Attention Advisors!

LEGISLATIVE FIELDTRIP FEBRUARY 21, 2019

ADVISORS To-Do Checklist

Pre-Event Assignments
to be ***turned in prior to trip***

- ☐ How do I dress "**Business Casual**"? (5 mins)
- ☐ Exploring the New Mexico State Legislature Website and Guidebook (20 mins)
- ☐ Extension Letter Writing Activity

Post-Event Assignments
to be ***turned in March 22***

- ☐ **Reflect:** What did I expect? How was the tripdifferent than I expected. Re. other attendees dress & behavior, presentations, or anything else you'd like to comment on.
- ☐ **Share**: Announcement and/or press release from the team to be read during AM/PM announcements or published in the school/local newspaper.
- ☐ **Document Achievement**: Go to your resume (don't have one? Then get started by creating an achievements file on your computer), and add your attendance at the event to your list of achievements.
- ☐ **Follow Up:** Make sure and follow up with any special guests you met with the day of the event.
- ☐ I will be given credit toward my **MESA Loyalty Award** for completing this assignment!

Tasks	Timeline
☐ **Request** trip approval and student permission forms from your school administration.	Immediately
☐ **Advertise** using the flyer and student handouts	Immediately
☐ **Sign–up** students on included sign-up sheet and handout/collect permission forms.	Before the registration due date
☐ **Register** students on www.nmmesa.org Legislative Field Trip Event Site	DUE: February 4, 2019 @ 10AM
☐ **Prepare** students to attend the event with the Pre– Event Assignment. Can be done as an advisor-led lesson or as independent student work. Initial Sign-Up Sheet to indicate completion. *ALSO: Extension Activity for entire club, give credit for a workshop in MIMS*	DUE: Prior to Trip
☐ **Eligibility and Logistics**: Check club roster to see if the A-1 has been checked (indicates student is eligible to attend trip) and remind students of travel logistics, expectations, and event schedule .	Week of Registration
☐ **Post-Event:** Collect post-event assignment from each student attending and initial Sign-Up sheet.	DUE: March 22
☐ **FINAL SUBMISSION**: Send Sign-Up sheet (ALL students participation—including ones that were unable to make the trip) to Anita at anita@nmmesa.org or FAX *877-464-6642*	DUE: March 22

LEGISLATIVE FIELD TRIP

NEW MEXICO MESA, INC.

STUDENT COMPLETION

FINAL DUE to Anita - March 22

SCHOOL NAME: _____

By signing below I am verifying the completion of each student's paperwork, pre-event assignment, event attendance and post-event assignment..

I, also, understand that in order for students to receive credit for Pre and Post Event Assignments, I need to send this Sign-up Sheet (include ALL students participation—even the ones that were unable to make the trip) to Anita at anita@nmmesa.org or FAX 877-464-6642 ***by deadline.***

ADVISORS SIGNATURE: _____

STUDENTS: By printing my name and cell # below, I am committing to attend this event.		*For Advisor Use Only* - Sign your initials in the box for each item the student has completed.				
Student Name	**Cell Phone**	**MESA Paperwork (Eligible to attend)**	**Pre Event Assignment**	**Attendance at Event**	**Post-Event Assignment**	**Ext Activity (Adv Entry)**

STUDENT COMPLETION

Legislative Field Trip Continued

STUDENTS: By printing my name and cell # below, I am committing to attend this event.

For Advisor Use Only - **Sign your initials in the box for each item the student has completed.**

Student Name	Cell Phone	MESA Paperwork (Eligible to attend)	Pre Event Assignment	Attendance at Event	Post-Event Assignment	Ext Activity (Adv Entry)