



## NM MESA Inc. 2013 SENIOR INCENTIVE FIELD TRIP GENERAL INFORMATION- STUDENT & PARENT MEETING

NM MESA Seniors have been selected for this trip because of their excellence in many areas including maturity. We traditionally have very few problems on this trip. Students must follow the following regulations and directions. In addition, students will also be provided with further instructions given by the NM MESA staff during the trip in which they are expected to follow or face the possibility of being sent home at their parent's expense. Please understand how crucial being on time and following instruction is for this trip.

### **YOUR CHAPERONES:**

#### NASA TRIP COORDINATOR

Anita Gonzales  
Statewide Program Coordinator  
Email: anita@nmmesa.org  
Office: 505-454-3027 or 866-614-2487  
Cell: 505-718-9517  
Fax: 877-464-6642

#### NASA TRIP ASST. COORDINATORS

Betty Chancey, Southeast Region Coordinator  
Email: bchancey@nmmesa.org  
Office: 575-624-7129, Cell: 575-914-8316

#### NM MESA ADVISORS

Luisa Castillo, West Mesa HS  
Bernadette Galvez, Mesa Vista HS  
Kala Scarafiotti, Ruidoso HS  
Mike Boyle, Robertson HS

### **EMERGENCY**

In the event of an emergency, parents can contact your child by calling the NM MESA Statewide office in Albuquerque. The office will then contact the NASA On Site Trip Coordinator(s).

**In Albuquerque Call: 366-2500**

**Statewide Call: 1-800-544-2617**

### **SECOND PAYMENT INFORMATION**

***March 6: 2nd payment of \$250 due (Advisors-\$175.00). The balance of both payments must equal \$500 (Advisors-\$350). Payment DUE to the NM MESA Main Office along with:***

- *Progress Report Form with Grades for the First 9-Weeks of Your Spring Semester*
- *NOTE: Payment MUST BE a Check, Purchase Order, or Money Order made payable to NM MESA. In comment section, please write student name and school so we know where to attribute payment.*
- ***NO REFUNDS will be made for any deposit/payments for this trip***
- *Main Office Address:*
  - *NM MESA, Inc.*  
*2808 Central SE, Suite #124*  
*Albuquerque, NM 87106*  
*Fax: 505-366-2529*

### **GROUP INFORMATION**

Each group will contain 6-7 students and may be changed as any attendees change. These groups will be used for activity groups.

- All groups will have 1 Advisor chaperone
- All groups will have a secondary NM MESA Staff Chaperone
- **As we get closer to the event, the event website (where you registered and a link was in your confirmation email) will have group information, final agendas, and rooming lists.**

## FLIGHT INFORMATION

Wednesday, April 3, 2013:

- Southwest Airlines
- Flight #574/2355
- Depart ABQ @ 6:00 AM
- Arrive LGA @ 1:25 PM

Saturday, April 6, 2013:

- Southwest Airlines
- Flight #1560/3211
- Depart LGA @ 2:45 PM
- Arrive ABQ @ 7:55 PM

**\*Arrive at the ABQ Sunport by 4:30 AM\***

### NOTES:

- Must have Government ID for Check In. As of January 2013, NM still has an extension on the REAL ID Act so NM issued identification is still valid:  
<http://www.dhs.gov/news/2012/12/20/dhs-determines-13-states-meet-real-id-standards>
- NM MESA needs your LEGAL name (what's on ID) AND your birthdate. If you need to change, contact the trip coordinator immediately or change on sign in sheet.
- Meet at the NM MESA Group in front of the SW Counters
- Carry-on's cannot have liquids or gels more than 3 oz. and must be placed in a clear plastic bag
- This includes lip glosses, purse items, etc. and it means no full water bottles.
- For a current and complete list of prohibited and allowed flight items visit: <http://www.tsa.gov>

### LUGGAGE RESTRICTIONS

Due to luggage-space restrictions, you may bring the following:

- One piece of average-size luggage, not more than 50 Pounds
- One average-size carry-on bag/ backpack
- One personal item (purse, etc). Laptops are NOT encouraged

NOTE: The airline allows (2) Bags, but our ground transportation luggage space is limited. Also, **NM MESA is NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS!!!**

### PLEASE SEE TRIP AGENDA:

Please note that the agenda is subject to change. A lot of items in New York are currently under renovation or have drastically changed their tour times, policies, and availability due to the recent hurricane. Current agendas will be posted as able on the event website.

### ITEMS TO REMEMBER

- Something to read/do on the plane ride (electronic devices, homework, crossword puzzles)
- School identification card. Some locations may need to verify student status.
- Calling card /info (if necessary) or cell phone
- Nausea medicine-HIGHLY RECOMMENDED (for motion sickness-plane and boat)
- Empty Water bottle (water at some of our destinations might be expensive and you can't take water past security)-NM MESA will be providing one for use
- Small Bag/Backpack (we will be gone for the day from hotel)-NM MESA will be providing one for use
- Comfortable clothes for travel (note that we have activities planned the same days along with travel)
- Ear plugs/eye mask (for sleeping as needed)
- Sunscreen & Sunglasses
- Camera and film
- Light Jacket/Raincoat & Hat-NM MESA will be providing a rain poncho for use
- Any snacks or special dietary requirements
- Extra pair of contacts/glasses

## CLOTHING

### GENERAL CLOTHING & ITEMS TO TAKE TO LOCATION

- The weather around New York in early April is 45°-60°. Days may be warmer, but nights are cool and will more than likely be rainy/wet. Pants are recommended with layered tops. Tennis shoes are recommended.
- Comfortable shoes and clothing. We will be walking A LOT!
- Small bag/backpack: money, camera, sun items, water bottle, etc.

### CLOTHING FOR Educational Programming Day

- Flat, closed-toe/heel shoes are required (i.e. canvas/ tennis shoes).
- No sandals of any kind will be allowed.
- Long pants only (nice jeans are ok, but no baggies, jeans with holes/rips, or extra-loose types).
- No shorts, knee length pants, skirts, or dresses.
- Appropriate tops only (no midriff shirts, tank tops, etc.).
- Some areas will not allow pictures and cell phones are to be OFF.
- ESSENTIALLY: Bring a pair of jeans, tennis shoes, a nice shirt, and a light jacket/pullover and will be OK

*Those not dressed properly will not participate in the activity.*

### GENERAL NOTES

- You may dress as you wish as long as it is mature & appropriate
- We trust each student's judgment BUT reserve the right to correct your dress if needed.
- It is not necessary to bring any "dress-up" clothes for any activity

## MONEY

### We suggest that each student bring \$150.00 - \$250.00 in spending money

- Students will be responsible for 6 meals along with optional items such as: extra snacks, souvenirs, etc.
- Food and souvenirs at locations can be expensive (a cheap burger may be \$8.00, water may be \$3.00).
- Parents please discuss SAFE MONEY CARRYING PRACTICES with your student. It is vital that students understand how to be safe with their photo ID & spending money.
- We suggest that 1/2+ of the spending money be in a form of payment that is readily accepted & replaceable if necessary. Please don't bring all cash or all credit/debit card.
- Budgeting is a necessity so that one will have enough money for the entire trip; do not lend money to anyone.
- If any student gets into financial trouble they must talk to the trip coordinator immediately.

## HOTEL INFORMATION:

### **Hampton Inn Manhattan-SoHo:**

54 Watts Street

New York, NY 10013

**212-226-6288**

- Students will be housed 4 per room of same gender
- Rooms have 2 double beds

- hair dryer, iron/board
- On site fitness center and overlook terrace
- Business Center and free wireless internet
- NOTE: There is no swimming pool at property

### **GENERAL SIFT RULES**

***ALL RULES MUST BE FOLLOWED BY BOTH STUDENT AND CHAPERONE! FAILURE TO DO SO COULD RESULT IN TERMINATION FROM THE TRIP AT YOUR EXPENSE!***

#### **FLIGHT RULES:**

- Stay in groups or pairs, DO NOT go ANYWHERE alone
- Stay close to your assigned group/chaperone

#### **HOTEL RULES:**

- Room assignments are final! If you have a request it must be submitted to trip coordinator ASAP.
- Students and chaperones MUST remain on hotel grounds upon returning from each day's activities
- Students need to be in constant communication with chaperone
- Students are NOT allowed out of their room after lights out!

#### **STUDENT RESPONSIBILITIES:**

- Always carry your ID
- Passes and Meal Vouchers are non-replaceable by MESA. If you lose any pass or voucher given to you, you will be responsible for full replacement cost.
- Represent MESA's finest students & have fun!

#### **ADVISOR RESPONSIBILITIES:**

- Know where your students are at ALL TIMES
- DO NOT assign another chaperone to watch your students unless approved
- Do not alter or deviate from the MESA itinerary at ANY time
- Room checks and other supervisory duties of your assigned students

*NOTE: This is our first group trip to New York. Due to the "nature" of the trip students will not be allowed to be on their own at ANY time for security and safety. We will work as a group to appeal to chosen eateries, etc. but students will be required to be under direct supervision by an adult chaperone at all events. No exceptions!*

### **PAPERWORK**

#### **STUDENTS & PARENTS** Please complete and turn-in the following:

- (1) A-3 Student & Parent Field Trip Agreement Forms (Front & Back) One copy of this form is for your records.
- First payment
- Copy of 1<sup>st</sup> Semester grade report
- Copy of Insurance Card (Front & Back)
- NOTE: All payments ARE NON-REFUNDABLE

#### **ADVISORS ATTENDING TRIP:** Please complete and turn-in the following:

- Completed & signed A-3 Form (Front & Back)
- Completed & signed B-5 Form
- First payment