



As of August 2022

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)

1. _____ Abide by the Advisor's Code of Conduct as written in the Advisor's Handbook.
2. _____ Support the NM MESA, Inc., mission, "Empower and motivate New Mexico's culturally diverse students through science, technology, engineering, and math (STEM) enrichment."
3. _____ Attend regional and statewide meetings.
4. _____ Participate in two-four school site visits.
5. _____ Sign the Advisor Overnight Contract.
6. _____ Recruit and maintain a program with a minimum of 20 students.
7. _____ Ensure Student Registration Forms with parental\consent (A-0) are submitted on the NM MESA website, or paper forms are collected and submitted to the regional coordinator.
8. _____ 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.
9. _____ Maintain student roster, profiles, and activities via MESA's Data Base. Falsification of this data will result in removal from program.
10. _____ Monitor and use the MESA website, www.nmmesa.org for information.
11. _____ Hold regular weekly student meetings.
12. _____ Hold one parent meeting annually.
13. _____ Coordinate MESA activities.
14. _____ Participate in regional and state MESA competitions.
15. _____ Monitor students' grades to determine eligibility and tutoring needs.
16. _____ Provide tutoring for students as needed.
17. _____ Encourage students to take standardized tests (ACT, SAT, etc.), if applicable.
18. _____ 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 MESA contracted database management system are to be used with discretion. All those who use the website/database should always consider the privacy of the students. Since misuse of the website/database 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/database. 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/database 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