

# STEM Saturday Academy 2014 – 2015AY

San Jose State University MESA Center

## ADVISOR CHECKLIST

School Name \_\_\_\_\_ MESA Advisor \_\_\_\_\_

Advisor,

The following questions should be answered **YES** before arriving at the STEM Academy location on the day of the event. This will speed up the registration process and your students will be able to leave the bus and enjoy the day.

Thank you for all your hard work in making this event possible.

- Are you sending 5 MESA students from your School to the Academy? [ ] Yes [ ] No  
(Make sure you communicate to the center letting them know why you cannot send 5 students.)
- Did you register your students plus the replacements? [ ] Yes [ ] No
- Are all the students on the list that you sent the MESA Center present today or will be present the day of the Academy? [ ] Yes [ ] No

If no, did you email the MESA Center of the changes? [ ] Yes [ ] No  
(Make sure to be ready to communicate any absentees to the MESA Staff.)

- Did the Advisor give the students the MESA Permission Slips? [ ] Yes [ ] No
- Did the Advisor make sure that the student will submit a permission slip the day of the event? [ ] Yes [ ] No

### **If using our transportation:**

- Did you inform the MESA Center that your school will be using our transportation? [ ] Yes [ ] No
- Will you (the Advisor) be riding the bus with your students? [ ] Yes [ ] No  
(Remember that if your students will be using our transportation, an Advisor must ride with the students)
- Does the Advisor know the pickup location and time? [ ] Yes [ ] No
- Do the MESA Students know the pick location and time? [ ] Yes [ ] No

### **If not using our transportation:**

- Does the Advisor know the location and Room of the event? [ ] Yes [ ] No
- Did the Advisor communicate the location and Room to its students? [ ] Yes [ ] No

Notes: