



Date: November 12, 2015  
To: NM MESA Advisors  
From: Anita Gonzales, NM MESA Program Coordinator  
Re: 2016 Senior Incentive Field Trip Information

The Senior Incentive Field Trip for this year has been scheduled for **April 25-28, 2016** (Monday-Thursday) to Washington, DC. **33 seniors and 5 advisor chaperones** from the NM MESA Programs statewide will be selected from the applications received to participate. Please review the agenda prior to application carefully as this trip will be packed with activity. Some notes on this year's trip:

- There will be a fair amount of walking and physical activities on some days so plan accordingly.
- Majority of in town travel will be done by Metrorail.
- Students 18 and over may be required to obtain additional documentation in order to fly to comply with current REAL ID legislation. All other students under 18 are required to have identification, but NM ID cards will be sufficient.

Please note that nearly everything for this event will be distributed, submitted, and or is available electronically so it is **EXTREMELY** important that you understand the current procedures for applying to attend this amazing field trip. In addition make sure applicants use an email that is accessed regularly as all correspondence will be done via email. All applicants are responsible for obtaining all documentation required to fly and participate in the trip as requested.

#### **STUDENT INFORMATION:**

- Student Applications are due **Friday, December 11, 2015 at 12:00 PM MST**. A complete application includes online application completion (including short answers) and submittal of required grade reports to your Regional Coordinator. Required grade reports include a copy of the student's transcript, a copy of the most recent grade report, and any college transcripts or grade reports as needed for math, science, and/or English courses.
- Incomplete or late applications will **not be considered**.
- Applicants must be active NM MESA members in good standing during their Junior and Senior years to qualify.
- All applicants must meet a minimum point score of 40 on application to be eligible for trip.
- Each participant selected will be required to make a non-refundable payment of \$500.00 to be collected in two installments. The first in February at the SIFT Parent Meetings (Scheduled between February 1-5, 2016) and the second by March 18, 2016.
- Parent Meetings will be conducted via on-line Webinar sessions. Details to come later.
- Students will be notified of the selection results by December 22, 2015 via email.
- Additional students who qualify will be placed on a statewide waiting list.

#### **ADVISOR INFORMATION:**

- All advisors interested in attending will also need to complete an online application by **Friday, December 11, 2015 at 12:00 PM MST**. A complete application includes online application completion and submittal of a letter of support/approval from a school administrator to your Regional Coordinator.
- Five (5) advisors will be chosen from the statewide program. Middle and High School advisors are encouraged to apply.

- Any school sending five (5) or more students on the SIFT trip **WILL BE REQUIRED** to submit an application for a school/district chaperone to attend. Failure to do so can result in some of your students from your school program being removed from the trip to be under the five (5) student requirement. Please plan in advance to attend. If you have a large number of applying students, it is a good idea to prepare early to send someone and complete the application by the deadline. Otherwise this could result in some of your students not being initially selected if NM MESA cannot get an advisor commitment if needed.
- However, if enough teacher advisors apply, we will not require teachers with large attendees to attend, but will select from the entire application pool. Selections are made in an effort to diversify our chaperones considering region, gender, MESA experience, and Regional Coordinator recommendation.
- Each advisor selected as a Chaperone will be required to make a non-refundable deposit of \$350.00 to be collected in two installments. The first in February at the SIFT Parent Meetings (Scheduled between February 1-5, 2016) and the second by March 18, 2016.
- Parent Meetings will be conducted via on-line Webinar sessions. Details to come later.
- Advisors will be notified of the selection results by December 22, 2015 via email.

#### **REGISTRATION PROCESS AND ONLINE EVENT SITE:**

- Please visit the NM MESA Website: <http://www.nmmesa.org>; Events, Upcoming Events, and Senior Incentive Field Trip. This is the event website with all information related to this trip. This is public information so parents can be referred here for all information about the trip. This event website will become increasingly more important as EVERYTHING trip related will be posted here: final agendas, contact information, room lists, flight information, lodging information, parent information, etc.
- Registration will need to be completed by **EACH APPLICANT** (student or advisor) creating one (1) registration per applicant. Each application will need a unique email.
- On Line Registration will collect all needed information as follows:
  - Student Information:
    - All the information that is on the current A-4 Application on <http://www.nmmesa.org>
    - Students will need to answer the short answer questions as detailed in the A-4.
    - Students will need their advisors' name and email as well as a current personal email. All correspondence will be sent via email. Make sure that all email accounts allow nmmesa.org emails, specifically the email of the Program Coordinator.
      - When entering information, instruct students to enter the advisor email as the cc email. This will allow the advisor to get the same notifications the student is receiving.
    - Students will need to know their correct NM MESA Region. Since slots are initially allocated regionally, this is **EXTREMELY** important. If you do not know, ask your Regional Coordinator.
  - Advisor Information:
    - Advisor application will collect basic contact data.
    - Questions will be asked pertaining to your recent MESA programs and why you want to be a chaperone on the SIFT Trip. A sample application is available on the NM MESA website.
- Once registered, each applicant will receive a confirmation email and number which will allow them to modify or cancel their registration up to the application deadline. This email will also be sent to the advisor email (cc email) given in the registration process. Modifying includes adding to or editing the registration information. Do not cancel a registration unless the applicant is withdrawing from the trip in entirety. An applicant that is unsure about applying **SHOULD NOT** register unless they are **ENTIRELY SURE** about applying.

**If you have any questions about the trip or the application/selection process, please call Anita Gonzales, at 866-614-2487 or 505-454-3027, or you can email [anita@nmmesa.org](mailto:anita@nmmesa.org). Thank you for your assistance and interest in this event!**