UCLA MESA Center  
School-Site Agreement & Conditions for Implementation

A. School/Principal Support

In choosing to establish a MESA Program, the school is required to provide adequate administrative support to ensure that its MESA program is a success. In order to implement and maintain such a program, the following conditions shall be included in the planning of a start-up program, or progressively introduced into an existing one:

1. Work with UCLA Center Staff to identify and select a teacher certified to teach mathematics, science, computer science or related field to serve as MESA Advisor/Site Coordinator. The MESA Advisor selects and enrolls students in the MESA Program each year and provides STEM enrichment after school or during other school times when appropriate.

   ♦ Allow release time (up to one “SUB” day per semester) for a MESA field trip or business meeting with MESA staff (note: most meetings are held after school).

2. Maintain a minimum enrollment of 40 students (25 for first year teachers)—student enrollment should reflect the demographics of your school.

3. If within the school’s funding capacity, provide the $2000/yr. stipend amount for each teacher and/or $1000/yr. counselor

B. Submission of Student Data and MESA Forms

1. MESA Advisor (teacher) submits: student enrollment forms, parent consent forms, and an activity report for each group of 40 (25 for first year advisors) or more MESA students.

2. Provide 10- digit CASSID # for all students enrolled in the MESA Program

3. School provides: a school transcript of each MESA participant who graduated from high school at the end of the academic year.

SIGNATURE OF AUTHORIZED REPRESENTATIVES  
(Academic Years 2015-16 and 2016-17*)

Indicate capacity to fund MESA Advisor and/or Counselor stipend: ☐ NO ☐ YES Funding % _____

Principal or School Administrator __________________________ Name of School ______________________ Date __________

UCLA MESA Center __________________________ Director/Associate Director ______________________ Date __________

*MESA Advisors are provided an annual honorarium/stipend for their services. This support is contingent upon the availability of UCLA funding from year to year.