May 30, 2023

Dear Employer or Coach,

The University of South Florida Upward Bound Program (UBP) is a TRIO college-access program funded by the United States Department of Education. The goal of UBP is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education. USF UBP serves Hillsborough County high school students living in low-income households or households in which neither parent holds a bachelor's degree (first-generation college students). Services also include instruction, tutoring, counseling, mentoring, cultural enrichment, campus tours, and a college residential experience.

We meet on Monday through Thursday (8:45am-3:00pm) here at the University. We also have a residential component from June 25 through July 20 and a possible weekend after that. Due to the rigor of our schedule as well the campus tours our students take to visit colleges across the State, the work schedule of our students usually is interrupted. As a result, we kindly ask that you work with the student to develop a schedule that is mutually agreeable to you both. Best work times would be evenings (unless there is a trip) and then weekends if the student is living here for the residential portion of our program.

We thank you in advance for your consideration. We understand how valuable these experiences are for our students and we do not want to jeopardize either. If you have any questions, feel free to contact me at (813) 974-2023.

Sincerely,

Raymond Cabrera

Upward Bound Program

University of South Florida

(813) 974-2023

[rcabrera@usf.edu](mailto:rcabrera@usf.edu)