



Date: November 8, 2013  
To: NM MESA Advisors  
From: Anita Gonzales, NM MESA Program Coordinator  
Re: 2014 Senior Incentive Field Trip Information

The Senior Incentive Field Trip for this year has been scheduled for **April 23-26, 2014** (Wednesday – Saturday) to New York City, New York. **27 seniors and 4 advisor chaperones** from the NM MESA Programs statewide will be selected from the applications received to participate. Please review the agenda prior to application carefully as this trip will be packed with activity. There will be a considerable amount of walking and standing required on some days so plan accordingly.

Please note that nearly everything for this event will be distributed, submitted, and or is available electronically so it is **EXTREMELY** important that you understand the current procedures for applying to attend this amazing field trip. In addition make sure applicants use an email that is accessed regularly as all correspondence will be done via email. All applicants are responsible for obtaining all documentation required to fly and participate in the trip as requested.

#### **STUDENT INFORMATION:**

- Student Applications are due **Monday, December 9, 2013 at 5:00 PM MST**. A complete application includes online application completion (including short answers) and submittal of required grade reports to your Regional Coordinator. Required grade reports include a copy of the student's transcript, a copy of the most recent grade report, and any college transcripts or grade reports as needed for math, science, and/or English courses.
- Incomplete or late applications will **not be considered**.
- Applicants must be active NM MESA members in good standing during their Junior and Senior years to qualify.
- Each participant selected will be required to make a non-refundable deposit of \$500.00 to be collected in two installments. The first in January/February at the SIFT Parent Meetings (Scheduled between February 3 and February 7, 2014) and the second by March 14, 2014.
- Parent Meetings will be conducted via on-line Webinar sessions. Details to come later.
- Students will be notified of the selection results by December 23, 2013 via email.
- Additional students who qualify will be placed on a statewide waiting list.
- Each region will be allocated initial slots based on the percentage of eligible seniors they have in the state. In addition, students must have a minimum score of 75 (see application rubric) to be initially accepted to attend. Lower point scores may be added to the statewide waiting list.

#### **ADVISOR INFORMATION:**

- All advisors interested in attending will also need to complete an online application by **Monday, December 9, 2013 at 5:00 PM MST**. A complete application includes online application completion and submittal of a letter of support/approval from a school administrator to your Regional Coordinator.
- Four (4) advisors will be chosen from the statewide program. Middle and High School advisors are encouraged to apply.
- Any school sending five (5) or more students on the SIFT trip **WILL BE REQUIRED** to submit an application for a school/district chaperone to attend. Failure to do so may result in some of your students from your school program being removed from the trip to be under the five (5) student requirement.

Please plan in advance to attend. If you have a large number of applying students, it is a good idea to prepare early and complete the application by the deadline. Otherwise this could result in some students not being initially selected if NM MESA cannot get an advisor commitment if needed. However, dependent upon number of advisor applicants, a school advisor with (5) or more students may not be selected and required to attend.

- Each advisor selected as a Chaperone will be required to make a non-refundable deposit of \$350.00 to be collected in two installments. The first in January/February at the SIFT Parent Meetings (Scheduled between February 3 and February 7, 2014) and the second by March 14, 2014.
- Parent Meetings will be conducted via on-line Webinar sessions. Details to come later.
- Advisors will be notified of the selection results by December 23, 2013 via email.

#### **REGISTRATION PROCESS AND ONLINE EVENT SITE:**

- Please visit the NM MESA Website: Events, Statewide Events, and Senior Incentive Field Trip Event Page. This is the place where all event information and the application link will be posted. This event website will become increasingly more important as EVERYTHING trip related will be posted here: final agendas, contact information, room lists, flight information, lodging information, parent information, etc.
- The application direct link is: <http://www.cvent.com/d/44qk1d>
- The event website is public information so parents can be referred here for all information about the trip. Once the first date of the trip has past, please look for this page in the past events area.
- Registration will need to be completed by EACH APPLICANT (student or advisor) creating one (1) registration per applicant. Each application will need a unique email.
- On Line Registration will collect all needed information as follows:
  - Student Information:
    - All the information that is on the current A-4 Application on <http://nmmesa.org>
    - Students will need to answer the (2) short answer questions as detailed in the A-4.
    - Students will need their advisors' name and email as well as a current personal email. All correspondence will be sent via email. Make sure that all email accounts allow nmmesa.org emails, specifically the email of the Program Coordinator.
      - When entering information, instruct students to enter the advisor email as the cc email. This will allow the advisor to get the same notifications the student is receiving.
    - Students will need to know their correct NM MESA Region. Since slots are allocated regionally, this is EXTREMELY important. If you do not know, ask your Regional Coordinator.
  - Advisor Information:
    - Advisor application will collect basic contact data.
    - Questions will be asked pertaining to your recent MESA programs and why you want to be a chaperone on the SIFT Trip. A sample application is available on the NM MESA website.
- Once registered, each applicant will receive a confirmation email and number which will allow them to modify or cancel their registration up to the application deadline. This email will also be sent to the advisor email (cc email) given in the registration process. Modifying includes adding to or editing the registration information. Do not cancel a registration unless the applicant is withdrawing from the trip in entirety. An applicant that is unsure about applying SHOULD NOT register unless they are ENTIRELY SURE about applying.

**If you have any questions about the trip or the application/selection process, please call Anita Gonzales, at 866-614-2487 or 505-454-3027, or you can email [anita@nmmesa.org](mailto:anita@nmmesa.org). Thank you for your assistance and interest in this event!**