

UPWARD BOUND

WESTERN KENTUCKY UNIVERSITY

Dear Parent/Guardian:

The following pages contain the application and information forms necessary for your child to begin the application process for the Upward Bound program. We, the staff of Upward Bound, request that you and your child read the information provided to become familiar with the program. Joining Upward Bound is an educational commitment which hopefully will last until your child's high school graduation. It is important to understand what services are provided and what is expected of an Upward Bound student.

Upward Bound is a federally funded educational program designed to help high school students in academic areas so they can further their education after high school graduation. If your child is accepted into the Upward Bound program, there are several activities in which he/she will be involved. During the school year, there will be once-a-month Saturday meetings on Western's campus. These meetings will involve academic programs and social functions. We also provide twice-a-month counselor visits to the high school to meet with our students. All Upward Bound students are required to attend a six-week summer session on Western's campus in which classes are taught, recreational activities are offered, and field trips are taken.

In order to begin the application process, you and your child must complete the application packet and mail it back to the Upward Bound office. Please be careful to complete and sign each form/page as needed. Once the application packet has been mailed back to the Upward Bound office, the counselor for your child's school will interview your child at school and contact you to set up an appointment to visit with you. Completing the application does not guarantee acceptance into the Upward Bound program.

Some of the information that we gather, i.e. income information, is required in order to ensure that only those who are eligible actually participate in Upward Bound. The information is protected by the Privacy Act. No one may see the information unless they work with or for the Upward Bound program or are specifically authorized to see the information.

Please send all information to us in the enclosed envelope. If you have any questions, feel free to contact our office at (270) 745-4873.

Sincerely,

Upward Bound

UPWARD BOUND

INFORMATION SHEET

WHAT IS UPWARD BOUND?

- * Program based at Western Kentucky University
- * Free to students
- * Designed for students interested in attending college and/or vocational school

WHAT ARE SOME ACTIVITIES AND SERVICES OF U.B.?

- * During the school year--
 - 1) Counselor visits twice per month at your high school
 - 2) Enrichment sessions one Saturday a month on Western's campus
- * During the summer--
 - 1) Attend a six week residential program at Western
 - 2) Live in a residence hall during the six weeks--home on weekends
 - 3) Attend academic classes in English, science, reading, math, and foreign language
 - 4) Participate in elective classes such as computers, swimming, arts and crafts, and team sports
 - 5) Take trips to area attractions and visit a metropolitan area
 - 6) Opportunity to network with students from other counties
- * Extra attractions--
 - 1) All expenses are paid for by Upward Bound
 - 2) Seniors are awarded a stipend for participation
 - 3) Upward Bound will provide a waiver for the ACT

HOW DO I APPLY FOR U.B.?

- * Fill out the preliminary application and return it to the Upward Bound office
- * You and your parents must have an interview with an Upward Bound counselor and complete the application forms
- * You will be notified of your acceptance status after the interview and review of your school grades

UPWARD BOUND

STUDENT APPLICATION

Name: _____ Preferred Name: _____

Address: _____
Mailing Address City/State Zip Code

Date of Birth: _____ Social Security No: _____

Are You A U.S. Citizen: _____ If Not, Please Explain: _____

Sex: _____ Ethnicity: _____ Cell Phone Number: _____

Home Telephone Number or Number Where You Can be Reached: _____

E-Mail Address: _____

School Name: _____ Present Grade In School: _____

Father's Name: _____ Occupation: _____

Address: _____
Mailing Address City/State Zip Code

Father's Cell Phone Number: _____

Mother's Name: _____ Occupation: _____

Address: _____
Mailing Address City/State Zip Code

Mother's Cell Phone Number: _____

Parents Are: Married _____ Divorced _____ Separated _____

Is Either Parent Deceased? Mother _____ Father _____ Do Either of Your Parents Have a

Four-Year Degree From a College/University? Mother _____ Father _____

If Yes, Which School? _____

Student Signature Date



STUDENT QUESTIONNAIRE

Name: _____ School: _____
 First Middle Last

1. What activities and sports do you enjoy in your leisure time?

2. What school activities other than regular class work have you been involved in (athletics, yearbook, band, clubs, etc.)?

3. List any awards and honors you have received. _____

4. What school subjects do you feel you need help with? _____

5. Explain your reasons for wanting to participate in Upward Bound. _____

6. On the back of this sheet, write one or two paragraphs outlining your plans/goals following high school graduation.

7. List the classes that you are taking this semester and the teacher's name.

Class	Teacher
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

UPWARD BOUND

PARENTAL CONSENT AND RELEASE OF INFORMATION

Dear Parent:

This form allows us access to all documents, school records, test scores, agency records, and any other information relevant for admission to and success in Upward Bound. If your son/daughter is chosen as an Upward Bound student, it will be necessary for the Upward Bound staff to test him/her periodically to check on progress made while he/she is in Upward Bound.

We also request your permission to use your son/daughter's photographs in Upward Bound publications, such as the program web site, newsletters, etc. and newspaper articles. These materials are solely used by Upward Bound to provide information concerning the program and the success of students.

In order for us to be able to consider your son/daughter for Upward Bound, we need your signature on this consent and release form.

Student's Name: _____

Signature of Parent/Guardian

Date

UPWARD BOUND
FIELD TRIP CONSENT FORM

The UB group takes field trips throughout the year. In addition to the Saturday activity trips on county school buses, we also transport students in 12 or 15 passenger vans or a state car. Because we transport students to and from many different areas in different types of vehicles, we feel it is important that you understand our transportation of students.

I understand my child may be transported to and from WKU Upward Bound activities by a county school bus, 12 or 15 passenger van, or a state car. I further understand the county school bus transporting my child may or may not be from the county in which I reside.

I give permission for WKU Upward Bound to transport my child by the above mentioned means.

Printed Student Name

Printed Parent Name

Parent Signature

Date

UPWARD BOUND
PARENT VISITATION

In order for a student to complete the application process, an Upward Bound staff member must meet with the applicant's parents/guardians. This meeting can take place at your convenience at your student's school, home, local library, or some other location.

The purpose of this meeting is to help you better understand the Upward Bound program and the activities in which your student, if selected, will be participating. After the application packet is completed and returned to the Upward Bound office, you will be contacted so a meeting time and place can be set.

Please indicate below the best time for Upward Bound staff to contact you. If you would prefer to call the Upward Bound office, you can do so at (270) 745-4873.

Best time to contact me: _____

Telephone number: _____

Please provide directions to your home from Bowling Green: _____

Signature of Parent/Guardian

Date



FAMILY INCOME FORM

CONFIDENTIAL

Since you have expressed an interest in your child joining Upward Bound and receiving our complete line of free services, we ask that you complete this form pertaining to family size and income. In addition to this form, we are requesting you send a copy of your 2009 1040 (tax) form with your child's completed application. We must have this information before we can process your child's eligibility for the Upward Bound program. (We assure you this information will remain in your child's file and is only needed for record keeping purposes.) Because Upward Bound is federally funded, our students must be considered either low income (according to annual federal low income levels) or a potential first generation college student (parent(s) that the student lives with cannot have a four-year college degree.) The majority of our students must be both. If you have questions or concerns about this request for your tax information, please feel free to contact Linda Gaines, Upward Bound director, at (270) 745-4873.

Student's Name: _____ Soc. Sec. No. ___ - ___ - _____

PARENTS/GUARDIANS INFORMATION

Mother's Name: _____ Father's Name: _____

Student lives with (check one): ___ Mother ___ Father ___ Both ___ Guardian
 ___ Other, specify _____

Total Number of Persons Living in Your Household: _____

Please attach a copy of last year's (2009) 1040 form. If you did not file a 2009 tax return, please show your untaxed income.

wages/salaries/tips	\$ _____
business/farm income	\$ _____
unemployment	\$ _____
other (incl. AFDC, food stamps, disability, retirement, etc.)	\$ _____

My signature below indicates that the information I have provided above is true and accurate to the best of my knowledge.

Parent or Guardian Signature

Date

UPWARD BOUND

NOTE TO STUDENT: GIVE THIS LETTER AND RECOMMENDATION FORM TO A TEACHER WHO KNOWS YOU.

Dear Colleague:

The student who has given this recommendation form to you has applied and is presently being considered as a candidate for Western Kentucky University's Upward Bound program. We are requesting that you complete the form and mail it to the Upward Bound office as soon as possible. Our mailing address is: Upward Bound, Western Kentucky University, 1906 College Heights Blvd., #11098, Bowling Green, KY 42101. All information is kept strictly confidential.

Upward Bound is a program designed to provide high school students with tutoring and counseling services which, hopefully, will help generate the skills and motivation necessary for their success in education beyond high school. As someone familiar with the student, your evaluation of his/her potential for success in postsecondary education or training is invaluable in our selection process.

We appreciate you taking the time to provide us with this vital information. If you have any questions, please feel free to contact the Upward Bound office at 745-4873.

Sincerely,

Linda Gaines
Director



TEACHER RECOMMENDATION FORM

WESTERN KENTUCKY UNIVERSITY

Student: _____ School: _____

1. Do you have or have you had this student enrolled in one of your classes? _____
If so, which class? _____

2. In your estimation, does the student's academic performance in your class accurately reflect his/her abilities and aptitudes? _____

3. As a rule, does the student complete homework assignments and turn them in on time?

4. Does the student participate in class discussions? _____

5. Are you aware of any extra curricular activities in which the student participates?

6. What strengths and weaknesses do you believe this student possesses? _____

7. How would you describe the student's social skills in regard to:

a) Peers: Good _____ Fair _____ Poor _____

b) Adults: Good _____ Fair _____ Poor _____

Comments: _____

8. Do you believe the student has the potential to complete college or vocational training given the remedial emphasis of Upward Bound? Explain: _____

9. Do you recommend this student for Upward Bound? Why or why not? _ _____

10. Are there specific problems or conditions regarding this student of which we should be aware? _____

11. Other comments: _____

Signature

Date