



# NM MESA Advisor Handbook 2020-2021

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# MESA Staff Contact Information

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<b>Ling Faith-Heuertz</b> <i>Deputy Director</i>	505-366-2500 or 800-544-2617	505-366-2529	505-205-3464	<a href="mailto:LFaith-Heuertz@nmmesa.org">LFaith-Heuertz@nmmesa.org</a>	Albuquerque
<b>Helena Kirkwood</b> <i>Accounting Technician</i>	505-366-2500 or 800-544-2617	505-366-2529	505-228-0123	<a href="mailto:hkirkwood@nmmesa.org">hkirkwood@nmmesa.org</a>	Albuquerque
<b>Anita Gonzales</b> <i>Program Coordinator</i>	866-614-2487 or 505-454-3027	877-464-6642	505-718-9517	<a href="mailto:anita@nmmesa.org">anita@nmmesa.org</a>	Las Vegas
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<i>NO Region</i> <b>Alejandra Olivas</b>	505-426-2021	866-574-3876	505-717-5130	<a href="mailto:acarmona-cruz@nmmesa.org">acarmona-cruz@nmmesa.org</a>	Las Vegas
<i>SE Region</i> <b>Betty Chancey</b>	575-624-7129	877-838-2590	575-914-8316	<a href="mailto:betty@nmmesa.org">betty@nmmesa.org</a>	Roswell
<i>SW Region</i> <b>Terry Ramirez</b>	575-646-1382 or 800-746-1382	877-593-3414	915-328-4077	<a href="mailto:tramirez@nmmesa.org">tramirez@nmmesa.org</a>	Las Cruces
<i>WE Region</i> <b>Shawndean Smith</b>	505-863-9251	505-722-9174	505-350-9645	<a href="mailto:sparker@nmmesa.org">sparker@nmmesa.org</a>	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 trips, 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 MESA programs in **Arizona, California, Colorado, Maryland, New Mexico, Nevada, Oregon, Pennsylvania, Utah, and Washington**. Learn more about MESA USA here: <https://mesausa.org/>

## NM MESA Mission

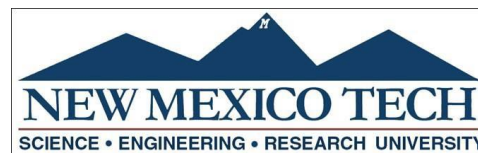
Empower and motivate New Mexico's culturally diverse students with science, technology, engineering, and math (STEM) enrichment.

## 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: Alejandra Olivas**



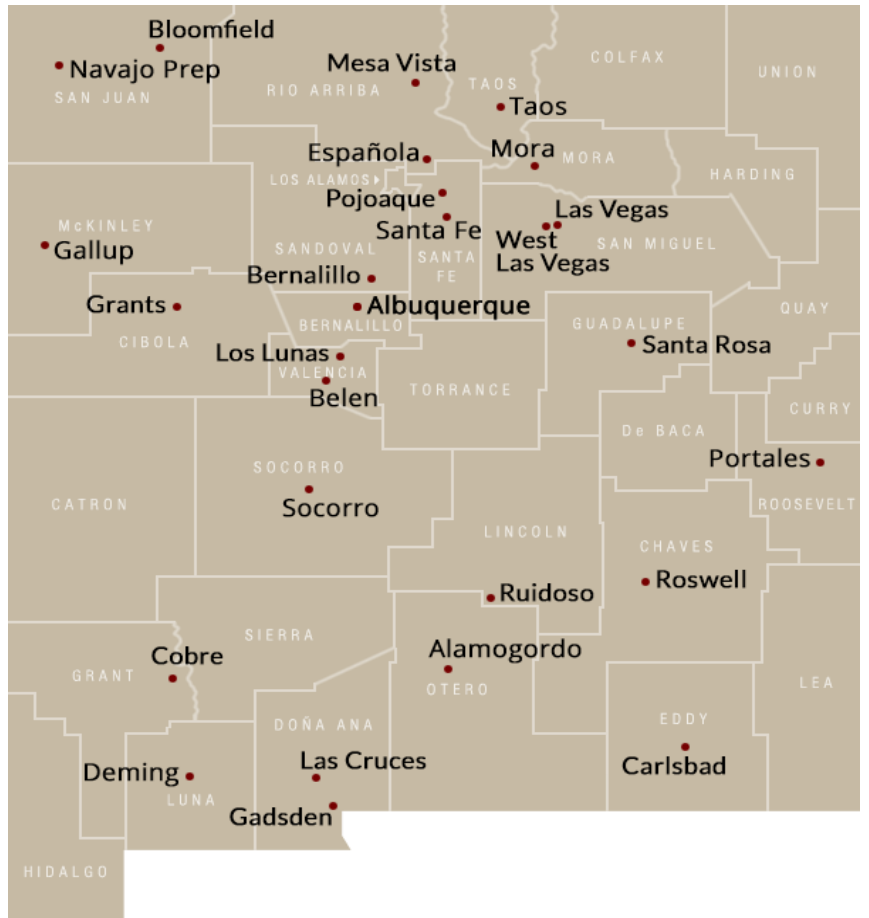
**Southeast: Betty Chancey**



**Southwest: Terry Ramirez**

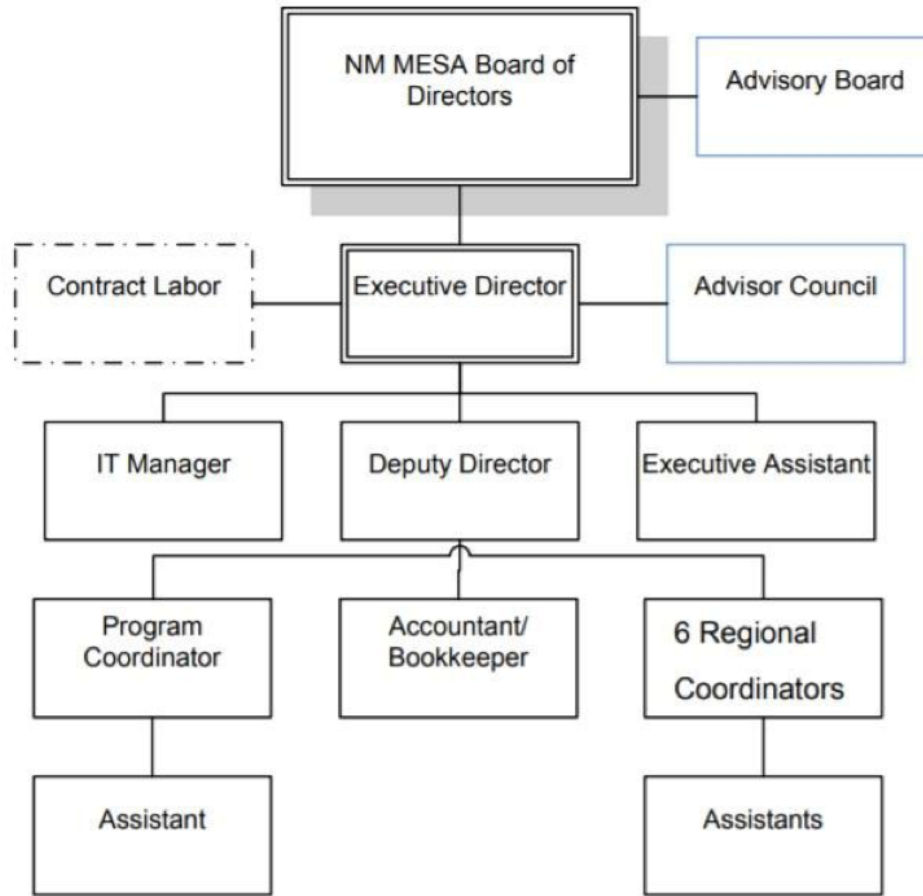


**West: Shawndeana Smith**





# NM MESA Organizational Chart



# MESA Stakeholders

## Students

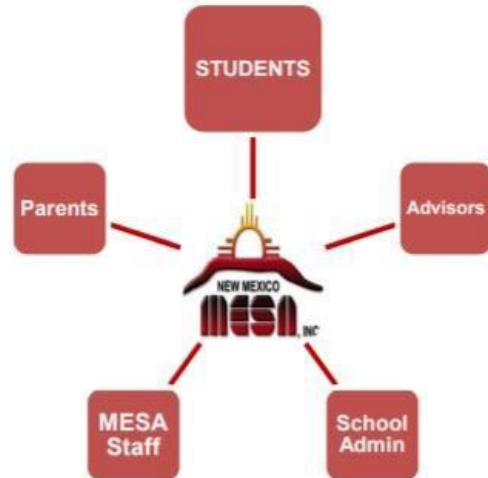
The reason for the MESA program!

## 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. There are many reports on the MESA Information Management System database (MIMS) that 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 fieldtrips, 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 fieldtrips, conferences, and college visits. RCs manage the regional budget, and schedule logistics for the regional activities. They assist Advisors in maintaining the MIMS 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.

## NM MESA's Main Office

Houses the offices of the Executive Director, Deputy 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](http://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 (MIMS)

MIMS 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 MIMS is found on the regional pages of the NM MESA website, [www.nmmesa.org](http://www.nmmesa.org).

Information in MIMS 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](http://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
- STEM Career Resources
- MESA Standard Forms
- Digital Resources

## Statewide Calendar

The NM Statewide Calendar is found on the NM MESA website, [www.nmmesa.org](http://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 statewide events. Appropriate links will be shared when events are posted on [www.nmmesa.org](http://www.nmmesa.org).



## Social Media

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



## Webinars

NM MESA often uses webinars for dissemination of information. Advisor webinars, student webinars, speakers, mentoring, etc., are just a few of the types presented by MESA.

**Zoom** <https://zoom.us/>

Zoom can be used for communication with MESA staff and schools or student presentations.

## Skype

Skype can be used for communication with MESA staff 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**.



The screenshot shows the NM MESA website. At the top, there is a navigation bar with links for STUDENTS, ALUMNI, ADVISORS, and STAFF. Below this is a header with the NM MESA logo and a tagline: "Building TOMORROW'S mathematicians, engineers and scientists... TODAY!". The main content area features the heading "About NM MESA" and a sub-heading "New Mexico Mathematics, Engineering, and Science Achievement (NM MESA and/or MESA) is a pre-college program that prepares students for college and careers in mathematics, engineering, science or technically related fields. The MESA program is coordinated through six regional offices, each". To the right, there is a dropdown menu for the "About" link, which includes options like "About NM MESA", "MESA Schools / Facts & Figures", "NM MESA Annual Reports", "Become a MESA School", "Governance/Board of Directors", and "Apply to 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 which 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

NM MESA is aware that due to the Covid-19 pandemic this school year will require flexibility and adaptation. MESA expects that the minimum requirements for Performance Watch requirements will be met with innovation and creativity with virtual learning while practicing safe social distancing. These requirements can be reviewed with your Regional Coordinator to insure all expectations are being met.

### 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.

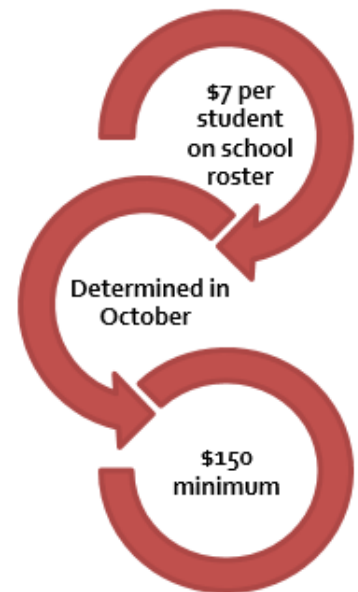
### Administration

Advisors are expected to:

1. Maintain student records (profiles, activities, attendance, etc.) in MIMS in a timely manner. (The MIMS User Manual is on the MESA website, [www.nmmesa.org](http://www.nmmesa.org), under RESOURCES.)
2. Ensure that all required student forms have been completed (online forms: A1, A2 & A3) and any hard copies of all A1s are 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-1 received and entered by Regional Coordinator and an A-2 submitted online) in the database by **October 9, 2020**. **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 Fieldtrips/Transportation Request Form should be filled out and submitted to the RC at *least two weeks in advance* of any fieldtrip which involves a request for regional funds. The B-4 can be found online at [www.nmmesa.org](http://www.nmmesa.org) under the RESOURCES tab, then click on MESA Standard Forms. If approved, a purchaseorder (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 fieldtrips, leadership activities and service learning activities with Regional Coordinator.

## **MESA Requirements**

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**Memo of Understanding (MOU)** - Signed by the superintendent of the school district, returned to the main MESA office (1015 Tijeras Ave. NW; Ste. 200, ABQ, NM 87102). Required for Performance Watch.

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

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

*\*\* Due to the COVID-19 pandemic NM MESA guidelines for minimum and maximum student limits will abide by COVID-19 restrictions for classrooms.*

<b>Clubs having less than...</b>	20 Registered Students	15 Student Meetings	1 Leadership Activity	1 Non-MESA STEM competition	1 Parent Meeting	1 Service Learning	3 Workshop, Speaker or Field-trip Activities	1 MOU signed by Superintendent and MESA.
<b>Advisor Failed to...</b>	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

*\*\*\* NM MESA understands that during the COVID-19 pandemic, 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/Meets, 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).
- Give students who express an interest in NM MESA a packet with the following forms: **Parent Permission Form (A-1), Student Profile (A-2), and Student and Parent Field Trip Agreement Form (A-3)**. Attach any additional information one may want to include on the school's NM MESA program. The A-2 must be completed online at [www.nmmesa.org](http://www.nmmesa.org).



**Please ensure that students understand that they cannot participate in MESA activities until these three forms are returned to the Advisor; the A-2 is done online and original copy of the A-1 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 [www.nmmesa.org](http://www.nmmesa.org) (ONLINE A-2) either at the meeting or at home. Advisors are responsible for ensuring that all NM MESA Student Profile Forms are complete and entered into MIMS by the required dates. A paper (hard-copy) A-2 may be used and entered by the Advisor in MIMS.
3. Students and Parents should fill out and sign student permission form (A-1) and the field trip agreement form (A-3) and return to advisor. These forms will be offered online this year!
4. It is highly recommended to create a travel binder to store the A-1 and A-3 forms. These forms are required to be with the Advisor at all times on field trips, at competitions, etc.
5. Make a copy of the A-1 and forward the original to the appropriate Regional Coordinator. **Only** when the Regional Coordinator has received the A-1, and updated the student's profile, 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**
- ✓ **Enter information in MIMS**

# 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 fieldtrip
- [www.nmmesa.org](http://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
  - MIMS 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
  - MIMS 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
  - MIMS 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 least a half hour with an average of 1 hour per week designated towards MESA time! For example, if you meet for a half hour per week, please designate a separate MESA time (on Saturday or afterschool) 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, MIMS maintenance, professional development and 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 trips, 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 listen to speakers, develop and participate in hands-on workshops and team-building activities, and visit with college students/departments.

RC's will also offer ***Regional and/or school specific workshop/speakers, field trips, fundraising, and service learning*** opportunities.



### ***Statewide Activities (subject to change due to Covid-19)***

#### ***AMP Conference (will be virtual due to Covid-19)***

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 Trip***

Each year, NM MESA provides a fieldtrip 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. Juniors and seniors are encouraged to attend.





### ***NMHU College Night***

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 fieldtrip. 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.



### ***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 2021 will be determined based on safety guidelines for mass gatherings 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.



*2019 National Champions: Chaparral MS with 2019 Third place National Winners, next+ Gen Academy at the University of Arizona in Tucson*

## ***Legislative Field Trip***

The Legislative Field Trip 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.



*Advisor ideas/interests/notes regarding MESA statewide activities:*

# Loyalty Award for 2021 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 of 2020-2021 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-1 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](http://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  $\geq 21$  or SAT score  $\geq 1000$
- +\$63 cumulative weighted GPA of  $\geq 3.8$
- +\$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/>

## **STUDENT DUE DATES FOR LOYALTY AWARD**

**12/31/2020** Last day to earn points for Loyalty Award calculation  
**1/22/2021** Deadline for advisors to enter Senior activities in MIMS  
**2/15/2021** Official High School Transcript due (requested by RC)  
**3/15/2021** Link for online application opens  
**4/16/2021** Last day to submit online application, W-9 & testimonial

**4/30/2021** Announcement of Awardees  
**7/1/2021** Link for uploading fall college schedule opens  
**9/6/2021** Last day to submit college schedule  
**9/24/2021** Checks mailed to students

**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 Trip/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.**



## MIMS Responsibilities for Creating Activities and Entering Participation

The following activities are entered in MIMS by advisors, Activity Type = School

Classification in MIMS	Examples	Description
Competition-STEM (Non-MESA)	<b>STEM Competitions</b> <ul style="list-style-type: none"> <li>• Robo Rave</li> <li>• Innoventure</li> <li>• Supercomputing</li> <li>• BEST</li> <li>• Cyber-E Challenge</li> <li>• Science Fair</li> <li>• Other</li> </ul>	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 Trip	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 MIMS**

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

- Legislative Field Trip
- AMP
- Leadership Summits
- Meeting - Advisor
- MESA Day
- Statewide Activities
- MESA USA: national competition
- MESA webinar
- Regional Advisor Meeting (RAM)
- SIFT
- Site Visits
- Regional Field Trips

# ADVISOR CONTRACT (B-1)



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)*

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. _____ Abide by the Advisor's Code of Conduct as written in the Advisor's Handbook.</p> <p>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.</p> <p>3. _____ Support the NM MESA, Inc., mission, "Empower and motivate New Mexico's culturally diverse students through science, technology, engineering, and math (STEM) enrichment."</p> <p>4. _____ Attend all regional and statewide meetings.</p> <p>5. _____ Participate in two-four school site visits.</p> <p>6. _____ Sign the Advisor Overnight Contract.</p> <p>7. _____ Recruit and maintain a program with a minimum of 20 students.</p> <p>8. _____ Collect Parent Permission Forms (A-1) from all MESA students and submit to regional coordinator.</p> <p>9. _____ Verify Student Profile Forms (A-2) from all MESA students are entered into MIMS.</p> | <p>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.</p> <p>11. _____ Maintain student roster, profiles, and activities via MESA Information Management System (MIMS). Falsification of this data will result in removal from program.</p> <p>12. _____ Monitor and use the MESA website, <a href="http://www.nmmesa.org">www.nmmesa.org</a> for information.</p> <p>13. _____ Hold regular weekly student meetings.</p> <p>14. _____ Hold one parent meeting annually.</p> <p>15. _____ Coordinate MESA activities.</p> <p>16. _____ Participate in regional and state MESA competitions.</p> <p>17. _____ Monitor students' grades to determine eligibility and tutoring needs.</p> <p>18. _____ Provide tutoring for students as needed.</p> <p>19. _____ Encourage students to take standardized tests (ACT, SAT, etc.), if applicable.</p> <p>20. _____ Encourage students to achieve academic excellence through participation in all academic endeavors provided by NM MESA, Inc., the school, and others.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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.

_____ <i>Advisor Signature/Date</i>	_____ <i>Principal Signature/Date</i>
_____ <i>Advisor Name (Printed)</i>	_____ <i>Principal Name (Printed)</i>
_____ <i>School Name/District</i>	_____ <i>Regional Coordinator Signature/Date</i>

# ADVISOR OVERNIGHT AGREEMENT B-5 (7/2020)

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## 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

# 2020-2021 PLANNING

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## 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 MIMS 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](http://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 and give Forms A1, A2, and A3 to students to have signed by parents
  - Collect signed and completed forms (Keep a folder or binder with ALL forms; A3's are to be taken with you on all fieldtrips)
  - Students enter/update A2 online
  - Send/fax A1 forms to Regional Coordinator 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 MIMS.
- Review the MESA Day Handbook - jot down questions and ask your RC!
  - Print the MESA DAY event guidelines for students, review and answer student questions.
  - Schedule meeting time for PRACTICE and begin preparing for RALLY/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 MIMs roster; Fax missing A-1's to RC
  - MAKE NOTE: A1's are due to RC by **October 9, 2020 to determine club funding.**
  - As you continue to recruit students, Enter/update student profile (A-2) online
- 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 MIMS
  - 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; enter profiles in MIMS
- Take attendance at each student meeting; enter in MIMS
- Check your MIMs roster; Fax missing A-1s to RC
- 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 MIMS 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

## January

- Check MESA Google Calendar for updated deadlines/activities/events.
- High Schools: Give each student a paper copy of their Loyalty Award Summary Report from MIMS
- 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 in MIMS
  - 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
  - Have MESA Day teams present their project to the club to prepare for MESA Day qualification, including inspection by RC
- 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; enter profile in MIMS
- Check your MIMs roster; Fax missing A-1s to RC
- Continue to practice for MESA USA/MESA Day!

## March

- Compete at our Annual MESA Day!
- Check MESA Google Calendar for updated deadlines/activities/events.
- Jan/Feb/Mar activities due to be entered in MIMS
- High Schools: Meet with your seniors to update their MIMS profiles with any new information
- Continue to prepare your MESA Day/MESA USA team if they have qualified and been selected to participate in MESA Day
- SIFT Trip for select high school seniors



## April

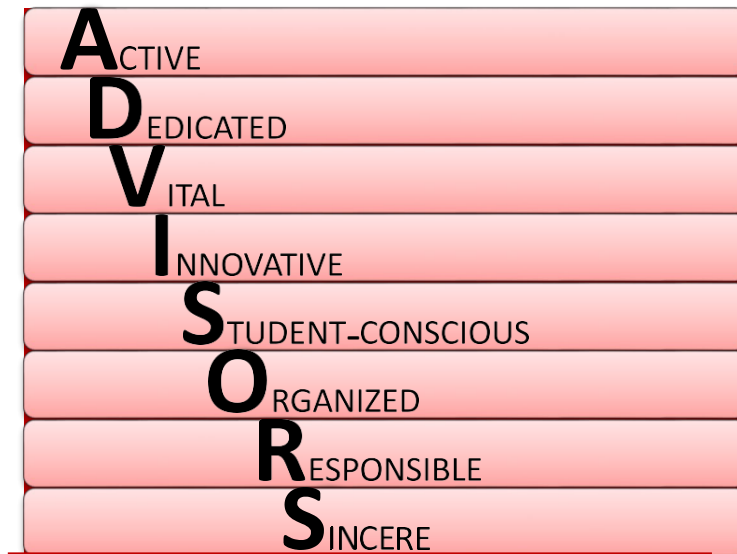
- Check MESA Google Calendar for updated deadlines/activities/events.
- Have students complete their end-of-year MESA evaluation online
- Attend your Spring RAM
  - Sign/return an Advisor Commitment Form to your RC
  - Complete the Advisor end-of-year MESA evaluation online

## 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!
- April/May activities due to be entered in MIMS
  - MIMS will close at the end of May – Have ALL your MIMS entries in by the deadline!
- Have a GREAT SUMMER!

## June

- Check MESA Google Calendar for updated deadlines/activities/events.
- All MESA invoices from the 2017-2018 school year must be submitted by June 8 to insurepayment.
- If your MESA USA team is selected to represent New Mexico at the MESA USA National Engineering Design Competition – work with your RC to get them competition-ready!



*Advisor notes regarding MESA planning:*

# PARENT PERMISSION FORM (available online & in Spanish)

## A-1



A-1  
8/01/19

### Parent Permission Form

Dear Parent: Please have your student return this form to his or her teacher.

Your son/daughter has been invited to participate in New Mexico Mathematics, Engineering, Science Achievement, Inc. NM MESA, Inc., is an educational program designed to encourage and prepare students for college majors and careers in mathematics, engineering, science and related fields. NM MESA, Inc. assists these students by offering the following and more:

- *Rigorous Academic Schedule* • *Weekly Tutoring* • *Field Trips* • *Competitions* •
- *Academic & University/Career Counseling* • *Leadership Workshops* •

Participating students receive the educational enrichment experiences and practical help they need to achieve academic excellence and prepare for college. NM MESA, Inc. is a very successful program - 78% of MESA graduates go on to college or a university and 49% have chosen majors in math, engineering or science.

Please read the minimum requirements for membership and the minimum requirements necessary to receive a Loyalty Award. Once you have done that, please sign this form and have your child return it to his or her advisor. A copy of this form will be kept on file in the NM MESA, Inc., offices.

**Note: Your child is eligible to earn up to \$1000 for college, based completion of the Loyalty Award requirements.**

#### **Yearly membership requires the following:**

- Submit Parent Permission Form (A-1) to MESA Advisor.
- Enter your Student Profile Form (A-2) online or submit the paper form to MESA Advisor. Student information will be entered into MESA Information Management System (MIMS).
- Demonstrate a high standard of behavior while participating in NM MESA events.
- **MESA students that participate in illegal activities such as, but not limited to, possession or consumption of alcohol and/or drugs, theft, or vandalism, relinquish their current and future membership in NM MESA, Inc.**

#### **HIGH SCHOOL LOYALTY AWARD GUIDELINES (LA)**

**In addition to the requirements above, MESA members *must* complete the following requirements to be eligible for the Loyalty Award:**

- **Active membership in MESA for 2 years including first semester of senior year is required** for students to receive an award.
- Apply online in March for award after receiving notification if eligible.
- Complete **4 credits of college preparatory math and English and 3 credits of science** upon high school graduation.
- Have a minimum ACT score of 18 OR a minimum SAT score of 870 OR a 2.8 weighted GPA
- Have a minimum of 175 points in MIMS
- Submit a schedule of classes from an accredited college or university.
- Provide a brief testimonial of your MESA experiences.
- Provide a social security number, green card number, or tax identification number.

#### **Please note the following:**

- Member and parent/guardian agree that NM MESA, Inc. is the final authority on Loyalty Awards.
- Member's grades and test scores are verified by an official high school transcript.



A-1  
8/01/19

**Parent Permission Form**

*(PLEASE PRINT)*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School: \_\_\_\_\_

**MESA students that participate in illegal activities such as, but not limited to, possession or consumption of alcohol or drugs; theft, or vandalism, relinquish their current and future membership in NM MESA, Inc.**

I am pleased to have my child participate in NM MESA, Inc. I have read, understand and agree to the minimum requirements for participation in the MESA program and the Loyalty Award. I give permission to NM MESA, Inc., and its funding agencies, to acquire information regarding my child's academic performance including PED number, school transcripts, and test results. I also give permission to use my child's photograph in press releases, newsletters, reports, video, website, social media and any other documentation used by NM MESA, Inc. I hereby certify that the information on the student profile (A-2) is accurate to the best of my knowledge.

\_\_\_\_\_  
Parent/Guardian Signature / Date

I have read, understand and agree to the minimum requirements for participation in the MESA program and the Loyalty Award.

\_\_\_\_\_  
Student Signature / Date

\_\_\_\_\_  
NM MESA, Inc., Advisor / Date

\_\_\_\_\_  
NM MESA, Inc., Regional Coordinator / Date

**Note:** A copy of this form will be kept on file with NM MESA, Inc. Please contact your MESA Advisor with any questions or concerns.

STUDENT PROFILE FORM (available online & in Spanish)

A-2



INC. Parents - Must be submitted with the Parent Permission form (A-1) to MESA Advisor. MESA Advisor - Update MIMS & keep in your files.

A-2  
8/01/2019  
Page 1 of 2

School Name

Grade

In MESA before? Yes / No  
Most recent year?

NM PED Student ID#

Date of Birth

Last Name

First Name

MI

Mailing/Street Address

City

County (Bernalillo, Curry, etc.)

State

Zip Code

Student Email

Home Phone

Student Cell Phone

Student Gender ( M/F)

Ethnicity (Check one)

[ ] Hispanic (Spanish culture of origin) [ ] Anglo (not Hispanic origin) [ ] Black (not Hispanic origin) [ ] Asian or Pacific Islander

[ ] American Indian/Alaskan Origin Tribe? \_\_\_\_\_ [ ] Undeclared

Does the student have a disability? [ ] Yes [ ] No

Do you participate in a Free/Reduced Lunch Program? [ ] Yes [ ] No

CONTINUED ON BACK  
or Page 2

**Parent Information**

Parent/Guardian #1

[Grid for name entry]

Email Address

[Grid for email address entry]

Do you wish to receive MESA related information at this email address? Yes / No

Current employer

[Grid for current employer entry]

Work Phone

[Grid for work phone entry]

Highest education you've received?

- K-8       High School / GED       Technical School       Associates Degree       Bachelors Degree
- Masters Degree       Doctorate       Post Doctoral

Parent/Guardian #2

Name (first and last)

[Grid for name entry]

Email Address

[Grid for email address entry]

Do you wish to receive MESA related information at this email address? Yes / No

Current employer

[Grid for current employer entry]

Work Phone

[Grid for work phone entry]

Highest education you've received?

- K-8       High School / GED       Technical School       Associates Degree       Bachelors Degree
- Masters Degree       Doctorate       Post Doctoral

**For Grant Purposes Only:**

Range of Family Income    \$0-10,000    \$10-20,000    \$20-30,000    \$30-40,000    \$40-50,000    \$50,000+

Parent and Student Certification: I certify that the above information is accurate. I further agree to notify our NM MESA, Inc., Advisor if any of this information should change. All information is kept private and confidential.

Parent/Guardian Signature / Date \_\_\_\_\_

Student Signature / Date \_\_\_\_\_



## MESA MEETINGS/CLASSES/ACTIVITIES

What room is the location of the club meeting? \_\_\_\_\_

When (day/time) will the club meet? \_\_\_\_\_

Approximately how many students are expected to join the club this year? \_\_\_\_\_

Does the school offer a MESA Class? **Y or N**,

If yes, time (s) & room #(s): \_\_\_\_\_

Site Visit/Event								
Date								
Attended by								



### New Mexico MESA, Inc.

1015 Tijeras Ave. NW; Ste. 200 New Mexico 87102  
505-366-2500 voice | 505-366-2529 fax

[www.nmmesa.org](http://www.nmmesa.org)

