



NM MESA 2026-2027

Advisor Handbook

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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@nm mesa.org	Las Vegas
<i>Accounting</i> Pulakos Michelle Arculeta	505-338-1592 or 505-917-2049	877-848-0370		nm mesaaccounting@nm mesa.org	Albuquerque
<i>CI Region</i> Kim Scheerer	505-277-9921	844-797-2590	505-350-1438	kscheerer@nm mesa.org	Albuquerque
<i>NC Region</i> Nicholas Kunz	505-428-1773	877-437-5740	505-259-0264	nkunz@nm mesa.org	Santa Fe
<i>NO Region</i> Andrea Manzanares	505-426-2021	866-574-3876	505-310-7449	amanzanares@nm mesa.org	Las Vegas
<i>SE Region</i> Manny Klaassen	575-624-7129	877-838-2590	575-295-1988	MKlaassen@nm mesa.org	Roswell
<i>SW Region</i> Terry Ramirez	575-646-1382 or 800-746-1382	877-593-3414	915-328-4077	tramirez@nm mesa.org	Las Cruces
<i>WE Region</i> Shawndeana Smith	505-350-9645	844-367-0039	505-350-9645	ssmith@nm mesa.org	Crownpoint

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, in Oakland, CA. 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, Maryland, New Mexico, Oregon, Rhode Island, 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

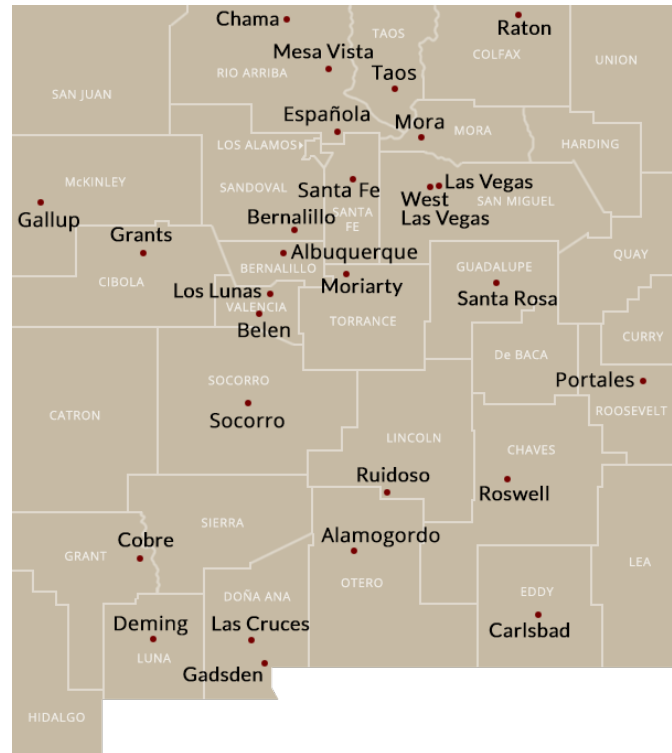
Each of the six MESA regions in New Mexico is led by a Regional Coordinator or RC. Each RC typically has an office at a local university.

MESA Regional Coordinators

Central Inner: Kim Scheerer



North Central: Nicholas Kunz



North Region: Andrea Manzanares



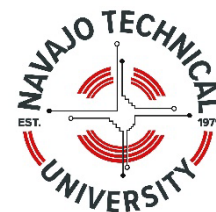
Southwest: Terry Ramirez



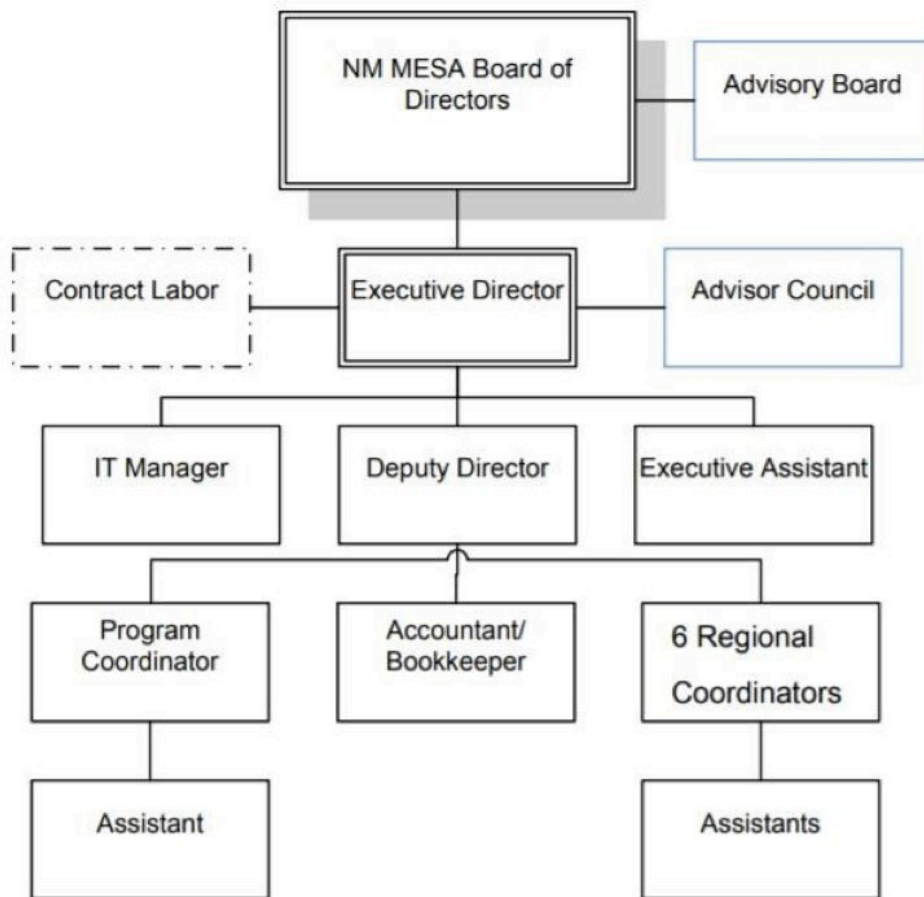
Southeast: Manny Klaassen



West: Shawndean Smith



NM MESA Organizational Chart



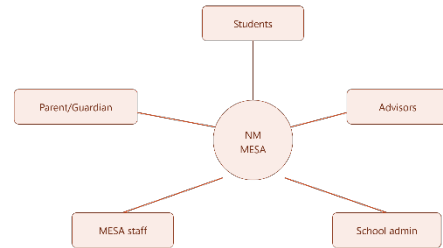
NM MESA Program Model



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/Guardians

A valuable resource for the MESA program. A Parent- night meeting is required so that parents/guardians 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-Principals 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.
- 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.

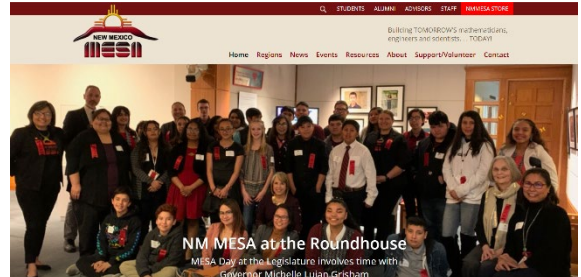
MESA Tools and Resources

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

The NM MESA website, www.nmmesa.org, has a RESOURCES tab that highlights 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.

Social Media

Follow NM MESA for announcements and exciting photos! Facebook: “NM MESA”, Instagram: “mesanewmexico”, LinkedIn @newmexicoMESAInc.

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.

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 NM MESA 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:

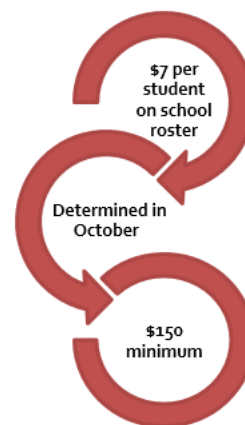
1. Actively recruit students into the MESA program each year and maintain a minimum of 20 officially registered students to meet Performance Watch requirements.

Administration

Advisors are expected to:

1. Maintain student records (profiles, activities, attendance, etc.) in ThinkWave in a timely manner. (<https://www.thinkwave.com/support/>)
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 16, 2026**. **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 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 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.

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.					
* Smaller rural districts are subject to a minimum of 15 registered students								

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; a 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)

*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 half an hour per week, please designate a separate MESA time (after school 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 to 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 club 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 workshops/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

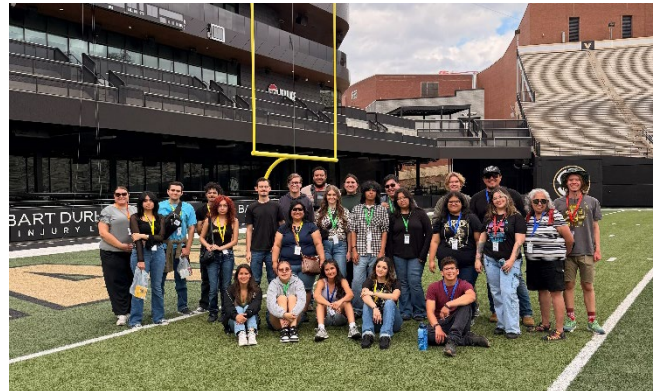
Each year, NM MESA provides a field experience to NM Tech to visit the campus and get information about attendance. In addition, programs are typically arranged with various departments around campus to engage students in demonstrations and interactive programs. This field experience may be combined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

2023 Miner Mayhem Competition at NM Tech



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 2027 location will be the Pacific Northwest. The picture to the right is SIFT 2026 in Nashville, TN.



NM MESA Day

NM MESA Day is the largest MESA-sponsored annual academic competition. A handbook is created annually that details the current year's events and programs. The events are Math, Science, Engineering, or Technology-based. MESA Day 2026 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.



*2026 New Mexico MESA Teams:
Centennial HS & Anton Chico Middle
School*

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 2026 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

In order to qualify for the MESA Success, students are required to meet ALL of the following criteria:

- Student graduating the current 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, refer to Table 1; 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 unweighted (flat/cumulative) G.P.A (End of 1st semester of senior year as appears on official transcript).
- Online application, W-9 upload, and testimonial about your experience in NM MESA submitted to the nmmesa.org website. Completed [W-9 tax form](#) can be 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:

- + up to \$100 based on the LA points above 175, see bonus schedule below
- +\$63 STEM extended program participation
 - Participation in SIFT, MESA USA Nationals, or other MESA week+ program
- Completion of STEM capstone project, work-based learning, or internship program
 - any year – not \$63 per year; verified by advisor & submitted to RC
- +\$63 ACT score ≥ 21 or SAT score ≥ 1000
- +\$63 cumulative unweighted (flat) GPA of ≥ 3.5
- +\$63 MESA Officer:
 - any year – not \$63 per year; verified by advisor & submitted to RC
- +\$63 advanced math course incentive, $\geq C$ grade (not \$63 per course)
 - To include Algebra II, Statistics, Trigonometry, Pre-Calculus, Calculus, AP Math, or college math course
 - +\$85 two or more additional STEM courses in addition to state graduation requirement of 4 math and 3 science, $\geq C$ grade (not \$85 per course)

** To complete the application and release your funds in September (ie. mail to the address you have in our MESA student database), you must submit all required documents.

TABLE 1: Participation Point Values for MESA Activities (6-12 Grade; Unlimited points)	
<i>Activity Category</i>	<i>Pts. each</i>
Student Meeting	1
Parent Meeting	5
Field Trip/Workshop/Speaker	5
Leadership	5
Fundraising	5
Service Learning	5
NON- MESA STEM Competition (Max 1 per year)	7
Regional Rally	7
MESA Day (Doesn't count senior year)	10
MESA USA (Doesn't count senior year)	14

Bonus Participation Points (Points will stop calculating after 1st semester of senior year)		
Dollar Amount	Points	Students, check ONLY ONE
\$20	176-275	☐
\$40	276-375	☐
\$60	376-475	☐
\$80	476-575	☐
\$100	≥ 576	☐

Please note the following:

- Students can only qualify for this during their senior year if the MESA Success criteria are fully met.
- Weighted GPA, test scores, and class rank are verified using the student's official high school transcript, through the end of the first semester senior year.
- See the [approved Math, Science, and other STEM-related courses](#).
- Students must be able to provide a social security number, green card number, or tax identification number. Please speak with your MESA advisor or regional coordinator if you cannot; you will not be disqualified.
- The Loyalty Award (LA) is taxable income and all recipients MUST submit a completed W-9 tax form to MESA before any disbursement of funds can be made.
- Students receiving \$600 or more will be issued a 1099 tax form from MESA in January of the next year.
- Member and parent/guardian agree that final authority on LA is the sole responsibility of NM MESA, Inc.
- To receive the award you must either attend a secondary educational institution (for degree or certification) or enlist in the military by the Fall Semester after graduation.

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**

<https://www.nmmesa.org/students/loyalty-award/>

NMAA Eligibility



Beginning this school year, New Mexico MESA is recognized by the New Mexico Activities Association (NMAA). The New Mexico Activities Association (NMAA) sets the eligibility rules for interscholastic academic competitions. **MESA Day will be the competition that is officially recognized by NMAA** in the spring of 2027. MESA USA remains a MESA national competition challenge within the MESA USA network and is not the recognized NMAA competition activity. Before students compete, the school must verify that each student meets these rules.

Quick Check — NMAA Rule 8.1.1

A student MUST have ALL of the following to compete:

- 2.0 GPA or higher, with no F's, for the semester right before the competition
- Enrolled in and passing over 50% of a full course load, in classes that count toward graduation
- Regular attendance during the current and the previous semester
- No more than 15 school absences per semester for these activities (state and national competitions are exempt)

Note: A student below 2.0 GPA or with an F may regain eligibility at the next 6- or 9-week grading check. Individual schools/districts may set stricter rules than the NMAA minimum.

What Advisors Need To Do

- Confirm every competing student meets the rule above before the event.
- Complete the NMAA Verification of Eligibility form (see appendix), listing all participating students.
- Have a school administrator sign the form.
- Submit the signed form to your Regional Coordinator before the state competition.
- Check with your school/district — some enforce stricter eligibility rules than the NMAA minimum.

Source: New Mexico Activities Association (NMAA), Rule 8.1.1 — nmact.org. Full Quick Facts sheet and Verification of Eligibility form are included at the back of this handbook.

Student Database Responsibilities for Activities & Entering Participation

Classification in ThinkWave	Examples	Description
STEM Competition	STEM Competitions • 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.

NM MESA Volunteer and Mentor Policy

Purpose

The purpose of this policy is to establish clear guidelines and expectations for all volunteers and mentors who support NM MESA programs and activities involving the students the organization serves. These standards ensure a safe, respectful, and professional environment that aligns with school district requirements, while also protecting students, school personnel, and volunteers.

I. Volunteer and Mentor Eligibility

All NM MESA volunteers and mentors must:

- Be at least 18 years old.
- If a volunteer is under the age of 18 they must be accompanied by a volunteer sponsor or MESA Advisor who is over the age of 18. NM MESA recommends accompanied, underage volunteers are no younger than the age of 13.
- Complete an NM MESA Volunteer/Mentor Application or Event Volunteer Registration, dependent on the volunteer role.
- Undergo any required background checks, in alignment with school district regulations.
- If required, attend NM MESA event orientation or training prior to any engagement with students.
- Agree to abide by all applicable NM MESA, school, and relevant district policies.

II. Communication and Conduct Guidelines

1. Professional Communication

- Volunteers and mentors must maintain professional, respectful communication with NM MESA staff, school teachers, and students.
- All communication with students must be transparent and, when possible, occur in group or supervised settings.
- Connecting with students privately via social media, texting, or personal email communication unless explicitly authorized and documented through NM MESA and/or the MESA advisor (teacher).

2. Chain of Communication

- Volunteers/mentors must keep both the assigned NM MESA regional coordinator and/or the MESA Advisor (teacher) informed of all planned activities, student interactions, and concerns.
- Any incidents or violations of policy must be reported immediately to NM MESA and the appropriate school personnel.

3. Respect for School District Policies

- Volunteers and mentors must adhere to the behavioral, safety, and confidentiality policies of the school or district where they serve.
- They must follow all school visitor procedures, including sign-in requirements, ID badges, and appropriate dress codes.

4. Boundaries and Appropriate Relationships

- Volunteers/mentors are not to engage in private or unsupervised meetings with students.
- Personal, romantic, or overly familiar relationships with students are strictly prohibited.
- Volunteers are not to transport students in personal vehicles unless explicitly authorized by NM MESA and the school district, with proper documentation.

III. Role and Responsibilities

Volunteers and mentors may:

Assist with MESA activities, STEM challenges, and field trips under the direction of the teacher(s) and/or MESA staff.

- Provide career, college, and STEM-related mentorship.
- Support positive youth development and academic achievement.

Volunteers and mentors may **not**:

- Provide discipline, counseling, or medical assistance to students.
- Promise confidentiality to students about sensitive topics (they must report concerns to a responsible adult per mandatory reporting laws).
- Substitute for licensed staff or make instructional decisions without NM MESA Advisor (teacher) approval.

IV. Confidentiality and Student Safety

- Volunteers must respect the privacy of all students and families. Any academic, behavioral, or personal information must be treated as confidential.
- Volunteers must report suspected abuse, neglect, or unsafe situations immediately, following NM MESA and school district mandated reporting procedures.

V. Termination of Volunteer Status

NM MESA reserves the right to dismiss a volunteer or mentor at any time for behavior inconsistent with this policy, failure to follow communication protocols, or any conduct deemed unsafe, unethical, or unprofessional.

Acknowledgment

All volunteers and mentors must sign an acknowledgment form confirming they have read, understood, and agreed to abide by this policy before beginning service.

<u>Do's for Volunteers</u>	<u>Don'ts for Volunteers</u>
1. Build Positive Relationships • Greet students warmly and use their names. • Show genuine interest in their lives, ideas, and efforts. • Be patient and encouraging, especially when students struggle. 2. Model Respectful Behavior • Treat all students, staff, and fellow volunteers with respect. • Use inclusive, non-judgmental language. • Celebrate diversity in identity, learning styles, and perspectives. 3. Set Clear Expectations • Communicate program rules consistently and kindly. • Reinforce positive behavior with praise and reinforcement. • Redirect misbehavior calmly and constructively. 4. Support Student Learning • Offer help and guidance, not answers—encourage problem-solving. • Allow time for students to process and make mistakes. • Adapt your approach to meet different learning needs. 5. Maintain Professional Boundaries • Keep relationships friendly, but not overly personal. • Be mindful of sharing personal details or contact information. • Report any safety or behavioral concerns to program staff immediately. 6. Be Reliable and Prepared • Arrive on time and stay for the full session. • Know the plan or agenda for the day. • Ask questions if anything is unclear before working with students. 7. Maintain a Safe Environment • Follow all safety and emergency protocols. • Supervise students appropriately—never leave them unattended. • Report accidents or inappropriate behavior promptly.	1. Don't Play Favorites • Avoid giving special attention to any one student or group. • Treat all students fairly and equitably. 2. Don't Use Sarcasm or Negative Language • Avoid teasing, criticizing, or shaming students—even as a joke. • Never raise your voice in frustration. 3. Don't Take Over Student Work • Let students do their own thinking and problem-solving. • Avoid doing the task for them, even if you can do it faster. 4. Don't Ignore Issues • Don't dismiss signs of bullying, exclusion, or distress. • Always escalate concerns to a staff member, even if they seem minor. 5. Don't Share Personal Opinions on Sensitive Topics • Avoid discussing religion, politics, or controversial subjects. • If such topics arise, redirect to a staff member or appropriate activity. 6. Don't Use Personal Devices Around Students • Refrain from texting, calling, or using social media during the session. • Keep your phone on silent and focus on student interaction. 7. Don't Violate Program Policies • Don't bring food, gifts, or materials without prior approval. • Don't take photos of students or post about them online.

NM MESA Volunteer Acknowledgement Form

Volunteer/Mentor Name: _____

Phone Number: _____

Email Address: _____

School or Event (if known): _____

I, the undersigned, acknowledge that I have received, read, and understand the **NM MESA Volunteer and Mentor Policy**. By signing this form, I agree to comply with all guidelines and expectations outlined in the policy, including but not limited to:

- Maintaining professional and appropriate communication with students, NM MESA staff, and school personnel.
- Adhering to school district rules, visitor procedures, and student safety protocols.
- Respecting student confidentiality and immediately reporting any safety or behavioral concerns.
- Following all NM MESA procedures for volunteer conduct and communication.
- Abstaining from unsupervised contact with students and maintaining clear personal boundaries.

I understand that failure to follow this policy may result in the termination of my volunteer or mentor role. I also understand that NM MESA reserves the right to revoke my volunteer status at any time if deemed necessary to protect students or uphold program integrity.

Volunteer/Mentor Signature: _____ **Date:** _____

NM MESA Representative Signature: _____ **Date:** _____

ADVISOR CONTRACT (B-1)



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.nnmesa.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

ADVISOR OVERNIGHT

AGREEMENT B-5 (7/2020)



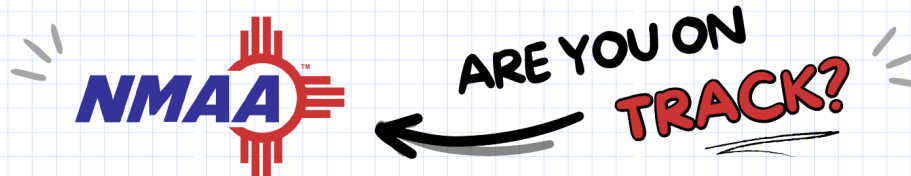
ADVISOR RESPONSIBILITIES FOR OVERNIGHT EVENTS

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

NMAA Scholastic Eligibility Quick Facts



NMAA Student Scholastic Eligibility Quick Facts

1. Coursework

- ☐ Students must be enrolled in and pass over 50% of a full course load for current as well as preceding semester grading period.
- ☐ All courses included on the transcript are counted towards scholastic eligibility.
- ☐ All courses must be credit-earning.
- ☐ Concurrent enrollment college courses are considered the equivalent of two (2) semester half-credit high school courses.

2. Grade Point Average (GPA)

- ☐ Students must have a 2.0 GPA, with no F's, during the preceding semester grading period.
- ☐ Students in grades 10-12 who fail to meet this standard may also use the cumulative provision for eligibility if their cumulative GPA is 2.0 or above and they did not fail more than one (1) course during the preceding semester.
- ☐ Students must pass over 50% of a full semester course load to be eligible to use the cumulative provision.
- ☐ Students who fail a concurrent enrollment college course may still utilize the cumulative provision if that is the only course failed and the student passed over 50% of a full course load.
- ☐ A fall-semester clean slate is afforded to the following students – 6th graders, 7th graders who have not yet participated in middle school sports, and 9th graders who did not participate in high school sports as an 8th grader.

3. Regaining Eligibility

- ☐ Ineligible students may regain their eligibility at the next regular marking period with a 2.0 GPA and NO F's.
- ☐ Schools have a 7-school day grace period from the end of the marking period in which to declare eligibility.

4. Summer School

- ☐ Summer school is an extension of the spring semester.
- ☐ Students who fail spring semester courses may replace those failed courses in the summer if they earn a passing grade in at least the general level of the same course from an accredited program.
- ☐ Summer school courses must be placed on the transcript prior to the first day of the school year.

5. Scholarship Requirements Established by Member Schools

- ☐ Member schools may establish and administer scholarship requirements, which exceed the minimum NMAA requirements.
- ☐ Students transferring to a school must meet the scholarship requirements established by the new school.

Please review Section 6.2 of the NMAA Handbook for additional information:

https://www.nmact.org/file/Section_6.pdf

NMAA Verification of Eligibility Form



New Mexico Activities Association NMAA Sanctioned Activity – VERIFICATION OF ELIGIBILITY

This form, attached to a roster of participating students, must be signed by a school administrator and submitted to the Activity Liaison (also referred to as the state advisor) prior to the state competition.

This form verifies the minimum requirements set forth by the NMAA. Individual schools and/or activities may enforce stricter eligibility requirements (NMAA 6.1.4 D). **Schools allowing an ineligible student to participate will forfeit any contests/activities that student(s) participated in (NMAA 6.10.1).**

School Information

School: _____

Activity: _____

Sponsor/Coach Name: _____

Cell Phone Number: _____

Email Address: _____

Name of Event Attending: _____

☐ Regular Season ☐ Tournament ☐ State Competition ☐ Non-Competitive

Event Start Date: _____

Event End Date: _____

Location of Event: _____

Administrative Verification

By signing below, I verify that the students attached are academically eligible according to NMAA Rule 8.1.1:

Name _____

Title _____

Signature _____

Date _____

8.1.1 Interscholastic Eligibility: Scholastic Requirements

A. Academic Eligibility

1. A Student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For students not eligible at the semester, the next six or nine week grading period can be used to regain eligibility. Grades earned during a summer session must be placed on a student's transcript by the school registrar prior to the first day of the Fall semester in order for the course to be utilized for eligibility purposes.
 - a. All class work counted for eligibility must be acceptable for graduation.
 - b. The GPA is based on a 4.0 scale with an allowance for consideration of honors points.
 - c. Cumulative provision
 1. A student who is ineligible at the end of a semester may utilize the cumulative provision.
 2. Only semester grades can be used, and all semester grades starting with the 9th grade year must be utilized. (As cumulative grades start with the 9th grade year, the cumulative provision cannot be used for middle school/junior high Students.)
 3. The cumulative provision may not be applied if a Student has more than one "F" in the semester grading period immediately preceding participation.
 4. A student must have passed a minimum of 51% of coursework taken by a full-time student in the semester grading period immediately preceding participation to take advantage of the cumulative provision option.
 - d. Stricter guidelines may be imposed by the school/district.
2. A Student must be enrolled in at least 51% of the member school's regular class schedule in courses that will be counted towards his/her graduation and in regular attendance during the current as well as the previous semester.
3. Pursuant to State Statute 22-12-2.1.: Interscholastic extracurricular activities; student participation:
 - a. No student shall be absent from school for school-sponsored interscholastic extracurricular activities in excess of fifteen days per semester, and no class may be missed in excess of fifteen times per semester. Participation in state and national competitions is exempt.

New Mexico MESA Student Club Constitution

Article I — Name

The name of this organization shall be the [School Name] NM MESA Club, operating as an affiliated club of New Mexico Mathematics, Engineering, Science Achievement (NM MESA).

Article II — Mission and Purpose

The purpose of the NM MESA Club is to support and inspire student achievement in mathematics, engineering, science, technology, and leadership through collaborative learning, innovation, and community engagement.

The Club shall:

1. Promote academic excellence and college readiness.
2. Encourage participation in STEM projects, competitions, and research.
3. Develop leadership, teamwork, and project management skills.
4. Foster creativity, innovation, and ethical problem-solving.
5. Support equitable access to STEM opportunities for all students.
6. Represent the mission and values of NM MESA within the school and community.

Article III — Affiliation and Governance

The NM MESA Club operates as a school-based affiliated organization under the statewide New Mexico MESA program.

The statewide NM MESA organization shall serve as the governing and administrative authority through its Executive Director and Board of Directors.

All NM MESA chapters shall operate in alignment with:

- NM MESA policies,
- educational standards,
- competition requirements,
- and school regulations.

Student chapters retain leadership authority over local Club activities, projects, and student participation while supporting the mission and objectives of NM MESA.

Article IV — Membership

Section 1 — Eligibility

Membership shall be open to students enrolled at [School Name] who are interested in STEM education, innovation, leadership, and NM MESA activities.

Section 2 — Member Responsibilities

Members are expected to:

- Participate actively in meetings and projects,

- Demonstrate respect and professionalism,
- Collaborate positively with teammates,
- Follow school and NM MESA guidelines,
- Maintain academic integrity,
- Support an inclusive learning environment.

Section 3 — Member Rights

Members may:

- Participate in Club activities and competitions,
- Vote in Club elections and decisions,
- Seek leadership positions,
- Represent the Club in statewide activities when eligible.

Article V — Club Representation

Each recognized NM MESA school chapter shall serve as a participating member within the statewide NM MESA student organization structure.

The Club may designate student representatives to participate in statewide meetings, leadership activities, conferences, or voting opportunities established by NM MESA.

Procedures regarding representation, participation, and voting eligibility may be further defined through Club bylaws or NM MESA leadership guidelines.

Article VI — Officers

Section 1 — Officer Positions

The officers of the Club may include:

- President
- Vice President
- Secretary
- Treasurer
- Project Manager
- Communications Officer

Additional leadership positions may be established as needed.

Section 2 — Duties of Officers

President

- Leads Club meetings and activities,
- Supports Club organization and communication,
- Represents the Club at school and NM MESA events.

Vice President

- Assists the President,
- Oversees committees and projects,
- Assumes leadership responsibilities when necessary.

Secretary

- Maintains attendance and meeting records,
- Distributes announcements and meeting information.

Treasurer

- Assists with budgeting and fundraising activities,
- Maintains records of Club funds when applicable.

Project Manager

- Helps organize projects, timelines, and competition preparation,
- Supports team coordination and task management.

Communications Officer

- Promotes Club events and activities,
- Supports outreach and communication efforts.

Article VII — Elections and Terms

Section 1 — Elections

Officers shall be elected by a majority vote of active Club members.

Section 2 — Terms

Officer terms shall last one academic year unless otherwise determined by the chapter.

Section 3 — Vacancies

If an officer position becomes vacant, the Club may appoint or elect a replacement.

Article VIII — Meetings

5. Regular meetings shall be held throughout the academic year.
6. Special meetings may be called by Club officers or advisors.
7. Members are encouraged to attend regularly and participate actively.
8. Meeting procedures may be further defined through Club bylaws.

Article IX — Committees

The Club may establish committees or project teams to support:

- STEM competitions,
- engineering design projects,
- community outreach,
- fundraising,
- recruitment,
- mentoring,
- and event planning.

Committee leaders may be appointed or elected as appropriate.

Article X — Advisors

The Club shall work under the guidance of a designated teacher known as a MESA advisor, approved by the school and NM MESA program.

Advisors provide support in:

- Club organization,
- student safety,
- educational guidance,
- and compliance with school and NM MESA policies.

Article XI — Finances

1. Club funds raised shall be used solely to support educational and organizational purposes consistent with the NM MESA mission.
2. Fundraising activities must comply with school and NM MESA policies.
3. Financial oversight procedures include final year-end accounting of NM MESA distributed school club activity funds to the MESA Regional Coordinator, and in accordance with school policies for carry-forward into the new school year.

Article XII — Code of Conduct

Members shall:

- Treat others with respect and professionalism,
- Promote inclusion and teamwork,
- Demonstrate honesty and integrity,
- Follow safety procedures during activities and competitions,
- Represent NM MESA positively within the school and community.

Failure to uphold these standards may result in disciplinary action consistent with school and NM MESA policies.

Article XIII — Amendments

This constitution may be amended by:

- Presenting proposed amendments to Club members,
- Allowing time for review and discussion,
- Approval by a two-thirds vote of active members,
- Review by the Club advisor when appropriate.

Article XIV — Ratification

This constitution shall become effective upon approval by the Club membership and advisor.

Club Name: _____

Date: _____

Advisor Signature: _____

Date: _____

2026-2027 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
- ☐ 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 16, 2026 to determine program 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

April

- ☐ Compete at our annual MESA Day and MESA USA!
- ☐ Senior Incentive Field Trip
- ☐ Check MESA Google Calendar for updated deadlines/activities/events.

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 2026-2027 school year must be submitted by June 11, 2027, to ensure payment.

If your MESA USA team is selected to represent New Mexico at the MESA USA National Engineering Design Competition in Baltimore, MD – work with your RC to get them competition-ready.