



2016 SIFT FIELD TRIP ADVISOR PARENT MEETING INSTRUCTIONS

FROM: Anita Gonzales, SIFT Trip Coordinator

GENERAL NOTES

- All SIFT Parent Meetings will be done via Webinar with the Trip Coordinator.
- Your Regional Coordinator may be in attendance.
- All webinar instructions and log on links are attached in a separate document.
- There is also a practice session to test your computer equipment.
- Every student and a parent/guardian needs to be in attendance and bring:
 - 1st Payment NO EXCEPTIONS
 - Recent Report Card
 - Copy (front and back) of insurance card

WEBINAR DATES

- Tuesday, 2/2/16 at 4:00 PM
- Wednesday, 2/3/16 at 5:30 PM
- Practice Session to Test Hardware-1/29/16; 12-5PM

SIFT PARENT MEETING PAPER WORK

- Copy the following information for your parent meeting for each attendee:
 1. Student & Parent Field Trip Agreement Form A-3 FRONT & BACK twice (one to sign and one for the parents to keep) available in the handbook and website-WE NEED ORIGINALS BACK!!
 2. General Information for SIFT Trip 2016
 3. Tentative Trip Itinerary
 4. B-5 Advisor Responsibilities For Overnight Field Trip Form: only if you are an advisor attending the SIFT Trip available in handbook, website
 5. C-4 Progress Report Form (in handbook, on website)
 6. Additional handouts as provided
- Review the following during meeting:
 1. Sign-In Sheet for Student Information & Payments
 - Have students & parents enter information. We will use for plane tickets, etc.
 - NOTE: We have on file, but need to ensure we have correct.
 - Once money collected give receipt to student/parent. I will email a template to use if you want.
 - Complete the provided paperwork checklist and submit via email, fax, or when you send the other documents in. This is just a way to ensure that you have collected everything and we have record.
 2. A-3 Form (make sure Parents & Students sign this form in all places and turn in to you-CHECK BOTH SIDES). Any dietary needs, allergies, etc. they NEED to write on here in comment section. Also write if they will NOT be participating in ANY activities or any other needs/issues.
 3. Emphasize: DEPOSITS ARE NOT REFUNDABLE
 4. Requests: Any additional requests (rooming, etc.) they need to email me. Will assign rooms with preference by school, then group.

SECOND DEPOSIT REMINDER

1. DUE: March 18, 2016 to the NM MESA Main Office. ALL MONEY DUE by this date.

2. Also Due With Payment: Progress Report Form with 1st 9-Week Grades of the Spring Semester. Will also accept an email from advisor verifying they have checked student progress and they are making C or better in all Math, Science, English classes; they have not dropped any registered classes; and/or they are all maintaining 2.0s.

PAPERWORK SUMMARY:

PARENTS KEEP

1. General Information
2. Copy of A-3 Form
3. Original Receipts
4. Tentative Agenda

RETURN TO SIFT COORDINATOR: Expected to be received the week of Feb 8-Feb 12

1. Completed and signed A-3 Agreement Form-ORIGINALS
2. Copy of Insurance Card (front and back)
3. Sign in Sheet with filled in information
4. Paperwork Checklist
5. Grade Reports
6. All Payment-Make sure student name and school are written on payment in appropriate place so that we can properly attribute funds. NO CASH WILL BE ACCEPTED!

ADVISORS KEEP

1. Copies of everything (for back-up purposes if mailing or if you want)

FOR SIFT ADVISOR CHAPERONES:

• **Advisors Keep:**

1. General Information
2. Copy of A-3 Form
3. Copy of B-5 Advisor Responsibilities For Overnight Field Trip Form
4. Tentative Agenda

• **Return to SIFT COORDINATOR:**

1. Completed & Signed A-3 Form (for medical information on advisor)-NEED ORIGINALS
2. Completed & Signed B-5 Form
3. Sign In Sheet with info and pmt info
4. Principal Support Letters/Applications (if not previously collected)
5. Payment

*Everything is to be mailed to:
Anita Gonzales
NM MESA Program Coordinator
2808 Central Ave. SE #124
Albuquerque, NM 87106*