



ADVISOR CONTRACT (B-1)

August 2024

This agreement made and entered into on ____/____/____ by and between NM MESA, Inc., and _____

Mailing Address: _____ Phone: W _____
H _____

E-mail address (preferred): _____ M _____

Advisor Agrees To: (Initial each item)

1. _____ Abide by the Advisor's Code of Conduct as written in the Advisor's Handbook.
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.
3. _____ Support the NM MESA, Inc., mission, "Empower and motivate New Mexico's culturally diverse students through science, technology, engineering, and math (STEM) enrichment."
4. _____ Attend regional and statewide meetings.
5. _____ Participate in two to three school site visits.
6. _____ Sign the Advisor Overnight Contract.
7. _____ Recruit and maintain a program with a minimum of 20 students.
8. _____ Collect The MESA A0 Student Registration/Parent Permission Form from all MESA students via the online registration form or submit to regional coordinator.
9. _____ Verify Student Registration from all MESA students are entered into MESA's student activity tracking program.
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.
11. _____ Maintain student roster, profiles, and activities via MESA's student tracking program. Falsification of this data will result in removal from the program.
12. _____ Monitor and use the MESA website, www.nmmesa.org for information.
13. _____ Hold regular weekly student meetings.
14. _____ Hold one parent meeting annually.
15. _____ Coordinate MESA activities.
16. _____ Participate in regional and state MESA competitions.
17. _____ Monitor students' grades to determine eligibility and tutoring needs.
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