TTU UPWARD BOUND PROGRAMS
RECRUITMENT TO-DO LIST
2015-2016

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

☐ 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.

☐ Inform potential and/or interested 9th grade students about Upward Bound and its recruitment process by making announcements and displaying posters.

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

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

☐ Provide copies of interested students’ transcripts.

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

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

☐ Mail, scan and email or fax completed applications to the UB Office.

Thank you for your support of Upward Bound Programs!