

Policies and Procedures

Recruitment:

- ❑ Recruitment Aids (i.e. posters, flyers)
- ❑ Back To School Night/Parent Night

Enrollment:

- ❑ 2011-2012 Enrollment Form
- ❑ Parent Authorization Form
- ❑ Student Conduct Form
- ❑ Medical Release Form

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Attendance:

- ❑ There is no formal policy. We allow MESA Advisors to set their own policy. However we ask that you do follow a consistent standard whereby students must participate in a specified number of MSIs/MAPPs in order to be eligible for MESA events/competitions.

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Field Trips:

- ❑ Please refer to sample field trip form for detailed instructions
- ❑ In order for students to attend competitions they must have a completed project (no project = no field trip)
- ❑ For every single field trip you MUST have a signed copy of the medical release form for every single student that attends

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Cancellation Policy:

- ❑ Should an Advisor need to cancel a session due to unforeseen events or conflicts with the calendar please contact our office as soon as possible. The advisor is responsible for ensuring that all of his or her MESA students are aware of any meeting changes.

Additional MESA Session Policy:

- ❑ Additional sessions may be scheduled at the Advisor's discretion but there is no guarantee that a MESA staff member will be available or that Advisor and school personnel will be compensated.

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Material Reimbursement: (refer to form)

- ❑ Maximum \$50 limit per Advisor
- ❑ All original receipts must be submitted
- ❑ Do not include non MESA charges on receipts. Items must be project related
- ❑ All reimbursement forms must be submitted by May 19, 2012
- ❑ Please make sure to include SSN# & a current mailing address on form.

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AEW Resources/Supplies & Materials:

- ❑ If you would like additional resources to use for Academic Excellence Workshops please contact your section coordinator
- ❑ If you need additional supplies & materials for MESA projects make sure you place your request at least a week in advance in order to allow time for purchase and delivery of items.