TTU UPWARD BOUND PROGRAMS
RECRUITMENT CHECKLIST
2016-2017

Upward Bound Programs requests the following assistance from the School Administrator/Teacher/Counselor:

1. Make contact with Upward Bound staff to learn about the opportunities for students and the recruitment process. Request student orientation presentations with Upward Bound staff.

2. Inform potential and/or interested 9th and 10th graders about Upward Bound and its recruitment process by making announcements and displaying posters.

3. Obtain a list of interested students’ names, addresses and phone numbers to share with Upward Bound staff.

4. Provide Upward Bound Pre-Application Cards, Recommendation Forms, and Interest Essay Forms to interested students for completion.

5. Provide copies of interested students’ transcripts

6. Provide copies of students’ most recent TAKS/STAAR scores.

7. Assist students in completing application forms and obtaining information to complete the Upward Bound application.

Thank you for your support of Upward Bound!