



NM MESA 2023-2024 Advisor Handbook

TABLE OF CONTENTS

MESA Staff Contact Information.....	2
What is MESA?	3
MESA Regional Coordinators	4
NM MESA Organizational Chart	5
MESA Program Model.....	6
MESA Stakeholders	7
Technological Resources	8
Advisor Responsibilities	8-9
MESA Requirements	10
Planning a MESA Program	11-12
Running an efficient MESA meeting	13
Regional and State Activities	15-17
NM MESA Loyalty Award	17-18
Student Database Responsibilities for Creating Activities and Entering Participation.....	190
Advisor Contract B-1	21
Advisor Overnight Agreement B-5....	22
2023-2024 Planning	23-25



MESA Staff Contact Information

	Office	Fax	Cell	e-mail	Location
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<i>Deputy Director</i> Anita Gonzales	866-614-2487 or 505-454-3027	877-464-6642	505-718-9517	anita@nmmesa.org	Las Vegas
<i>Accounting Technician</i> Nadean Whittington	505-366-2500 or 800-544-2617	505-366-2529		hkirkwood@nmmesa.org	Albuquerque
<i>CI Region</i> Kim Scheerer	505-277-0144	844-797-2590	505-350-1438	kscheerer@nmmesa.org	Albuquerque
<i>NC Region</i> Nicholas Kunz	505-428-1773	877-437-5740	505-259-0264	nkunz@nmmesa.org	Santa Fe
<i>NO Region</i> Andrea Manzanares	505-426-2021	866-574-3876	505-310-7449	amanzanares@nmmesa.org	Las Vegas
<i>SE Region</i> Manny Klaassen	575-624-7129	877-838-2590	575-295-1988	MKlaassen@nmmesa.org	Roswell
<i>SW Region</i> Terry Ramirez	575-646-1382 or 800-746-1382	877-593-3414	915-328-4077	tramirez@nmmesa.org	Las Cruces
<i>WE Region</i> Shawndean Smith	505-350-9645	844-367-0039	505-350-9645	ssmith@nmmesa.org	Gallup

What is MESA

NM MESA Acronym

New Mexico Mathematics, Engineering and Science Achievement

Introduction

NM MESA is a pre-college program that prepares students for college and careers in science, technology, engineering and math (**STEM**) fields.

MESA supports student clubs and classes, administered by Advisors (teachers), in middle and high schools throughout New Mexico.

NM MESA students participate in a variety of enriched STEM activities including field experiences, speakers, workshops, regional and statewide academic competitions, and community service and leadership development projects. NM MESA provides funding and logistical support for these and other activities.



NM MESA History

The NM MESA program is based on a model that originated in 1970 at the University of California, Berkeley. Founded in 1982, NM MESA has grown dramatically. Statewide programs currently provide thousands of middle, junior, and high school students with year-round support and career guidance.



NM MESA is one of multiple national MESA programs; there are current MESA programs in **Arizona, California, Rocky Mountain - Colorado, Florida, Maryland, New Mexico, Oregon, Rhode Island, Utah, and Washington.**

Learn more about MESA USA here: <https://mesausa.org/>

NM MESA Mission

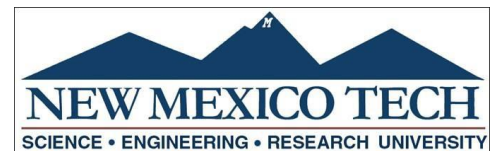
Empower and motivate New Mexico's culturally diverse students with science, technology, engineering, and math (STEM) enrichment.

NM MESA Vision

Diverse, well educated, professionals who reach their full potential as leaders through **M**ath, **E**ngineering, **S**cience, and technology **A**chievement.

Funding

NM MESA is primarily funded by the state of NM. Funds are also received from federal grants, corporations, foundations, and individual donations. NM Institute of Mining and Technology (NM Tech) is the fiscal agent of NM MESA.



NM MESA Regional Coordinators

Each of the six MESA regions in New Mexico is led by a Regional Coordinator or RC. Each RC typically has an office at a local university.

MESA Regional Coordinators

Central Inner: Kim Scheerer



North Central: Nicholas Kunz



North Region: Andrea Manzanares



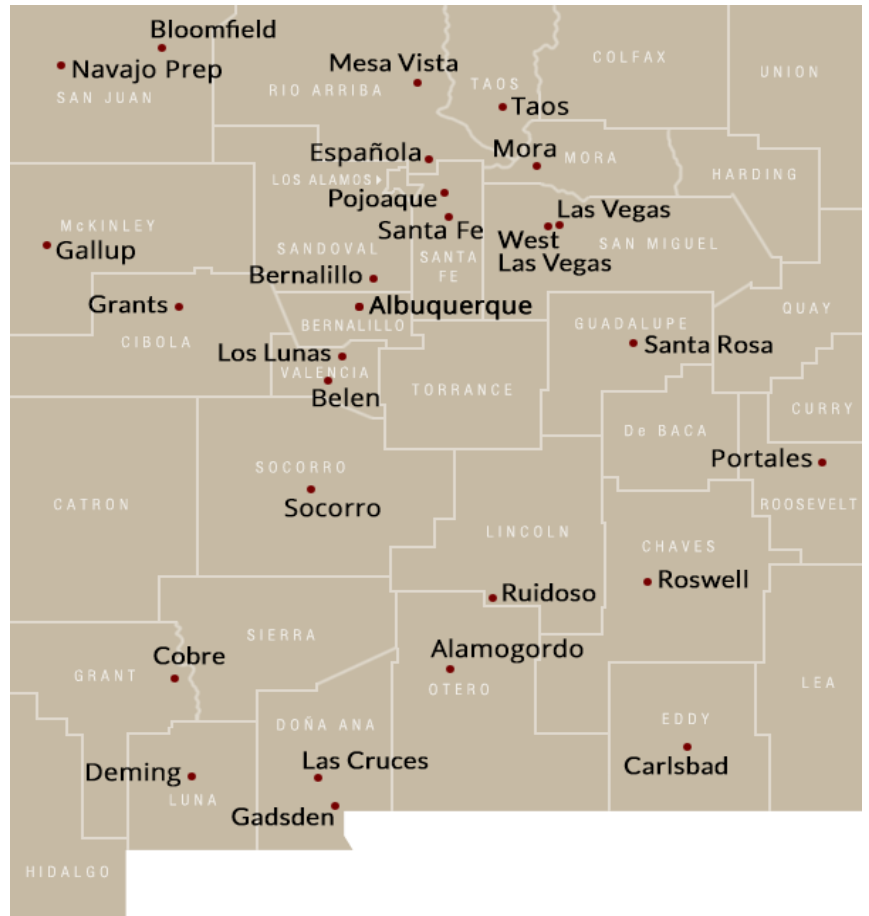
Southeast: Manny Klaassen



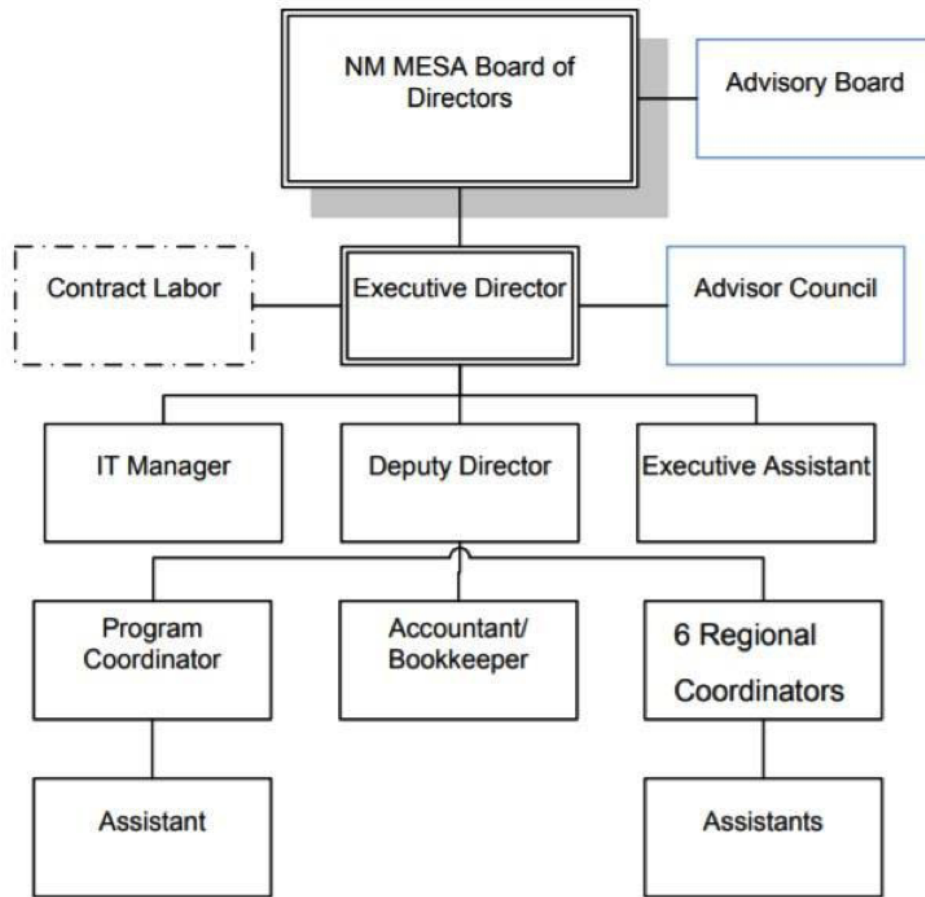
Southwest: Terry Ramirez



West: Shawndeana Smith



NM MESA Organizational Chart



NM MESA Program Model



MESA Stakeholders

Students

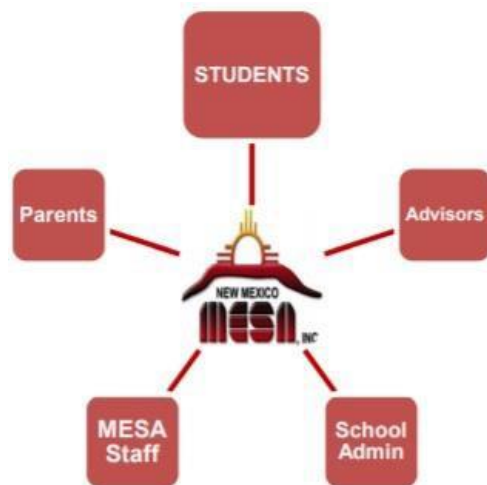
The reason for the MESA program!

Advisors

School Advisors are the heart of a MESA program. Without a good Advisor, the program will fail. The Advisor is in charge of the MESA program and is the guide for the students.

Parents

A valuable resource for the MESA program. A Parent-night meeting is required so that parents are informed about MESA and given the opportunity to volunteer to help.



School and District Administrators

- Superintendent of the school district will sign the Memorandum of Understanding (MOU) between NM MESA and the district. This is the contract that both parties will follow for the current school year.
- School Principal and Vice-Principal's support are essential to the success of the MESA program. The Advisor and Regional Coordinator need to stay in communication with the Principal and Vice-Principal and let them know what the program is doing and how it is benefiting the students. We are using a new student database system this year, ThinkWave, it will help with this communication.
- High school Registrar will provide official transcripts for graduating seniors to the MESA Regional Coordinator.
- Business Managers of the district and the school will be involved with the invoices and purchase orders between MESA and the school and/or district.
- Transportation Department is extremely important because of the bussing of MESA students. The Advisor, the Regional Coordinator, and the MESA Accounting Technician will handle invoices and purchase orders for student transportation.

Regional Coordinators (RCs)

The first point of contact for Advisors and school administrators, RCs facilitate strong working relationships among MESA stakeholders. They coordinate regional field experiences, Advisor meetings, workshops and professional development. They work as a team with other RCs and MESA's central staff to run statewide competitions—MESA Day and MESA USA, statewide field experiences, conferences, and college visits. RCs manage the regional budget, and schedule logistics for the regional activities. They assist Advisors in maintaining the student database, manage membership paperwork, and help with event registration. RCs work with Advisors, club officers, students, and parents to answer questions about everything MESA: Loyalty Award, MESA Day, MESA USA and more!

Program Coordinator

The event planner for all statewide events and serves as the main point of contact on event days. Currently this role is assumed by the Deputy Director.

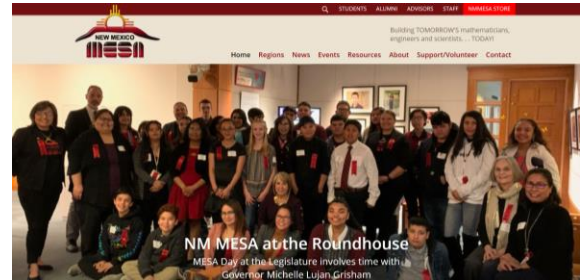
NM MESA's Main Office

Houses the offices of the Executive Director and Accounting Technician. Main office staff and the NM MESA Board of Directors seek any opportunities to further the NM MESA mission and vision.

Technological Resources

Website

The NM MESA website, www.nmmesa.org, is the primary tool for MESA information. Advisors, students, alumni, and volunteers all have access to information related to their MESA roles.



MESA Information Management System (ThinkWave)

ThinkWave is the database for information about MESA schools, Advisors, and students. Entry of data is done by Advisors and MESA staff and requires a password to login.



The link to ThinkWave can be found on the regional pages of the NM MESA website, www.nmmesa.org.

Information in ThinkWave is used for Performance Watch and Loyalty Award programs. Some of this data is also used when writing grants for MESA.

Resources

NM MESA website, www.nmmesa.org, has a RESOURCES tab to highlight STEM partnership activities, MESA “at home” lesson packets, and links to NM educational programming. You can find the following tabs on the right sidebar:

- STEM Resources
- College/University Info
- STEM Scholarships
- Curriculum
- MESA Standard Forms
- Digital Resources

Statewide Calendar

The NM Statewide Calendar is found on the NM MESA website, www.nmmesa.org, under the EVENTS tab. This calendar contains all significant dates for MESA activities, events and deadlines. This is a helpful tool for Advisors to plan their year with MESA.

Online Statewide Event Registration (Cvent)

Cvent is a web-based program that MESA uses for registrations for some statewide events. Appropriate links will be shared when events are posted on www.nmmesa.org.

Social Media

Follow NM MESA for announcements and exciting photos! Facebook: “NM MESA”, Instagram: “mesanewmexico”, Twitter/X: @newmexicoMESA

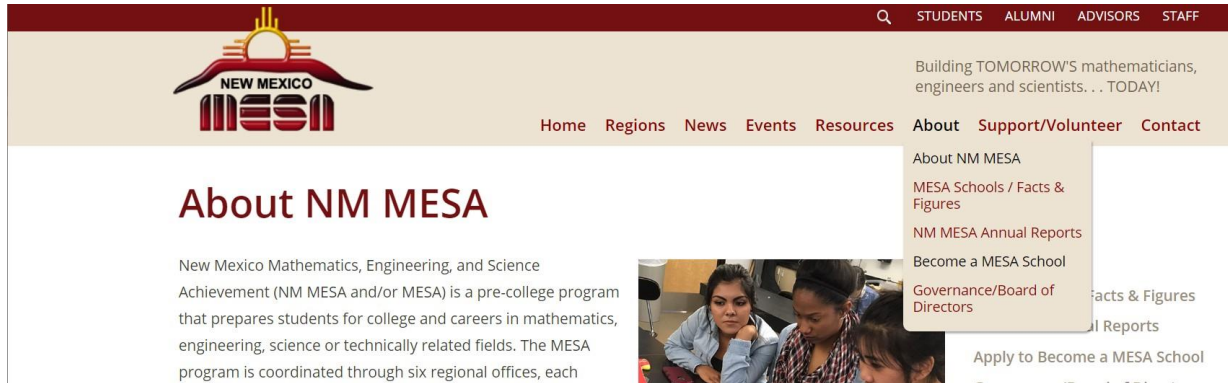
Zoom <https://zoom.us/>

Zoom is NM MESA’s primary virtual communication tool, it can be used for communication with MESA staff, webinars, and schools or student presentations.

Becoming a MESA School

Initiating a MESA program in a middle or high school in the state of New Mexico is a straightforward process. A completed application must be submitted and approved. Approval is dependent upon application quality and MESA's budget for the coming fiscal year.

Information on how to become a MESA school can be found on the NM MESA website. On the **ABOUT** menu, select **BECOME A MESA SCHOOL**.



Advisor Responsibilities

Code of Conduct

Advisors and chaperones should remember that they represent NM MESA and their school district during all school and MESA activities.

1. Advisors and chaperones shall serve as positive role models for students and set good examples in conduct, manners, dress, and grooming.
2. Advisors and chaperones shall maintain the highest standards of conduct and act in a mature and responsible manner at all times when engaged in MESA activities or in the presence of MESA students.
3. Advisors and chaperones must not engage in activities which violate federal, state, or local laws or which, in any way, diminish or compromise the integrity, efficiency, or discipline of the NM MESA program. Advisors and chaperones will maintain appropriate professional behavior while working with students and refrain from harassment, malicious or prejudicial treatment, and abridgement of student rights.
4. Advisors and chaperones shall not consume or use any controlled substance, including alcohol and tobacco, while engaged in MESA activities or in the presence of MESA students with the exception of medications prescribed by a physician that do not impair work performance or judgment. Advisors and chaperones are also prohibited from using confidential student information acquired by virtue of their associations with NM MESA for their individual or another's private gain.
5. Advisors and chaperones shall not knowingly falsify student records kept for the administration of the MESA program and the NM MESA Loyalty Award Program.
6. Advisors and chaperones shall observe and uphold all behavioral, safety, and procedural guidelines governing conduct of teachers as set forth by the school district in which they are employed.

Advisor Expectations

Communication

Advisors are expected to:

1. Meet with their NM MESA Regional Coordinator on a regular basis to discuss and plan NMMESA activities for the school program and site visits.
2. Maintain regular communication with their Regional Coordinator, students, teachers, school administration, and parents regarding participation in the program.

Recruitment

Advisors are expected to:

1. Actively recruit students into the MESA program each year and maintain a minimum of 20 officially registered students to meet Performance Watch requirements.

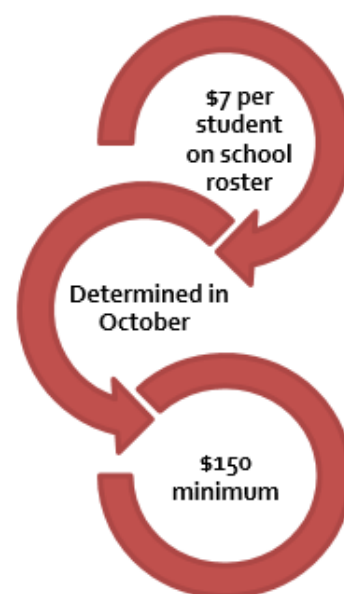
Administration

Advisors are expected to:

1. Maintain student records (profiles, activities, attendance, etc.) in ThinkWave in a timely manner. (A ThinkWave user manual will be provided once developed by MESA staff.)
2. Ensure that all required A-0 student forms have been completed online and any hard copies can be submitted by the required date via fax, e-mail or in person to the Regional Coordinator.
3. Provide multiple opportunities for all MESA students to meet academic/curricula requirements to earn *maximum Loyalty Award credit*. Ensure sufficient program activities to avoid having the program placed on *Performance Watch*.
4. NM MESA will provide schools with an Activity Fund for programs, based on available resources. The amount of the activity fund check depends on the number of student profiles (with an A-0 received either via the MESA website or entered by Regional Coordinator) in the database by **October 13, 2023**. **The fund is calculated at \$7 per student listed on the school MESA roster with a minimum activity fund amount of \$150.**

Checks will be made out to the school MESA program and sent to the Advisor's home address. Advisors should follow their school-club fund guidelines regarding depositing/accessing these funds. The Activity Funds are to be used for supplies and student awards.

5. Form B-4: the Field Experiences/Transportation Request Form should be filled out and submitted to the RC at *least two weeks in advance* of any field experience which involves a request for regional funds. The B-4 can be found online at www.nmmesa.org under the RESOURCES tab, then click on MESA Standard Forms. If approved, a purchase order (PO) will be administered and sent. Any time after the event, the corresponding invoice should be forwarded to the MESA main office, with a copy of the PO attached, for payment.



Coordination

Advisors are expected to:

1. Meet with their student officers regarding events, meetings, new ideas, etc.
2. Plan and oversee/conduct regular student meetings, team-building activities, mini-competitions and encourage an active parent component.
3. Arrange guest speakers, special STEM related projects, career exploration, fundraising, and encourage participation in additional math, science, or technology-related events (i.e., awards, tutoring programs, math contests, science fairs).
4. Coordinate field experiences, leadership activities & service learning activities with Regional Coordinator.

MESA Requirements

Memo of Understanding (MOU) - Signed by the superintendent of the school district, returned to the main MESA office (PO Box 21477; Albuquerque, NM 87154). Required for Performance Watch.

Advisor Contract – Signed by Advisor and School Principal, returned to the RC.

MESA Information Management System (ThinkWave) - Advisor is to keep current on entering school activities and student participation in the NM MESA student database.

Meetings/Activities/Events – Advisors are to schedule multiple club activities to help students earn maximum Loyalty Award credit, as well as keeping the club off Performance Watch.

Performance Watch - NM MESA school programs' activity levels will be formally evaluated at the end of each school year. Programs failing to meet the minimum activity levels specified below will be placed on Performance Watch for the following school year.

This will result in the following actions:

1. A letter announcing the Performance Watch status signed by the MESA Executive Director and the appropriate Regional Coordinator will be sent to the Advisor and the Advisor's Principal.
 - i. The letter will include the reasons why the program is being placed on Performance Watch for the following school year. The letter will also include a proposed improvement plan to help get the program "back on track". Programs failing to meet the required minimum activity levels by the end of the following school year may be terminated at the sole discretion of NM MESA, Inc.
2. A school program terminated under these conditions will not be eligible to reapply to NM MESA for one complete school year after its termination becomes effective.
3. Nothing in this policy restricts MESA's right to terminate programs due to lack of sufficient funding.

Advisor notes regarding Performance Watch:

Criteria for a NM MESA school program being placed on Performance Watch at the end of a School Year

Clubs having less than...	20 Registered Students	15 Student Meetings	1 Leadership Activity	Participation @ Regional Rally and/or MESA Day/MESA USA	1 Parent Meeting	1 Service Learning	3 Workshop, Speaker or Field Experience Activities	1 MOU signed by Superintendent and MESA
Advisor failed to...	Attend at least 1 scheduled RAM	Attend scheduled site visits	Provide proper administration for the school program, i.e. timely paperwork, data entry, and meeting various deadlines. Communicate with MESA Administration in a timely manner.					

Planning a MESA Program

Statewide MESA meetings might look different and patterns of flexibility are encouraged, they may include:

- Use of Zoom, Webinars, Google Meets, and/or other virtual platforms, etc.
- Use of outdoor learning
- Time to sanitize
- Understanding not all students will have access to technology components, including but not limited to: internet, computers, data packages, smartphones, etc.
- Space limitations in classrooms
- Following the NM PED & district guidelines for re-entry
- Efforts to continue safe best practices as research/released
- Individualized efforts may vary per school

School Club Activities

Recruitment

1. Place recruitment flyers/information in the school newspaper, announcements, hallway bulletin boards, and math and science classrooms. If school is taking place in an online format, recruiting should occur by using online platforms while working as needed to ensure inclusivity.
2. Ask current MESA students to bring friends to a meeting; perhaps offer a recruitment prize. If school is taking place in an online format, program shall still meet and provide STEM enrichment in various ways, utilizing Google Classroom/Meet, Zoom, and other online educational platforms.
3. Send invitations to identified students in all science and math classes. Ask science and math teachers for recommendations.
4. Plan an activity that will get students excited about math, science, and engineering.

A possible recruitment meeting agenda might include:



- Regional Coordinator presentation.
- Provide a copy of the **Loyalty Award Checklist** to interested students/parents. Review minimum program requirements and Loyalty Award information.
- Engaging activity (i.e., scavenger hunt, brainteaser math activity, oral directions activity, real-life scenario activities, team-building activity, project-building activity, forensics, speaking event, or debate).
- Encourage students who express an interest in NM MESA **to fill out an A-0 online**. Attach any additional information one may want to include on the school's NM MESA program. The A-0 must be completed online @ <https://www.nmmesa.org/form/a-0-nm-mesa-student-registration-form/>



Please ensure that students understand that they cannot participate in MESA activities until this form is submitted electronically or a paper copy of the A-0 is forwarded to the Regional Coordinator.

Student Registration

1. If in person learning is taking place, reserve a computer lab at one of the first weekly meetings.
2. Have students/parents input their students' profile data online via the website <https://www.nmmesa.org/students/> either at the meeting or at home. Advisors are responsible for ensuring that all NM MESA student A-0 forms are completed & submitted to their RC.
3. Students and Parents should fill out and sign the student/parent permission form A-0 offered online. Online method is preferred; hard-copy is acceptable.
4. It is highly recommended to create a travel binder to store your A-3 forms. These forms are required to be with the Advisor at all times on field experiences, at competitions, etc.
5. **Only** when the Regional Coordinator has received the student's A-0 will the student be eligible to participate in MESA activities.

Weekly Student Meeting

Fifteen weekly, one-hour student meetings are required during the year. Typical meetings include the following agenda items:

- Attendance and Announcements
- Items of Business – Deadlines, Upcoming Events, etc.
- NM MESA Team Building Activity
- Activity (guest speaker, projects, competitions, etc.)
- Next Meeting/Activity—Date/Time/Location



KEY MEETING POINTS TO REMEMBER

- ✓ **Have a consistent format**
- ✓ **Always take attendance**
- ✓ **Include STEM or STEAM**
- ✓ **Enter student data as appropriate**

Running an efficient NM MESA Meeting

Everyone has a different method of having a MESA meeting. Some have lunch, afterschool or class formats. Regardless of your format, each meeting should have these 3 components.

Business

- Attendance
- Minutes
- Prior meetings details
- New Business
- Upcoming events

Education (STEM)

~ choose 1~

- Activity
- Guest speaker
- MESA Day/MESA USA
- MESA Time Now What?
- Team building/leadership
- Pre/Post activities for field experiences
- www.nmmesa.org – resources available for activities

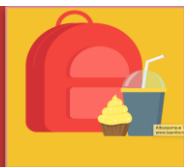
Planning

- Sign up for upcoming events
- Permission slips
- Team meetings
- Work on upcoming activities (ex. MESA Day, Service Learning Project)

Advisor notes regarding weekly student meetings:

MESA Meeting Layout

LUNCH MEETING (30 Minutes)



- **MESA Business**
(can be student led)
 - Attendance
 - Minutes
 - Unfinished business from prior meetings
 - New business
 - Upcoming events
 - Data entry
(Advisor responsibility)
- **STEM ACTIVITY**
(~5 minutes)
 - Video
 - Presentation
 - Team building
- **WORK TIME**
Student Led
 - Meet with teams to:
 - Sign up to meet at designated times
 - Permission Slips

AFTER SCHOOL MEETING (1-2 Hrs.)



- **MESA Business**
(can be student led)
 - Attendance
 - Minutes
 - Unfinished business from prior meetings
 - New business
 - Upcoming events
 - Data entry
(Advisor responsibility)
- **STEM Activity**
(~15 minutes)
 - Video
 - Presentation
 - Team building
 - Workshop
 - Speakers
- **WORK TIME**
Student Led
 - Meet with teams to:
 - Work on upcoming projects (MESA Day/USA)
 - Permissions Slips

CLASS (3-5 Times a week)



- **MESA Business**
(can be student led)
 - Attendance
 - Minutes
 - Unfinished business from prior meetings
 - New business
 - Upcoming events
 - Data entry
(Advisor responsibility)
- **STEM Activity**
(~20-25 minutes)
 - Video
 - Presentation
 - Team building
 - Workshop
 - NM MESA Curriculum
- **WORK TIME**
Student Led
 - Meet with teams to:
 - Work on upcoming projects (MESA Day & Service Learning/Other)
 - Permission Slips

*Meetings should be at approximately half an hour with an average of 1 hour per week designated towards MESA time! For example, if you meet for a half an hour per week, please designate a separate MESA time (afterschool or on the weekend) to work and prepare students for MESA activities.

Parent Meeting

One NM MESA parent meeting per year is required (RCs can help facilitate, just ask!). An agenda with an overview of NM MESA goals and objectives includes:

- Loyalty Award Program and eligibility
- Calendar of Events, Fundraising/Service Learning Ideas
- Ways parents can help their students excel in school
- Organize a parent support group—sign forms, elect officers, discuss parental involvement in MESA

Regional Activities

Regional Advisors Meeting (RAM)

RAMs are held two-three times a school year. These are the special meeting times set aside for communication between RCs and Advisors providing regional and state events' details, student and advisor surveys, deadlines, ThinkWave maintenance, professional development & other pertinent topics.

Site visits

RCs are required to visit each club at least twice per school year, preferably during the student meeting/class. They would like to be invited more often; ask them to join you on field experiences, for parent meetings and other activities.

Leadership Events

Regions may hold leadership summits (some regions have combined MS/HS and some have separate MS and HS) to help develop leadership skills in clubs officers and other leaders. This may include opportunities to engage with speakers, develop and participate in hands-on workshops and team-building activities, and visit with college students/departments.

RCs will also offer ***Regional and/or school specific workshop/speakers, field experiences, and service learning*** opportunities.



Sample of Current Statewide Activities (subject to change)

AMP Conference

The AMP (Alliance for Minority Participation) Conference is held annually on the NMSU campus in Las Cruces in October. It is an excellent opportunity for juniors and seniors to interact with outstanding professionals and attend quality college-level workshops and research presentations. The AMP Conference is a statewide high-school leadership activity and will involve aspects of a professional conference; i.e., workshops, presentations and seminars, etc.

NM Tech Field Experience

Each year, NM MESA provides a field experience to NM Tech to visit the campus and get information about attendance. In addition, programs are typically arranged with various departments around campus to engage students in demonstrations and interactive programs. This field experience may be combined with other activities at NM Tech: MESA USA, Miner Mayhem, etc,

2023 Miner Mayhem Competition at NM Tech



NMHU College Night (Tentative for 2023-2024)

The New Mexico Highlands University College Night is a great opportunity for attendees to visit with staff and faculty at NMHU and explore the campus located in Las Vegas, NM. There is time arranged for students to meet with individual departments and there will be insightful presentations on all things needed to prepare for college. NM MESA has partnered with NMHU to offer an extremely rewarding experience to all NM MESA students. The NM MESA portion of the day is in addition to the general College Night program.

Senior Incentive Field Trip (SIFT)

Each year NM MESA selects its top seniors to attend a multi-day incentive field experience. Locations have included Orlando, Florida; San Diego, California; Houston, Texas and surrounding areas; Washington, D.C., and New York, New York. Students are selected based upon participation in the MESA program and their academic performance. During the trip, students get to experience “once in a lifetime” opportunities with an educational twist. The 2024 Location will be Charleston, South Carolina,



NM MESA Day

NM MESA Day is the largest MESA-sponsored annual academic competition. A handbook is created annually which details the current year’s events and programs. The events are Math, Science, Engineering, or Technology based. MESA Day 2024 will be determined based on safety guidelines and best practices for student events in New Mexico.

MESA USA



MESA USA is the National MESA USA Engineering Competition. Student teams create a multi- purpose engineering project and are required to submit an accompanying technical paper, create an academic display, and conduct an oral presentation. Winning teams from the NM MESA Day competition will represent NM MESA at the National Competition. This is a year-long project for school teams, which receive ample assistance through mentoring, presentations and webinars.

2023 New Mexico MESA Teams: Chaparral Middle School and nex+Gen Academy.

Legislative Field Experience

The Legislative Field Experience is a chance for students to experience the legislative process and see state government in action at the Roundhouse in Santa Fe. A learning experience for all involved, 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. An understanding of 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.



Loyalty Award for 2024 Graduates

NM MESA students graduating from a NM MESA High School are able to earn the Loyalty Award (LA) for their first year of college. The amount available for a NM MESA student to earn is up to \$1000. The Loyalty Award consists of two levels, MESA Success (\$500) and Einstein Bonus (up to an additional \$500). The student must qualify for the MESA Success to earn the Einstein Bonus.

MESA Success: \$500

- Student graduating this academic year from a NM MESA School
- Member of NM MESA for 2 years including his/her senior year (senior year only 1st Semester and one other year).
- A-0 form, completed and signed, submitted to your Advisor every year participated in NM MESA. (Advisor will submit a copy to your regional MESA office, and the MESA coordinator will indicate you are an active member in the database.)
- Demonstrated loyalty to NM MESA by having a minimum of 175 points total (Both MS and HS; points will stop calculating after the end of the 1st semester of senior year).
- Minimum ACT score of 18 or a minimum SAT score of 870 or a 2.8 weighted G.P.A (End of 1st semester of senior year as appears on official transcript).
- Online application, W-9 upload & testimonial about your experience in NM MESA submitted to the www.nmmesa.org website. Or a W-9 tax form sent to your Regional Coordinator.

Einstein Bonus (Additional Money – up to \$500)

Einstein Bonus Eligibility Criteria is in addition to the above MESA Success Criteria. NM MESA students have the ability to earn additional money, up to \$500. At this level, students can qualify for different amounts of money. In the Einstein Bonus, the student does NOT have to meet all the criteria; merit is based simply on what is achieved. The following are the criteria for the Einstein Bonus:

- +\$63 class rank top 10%
- +\$63 ACT score ≥ 21 or SAT score ≥ 1000
- +\$63 cumulative weighted GPA of ≥ 3.8
- +\$63 MESA Officer (any year – not \$63 per year; verified & entered into the MESA database by 12/31)
- +\$63 In addition to state graduation requirement of 4 math and 3 science, at least one additional credit of STEM course(s), $\geq C$ grade (not \$63 per course).
- +\$85 two or more AP/ Dual credit course(s), which includes state requirements, $\geq C$ grade (not \$85 per course).
- + up to \$100 for additional Loyalty Award points beyond the minimum requirement of 175 points

Visit the “STUDENTS” tab on the NM MESA website for current information on Loyalty Award:

<http://www.nmmesa.org/students/>

VISIT THE NM MESA WEBSITE FOR ANNUAL LOYALTY AWARD DUE DATES



www.nmmesa.org/students/loyalty-award/

LOYALTY AWARD OPPORTUNITIES: how students earn participation points

Participation Point Values for MESA Activities 6-12 Grade; Unlimited points		
Activity Category	Pts. each	Record date /brief description, if needed.
Student Meeting	1	
Parent Meeting	5	
Field Experience /Workshop/Speaker	5	
Leadership	5	
Fundraising	5	
Service Learning	5	
STEM Competition, non-MESA (Max 1 per year)	7	
MESA Day (Doesn't count senior year)	10	
MESA USA (Doesn't count senior year)	14	

The above chart can be copied and given to students to track their individual Loyalty Award participation points.

Student Database Responsibilities for Activities & Entering Participation

The following activities are entered in ThinkWave by advisors.

Classification in ThinkWave	Examples	Description
STEM Competition	STEM Competitions <ul style="list-style-type: none"> • Robo Rave • Innoventure • Supercomputing • BEST Robotics • Cyber-E Challenge • Science Fair • Other 	Competitive activity for students that challenges their knowledge and understanding of STEM. <u>Should not be used by Advisors for MESA USA or MESA Day.</u>
Workshop/Speaker	STEM competition Workshops	Workshops held at the MESA school to help students and Advisors prepare for any STEM competition including MESA Day and MESA USA.
	Guest Speaker	The advisor arranges for a Guest Speaker to come to the school to speak to the MESA students about STEM subjects
	School Workshop / Speaker	Special events planned for MESA students in which they learn specific skills and/or have the opportunity to hear a presentation by an invited speaker on a topic in alignment with MESA goals
Field Experience	College Visit:	An activity typically planned by Advisors for their students; the students travel away from their schools in order to experience new or novel STEM related information and learning. Must be a school-approved activity. Also for College visits. <u>This does not include College visits arranged by Regional Coordinators or the MESA Central Office.</u>
	Trip to STEM Business	
Fundraising	Raising money for MESA	An activity typically planned by Advisors for their students, which allows the group to earn money for use in MESA related activities. Must be a school-approved activity.
Leadership	Leadership Activity: School Specific	Any activity in which MESA students are exposed to and/or apply personal or leadership development.
Meeting - Parent	Meeting - Parent Parent-nights	Meetings for the parents of MESA students to provide information about MESA and its activities and to encourage their participation in the program. This also includes year-end award ceremonies for MESA students.
Meeting - Student	Meeting - Student	The recurring (weekly) meetings held at each MESA school for the MESA students. Agenda is typically club business preparation for upcoming events and other STEM related activities.
Service Learning	Service Learning	An activity planned by Advisors in which student's volunteer time and effort in projects benefiting their school or community. Must be a school-approved activity. This is not fundraising for MESA.

You DO NOT enter the following activities into ThinkWave

Either the Regional Coordinator or Program Coordinator enters the following activities:

- Legislative Field Experience
- AMP
- Leadership Summits
- Meeting - Advisor
- MESA Day
- Statewide Activities
- MESA USA: national competition
- MESA Statewide PD
- Regional Advisor Meeting (RAM)
- SIFT
- Site Visits
- Regional Field Experiences

ADVISOR CONTRACT (B-1)



ADVISOR CONTRACT (B-1)

July 2023

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)

- | | |
|--|---|
| 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's student tracking program. Falsification of this data will result in removal from the 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 to three 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 The MESA A0 Student Registration/Permission Form from all MESA students via the online registration form or submit to regional coordinator. | 17. _____ Monitor students' grades to determine eligibility and tutoring needs. |
| 9. _____ Verify Student Registration from all MESA students are entered into MESA's student activity tracking program. | 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 student tracking system are to be used with discretion. All those who use the website/student tracking system should always consider the privacy of the students. Since misuse of the website/student tracking system 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/student tracking system. 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/student tracking system 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

ADVISOR OVERNIGHT AGREEMENT B-5

(7/2020)



ADVISOR RESPONSIBILITIES FOR OVERNIGHT EVENTS

1. Advisors must follow the Advisor Code of Conduct at all times.
2. An Advisor or parent of a participating MESA student must accompany a group of students at all times.
3. Advisors must inform students of appropriate behavior and consequences for inappropriate behavior. Refer to Student/Parent Field Trip Agreement Form. Advisors are responsible for students' behavior at all times, including travel.
4. Advisor or parent must assist in registration and allocation of rooms.
5. Advisors must ensure that students occupy their assigned rooms. This should be accomplished immediately after room assignments are made.
6. Advisors must check rooms immediately prior to lights out (11:00 p.m.), to ensure only those assigned to a particular room are in that room.
7. Advisors are responsible for the resolution of any difficulties or issues that may occur. Hotel management will be given the Advisor's room number as the point of contact.
8. Student wake-up calls are the responsibility of the Advisor. They should be performed one hour before breakfast or departure time.
9. Each Advisor is responsible for ensuring assigned students board the bus ON TIME.
10. Advisor must ensure individual students and parents are aware they will be made liable for any damages incurred.
11. Advisor must implement a "Check-Out/Check-In" policy in accordance with the group agreement if students are permitted to leave the hotel grounds. It is the responsibility of the student to locate the Advisor **before leaving** and **upon returning**. Failure to do so will result in a collect call home to inform parents of the student's behavior and possible removal of the student from further activities.
12. If a student fails to remain in his/her assigned room between 10:30 p.m. and 6:00 a.m., a collect call will be made to the student's home. The student may be removed from further activities.
13. Advisors must remain with students until all students have been retrieved by their parents/guardians.

I hereby agree to perform all of the above tasks listed:

Advisor Signature / Date

2023-2024 PLANNING

August

- ☐ Attend required Regional Advisor Meeting (RAM); and/or New Advisors Training (if applicable).
 - ☐ Sign and submit Advisor Contract to your RC.
 - ☐ Review personal profile in ThinkWave and update as necessary
 - ☐ Review Advisor Handbook – jot down questions for your RC.
- ☐ Plan activities for year to ensure enough of the required activities for Performance Watch and multiple opportunities for students to earn Loyalty Award Participation Points. Use the page prior.
- ☐ Bookmark/Add to Homepage: www.nmmesa.org

September

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Establish a weekly meeting day and advertise via school announcements, posters, and newsletters.
 - ☐ Recruit students to fill out their A-0 online, must be signed by parents
 - ☐ A3's should be taken with you on all field experiences
 - ☐ Check that all A-0 forms are submitted by the due date to be considered for Activity Fund calculations
- ☐ Elect student officers
 - ☐ Train officers to begin your meetings with student announcements. Later, train them to plan/lead activities.
- ☐ Maintain a sign-in attendance log at weekly meetings; enter attendance in ThinkWave.
- ☐ Review the MESA Day Handbook - jot down questions and ask your RC!
 - ☐ Overview the MESA DAY event guidelines with students, be sure to answer student questions.
 - ☐ Schedule meeting time for PRACTICE and begin preparing for Rally and/or MESA Day
- ☐ Review the MESA USA National Handbook - jot down questions and ask your RC!
- ☐ Identify students to represent your school for MESA USA and approach them about participating in MESA USA.
 - ☐ Print the MESA USA National Handbook for your teams (2-4 students/team),
 - ☐ Schedule MESA USA TEAM practice time and begin preparing for MESA USA statewide competition.
- ☐ Schedule at least one fall site visit with Regional Coordinator

October

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Check your student roster & work to get any missing A-0 forms completed
 - ☐ MAKE NOTE: A-0's are due to RC by **October 13, 2023 to determine club funding.**
 - ☐ As you continue to recruit students verify their A-0 status with your RC
- ☐ Host Parent Meeting, if you haven't already
- ☐ Hold student meetings once a week
 - ☐ Have interesting, engaging STEM activity for each meeting
 - ☐ Keep attendance at each meeting; enter in ThinkWave
 - ☐ Continue preparing for MESA Day: PRACTICE
 - ☐ Give MESA Day teams feedback on preparedness
 - ☐ Have MESA Day teams report on their progress
- ☐ Attend regional/statewide activities offered
- ☐ Host site visit at school with Regional Coordinator, contact RC to arrange a time.
- ☐ Read (and respond) to all emails from MESA
- ☐ Activity fund checks mailed to advisors—deposit into your school club accounts following your district's financial procedures

November

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Continue to accept new students through the school year
- ☐ Take attendance at each student meeting; enter in ThinkWave
- ☐ Check your student roster & work to help students get any missing A-0 forms submitted
- ☐ Attend regional/statewide activities offered
- ☐ Read (and respond) to all emails from MESA
- ☐ Host site visit(s) at school with Regional Coordinator, if you haven't already

December

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Enter Oct/Nov/Dec activities in ThinkWave if you haven't done so already
- ☐ Give/collect Seniors SIFT APPLICATIONS
- ☐ Only prepared MESA Day teams go to MESA Day; arrange a time for RC to check your team's readiness to go to MESA Day
- ☐ Attend RAM, if offered
- ☐ MESA USA National Winter Convening

January

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ High Schools: check with your RC about a Senior Loyalty Award Summary
- ☐ Schedule a time with your seniors to review their Loyalty Award summaries/invite your RC
- ☐ Hold student meetings once a week
 - ☐ Keep attendance at each meeting; enter attendance in database
 - ☐ Write letters to respective legislators on behalf of NM MESA; make plans to attend MESA Day at the NM Legislature if chosen to participate
 - ☐ Continue preparing for MESA Day: PRACTICE
 - ☐ Give MESA Day teams feedback on preparedness
- ☐ Arrange for MESA Day busing or contact your RC about possible bus pooling.

February

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Continue to accept new students through the school year
- ☐ Check your student roster; help students submit any mission A-0's
- ☐ Continue to practice for MESA USA/MESA Day!
- ☐ Hold student meetings once a week
 - ☐ Continue preparing for MESA Day: PRACTICE
 - ☐ Prepare MESA USA Teams for Registration, Inspection, and Workshops

March

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Jan/Feb/Mar activities due to be entered into MESA student database
- ☐ High Schools: Meet with your seniors to update their student profiles with any new information
- ☐ Continue to prepare your MESA Day/MESA USA teams
 - ☐ Have MESA Day teams present their project to the club to prepare for MESA Day qualification, including inspection by RC
- ☐ MESA USA State Competition

April

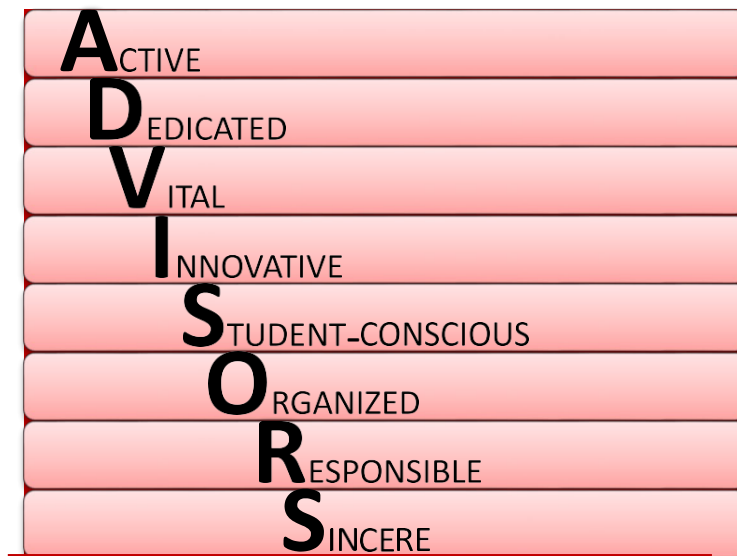
- ☐ Compete at our Annual MESA Day!
- ☐ Senior Incentive Field Trip
- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ Have students complete their end-of-year MESA evaluation online

May

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ If your MESA Day team is selected to represent New Mexico at the MESA USA National Engineering Design Competition, work with your RC to get them competition-ready!
- ☐ Attend your Spring RAM
 - ☐ Sign/return an Advisor Commitment Form to your RC
 - ☐ Complete the Advisor end-of-year MESA evaluation online
- ☐ April/May activities due to be entered in ThinkWave
 - ☐ The MESA student database will close at the end of May – Have ALL your activities entered by the deadline!
- ☐ Have a GREAT SUMMER!

June

- ☐ Check MESA Google Calendar for updated deadlines/activities/events.
- ☐ All MESA invoices from the 2023-2024 school year must be submitted by June 14, 2024 to insure payment.
- ☐ If your MESA USA team is selected to represent New Mexico at the MESA USA National Engineering Design Competition in San Diego, CA – work with your RC to get them competition-ready!



Advisor notes regarding MESA planning:

