriate footwear (heels are not suggested if not used to them). If you are not sure about the dress code, contact your Regional Coordinator.

PAGES/SPECIAL GUESTS

Select NM MESA students will get the opportunity to serve as pages or special guests. If interested:

- Students must submit a document containing the following with application:
 - Student biography-containing student’s name, grade, and school in document
 - Statement of interest-why you want to page and why you should be selected to page
- Students who are selected will be personally notified (please have accurate contact information updated in MIMS). It is of special importance that selected students dress appropriately.
- If student has a preferred legislator, please have them note in biography.
- NO SUBSTITUTES for pages or special guests will be allowed.
- If you will be arranging to be a page/special guest on your own, please inform the Program Coordinator.

PRE/POST ACTIVITIES

On the event site are additional pre, post, and extension activities. These activities are created to better prepare students for attendance at events and maximize the experience. Please review document(s) in entirety and submit activity completion sheet by March 22, 2019 for students to receive credit for completed activities. Please do not submit actual activity sheets. Review them for completion and then submit only the completion sheet.

LETTERS OF SUPPORT (EXTENSION ACTIVITY)

Each student is required to bring 5 letters of support for NM MESA to be delivered to legislative offices the day of the trip. A sample letter is provided on the event website. As any NM MESA legislation is introduced, NM MESA will send updates for specific bill numbers to be included in letters as possible.

- Please use the Roundhouse address for each legislator.
- Include your return address on each letter.
- Include specific information with your letter such as a one-page fact sheet about your program.

- Parents, teachers, administrators, and former MESA students all make good contacts for a letter of support.
- Have students write to all legislators in their district and diversify their letters.
- It is a good idea to call ahead and schedule a meeting time with your legislator(s). If they are able to meet at any time during the day, accommodations can be made to excuse for the meeting (except for students paging).
- Legislators may only be able to meet once during the day, so identify yourself as a NM MESA student/advisor and a group meeting may be more feasible than one-on-one time.

CONTACT INFORMATION

If you have any questions about the Legislative Fieldtrip please contact Anita Gonzales at:

NM MESA, Inc.
 Teacher Education Center #101
 New Mexico Highlands University
 Las Vegas, NM 87701
 (505) 454-3027 or (866) 614-2487
anita@nmmesa.org

TENTATIVE AGENDA

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| 7:30 | Arrival – Roundhouse, East Halls of History <ul style="list-style-type: none"> • Advisor/students registration |
| 7:45 | Escort to House Chamber Floor (meet at Rotunda) |
| 8:00 | Welcome & Guest Speakers-House Chamber Floor <ul style="list-style-type: none"> • New Mexico House Chief Clerk • NM MESA Board Members |
| 8:30 | Groups to Deliver Letter to Legislators
Committee Hearing Observation-Education Committee |
| 9:00 | Special Guest Presentations – Rotunda
Letter Delivery Continued
Rostrum Guests to Offices |
| 10:00 | Senate/House Gallery (House convenes typically at 10:00 AM, Senate at 10:30 AM) |
| 12:00 | Dismissal |