

USF Upward Bound 2022-2023 Tentative Calendar

Saturday Session

UB Special Events

School Holidays

End School Quarter

Official SAT/ACT - Not Offered by UB

Aug-22						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 Orientation (Virtual)

Sep-22						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

10 Saturday Session

17 Saturday Session

Oct-22						
Su	Mo	Tu	We	Th	Fr	Sa
					30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 Saturday Session

8 Saturday Session

29 Saturday Session

Nov-22						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5 Saturday Session

Dec-22						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3 Saturday Session/Polytech

10 Saturday Session

Jan-23						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Seniors 1/13-1/15 NYC

14 Saturday Session/Virt

28 Saturday Session

Feb-23						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

11 Saturday Session

25 Saturday Session

Mar-23						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Saturday Session

3/12-16 Spring Break

Apr-23						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 Saturday Session

8 Saturday Session

22 Saturday Session

May-23						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6 Saturday Session

13 Saturday Session

Saturday Dates: 9/10 9/17, 10/1, 10/8, 10/29, 11/5, 12/3, 12/10, 1/14, 1/28, 2/11, 2/25, 3/4, 4/1, 4/22, 5/6, 5/13 9am-1pm

Senior/Parent Workshops: November 5 Junior Student/Parent Workshop: TBA Health Explorers: TBA Parent Assn: 1st Sat of Each Month

Puerto Rico - April

Senior Trip: January 13-15

Spring Break Trip: Tentative March 12-16

Tutorials are offered every Tuesday from 4:30-7:30pm on Teams. School Visits Once Per Month During Lunch

Report Cards Released: Nov 3, Jan 27, April 13, June 7

College Night Dates: TBA

SAT : Oct 1, Nov 5, Dec 3, Mar 11, May 6, Jun 3, In School Feb ACT: Sep 10, Oct 22, Dec 10, Feb 11, Apr 1, Jun 10, July 15

2022-2023 BUS SCHEDULE

In Case of Emergency:

UPWARD BOUND PROGRAM & COLLEGE REACH-OUT PROGRAM

UBP: Mr. Cabrera (813) 767-8758
CROP: Ms. Nixon (813) 974 - 9261 or 5897

**September 10, 2022–
May 13, 2023**

West Hillsborough County Areas

- Stop 1: Leto High School 7:30 am
(Front of school)
- Stop 2: Corner of Armenia & 7:50 am
Martin Luther King (Bank of Tampa)
- Stop 3: Ferrell Middle School 8:05 am
- Stop 4: Value Pawn Shop 8:20 am
@ 40th Street
- Stop 5: Chamberlain High School 8:35 am
(Front of School)
- Stop 6: University of South Florida 8:45 am
(Behind USF Library off Alumni Drive)

East Hillsborough County Areas

- Stop 1: East Bay High School 7:30 am
(Front Entrance-Big Bend Rd)
- Stop 2: Riverview Academy of MS 7:40 am
(Front Entrance)
- Stop 3: Clair Mel Elementary 7:55 am
School bus ramp/front
entrance on 78th St.
- Stop 4: Brandon High School 8:15 am
(Front of School on Victoria St.)
- Stop 5: Armwood High School 8:30am
(Front of School)
- Stop 6: Tampa Bay Tech H. S. 8:45 am
Orient Road Entrance
- Stop 7: Temple Terrace Plaza 8:50 am
@ Busch & Bullard Parkway
(CVS Pharmacy)
- Stop 8: University of South Florida 8:55 am
(Behind USF Library off Alumni Drive)



Fall Dates

9/10
9/17
10/1
10/8
10/ 29
11/5
12/3
12/10

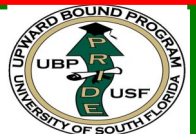
Spring Dates

1/14
1/28
2/11
2/25
3/4
4/1
4/22
5/6
5/13

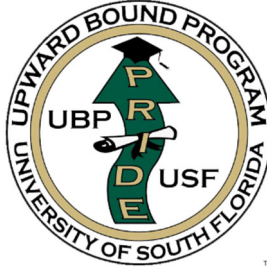


Drop-Off / Pick-Up behind USF Library off Alumni Dr.

**Check-in at 8:45 a. m.
Sign-In @ lobby before going to class.**



REVISED 8/2022 (UB version)



Upward Bound Program

COMPLETE ALL THREE FORMS ONLINE

Type in each link or scan each QR Code

1. Student Request For Classes:

<http://bit.ly/requestforclasses>

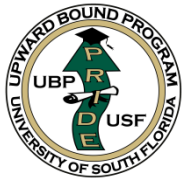


2. Need Assessment: <https://bit.ly/needassess23>



3. Handbook Quiz: <https://bit.ly/handbookquiz23>





UNIVERSITY OF SOUTH FLORIDA UPWARD BOUND PROGRAM

4202 E Fowler Ave SVC2011

Tampa, FL 33620-6904

Fax: 813-974-2022 ~ Phone 813-974-1014 ~ Email: ubp@usf.edu

SCHOOL AND COLLEGE INFORMATION RELEASE

Name _____ School: _____
Last Name First Name Middle Initial

Phone number _____ - _____ - _____ Email Address: _____

Mailing address: _____

Date of birth: ____/____/____ Student district number: _____

We, parent and student, grant Upward Bound access to the all of the required documentation listed below.

From Hillsborough County Public Schools:

- Transcript or record of all courses taken and grade received - for program admission and for advising
• State and national standardized test scores (EOC, ELA, PSAT, SAT, ACT, PERT, FSA, etc.) for reporting, planning and assisting with test prep
• Eligibility status for Exceptional Student Education or Individual Educational Program
• Disciplinary & Attendance Records for program admission and academic monitoring
• Report cards, progress reports, summary worksheets, unofficial transcripts for academic monitoring
• Extended Learning Program, Supplemental Education Services, and academic program logs
• Data required to complete the Upward Bound Annual Performance Report: FCAT/FSA and end of year examination scores, high school courses, grades, GPAs, graduation status, and other required data.
• FLVC, Canvas, and other e-learning systems, websites, or academic reports

From Postsecondary Institutions:

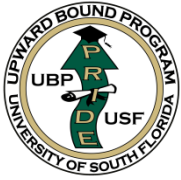
- Postsecondary enrollment data from college registrar, third party verification, state longitudinal data, and student/parent reporting
• Financial Aid/Scholarship Information to verify completion of the FASFA, college applications, and financial aid applications, and increase success for future students
• Data required to complete the Upward Bound Annual Performance Report: postsecondary enrollment, grades, and degree completion-including major and credits earned.

This release of information form authorizes the School District of Hillsborough County, Florida and future postsecondary institutions to provide Upward Bound with the educational records identified above. The records will be kept securely in locked offices accessible only by administrative personnel and on a password-protected computer server. The records will be stored for the period required by federal regulations (currently, until a student attains a terminal bachelor's or graduate degree or six years after high school graduation). Upward Bound will not release the information to any other agency or group and will only use the records to: develop the student's individual college plan, monitor academic progress, assist the student with their academic needs, and complete required annual performance reports.

Parent's Signature Date

Student's Signature Date

Student's Signature Once Age 18: Date



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Tampa, FL 33620-6904

Fax: 813-974-2022 ~ Phone 813-974-1014 ~ Email: ubp@usf.edu

USF UPWARD BOUND PROGRAM DATA/PHOTO RELEASE

I do hereby grant to Upward Bound Program and assigns permission to use qualitative and quantitative information in a manner consistent with the educational mission of the University of South Florida/Upward Bound Program and its affiliated agencies. This includes the right to capture and disseminate verbal and visual material supplied in surveys, forms, testimonials, recordings and other mediums. I give USF Upward Bound program the irrevocable right to publish in print, electronic, or video format, the names, renderings, and images of both student and guardian(s). Materials and recordings listed above may be used for display, advertising, articles, editorial illustration, web use, internal use, reporting, broadcast, research, and other uses in alignment with program objectives. For the purposes listed above, I relinquish my rights of privacy under the Family Educational Rights and Privacy Act (FERPA). All photographs and video shall be the sole property of the UBP and may be copyrighted in its own name or any other name it may choose.

In accordance with FERPA, the program may compile and publicly release a student directory limited to name, grade level, schools attended, home address, date of birth, parent's name and address, phone number, and participation dates. Unless requested in writing, the student will be included in the student directory. Except as noted above, the program's student records, and the information they contain are kept confidential, and you (and your parents, if you are younger than age 18) have the right to inspect the contents of your record, and request necessary changes.

By my signature below, I hereby agree to and fully understand all of the above terms and do accept full responsibility. I have been offered a copy of this consent form that I may keep for my own reference. I have read and consent to the form. If have an objection to any of the terms, I will notify staff in writing.

Student Name

Parent Name

Student Signature

Parent Signature

The University of Upward Bound Program provides assistance to eligible individuals without regard to race, color, national origin, gender or disability.

Upward Bound Program Student Contract

Congratulations on your acceptance to the Upward Bound Program at the University of South Florida! As an Upward Bound Scholar, you are making an investment in your future. Consequently, you will be responsible for adhering to the following rules and regulations. In order to participate in the Upward Bound Program, I agree to the following statements **(Please initial all points)**.

- _____ I understand that Upward Bound is a college preparatory program and that by participating, I am agreeing to apply for, attend and graduate from college (2 or 4 year), or other post-secondary education.
- _____ I understand that Upward Bound is an academic program that assists me in my academic pursuits while in high school and will track my success during my college career.
- _____ I understand that while in high school, I will work with the UB advisor to develop, implement and update my individual Career & Academic Plan to meet my post-secondary education goals.
- _____ I agree to take a challenging college preparatory program which includes:
- Four years of English
 - Four years of Math (Algebra I, Geometry, Algebra II, Pre-calculus/Calculus)
 - Four years of Science (Biology, Chemistry, Physics)
 - Two years of Foreign Language
- _____ I agree to maintain a minimum of a 2.5 GPA (C Average) in all of my classes and demonstrate steady academic improvement in all of my coursework. I will provide the Upward Bound Program with copies of my report card for each grading period. Failure to provide them can result in suspension from the program until the documents are received.
- _____ If I earn a semester GPA below 2.3, I will complete an Improvement Plan and complete extra tutoring. If I earn below a 2.3 semester GPA for three consecutive semesters, I will be dismissed.
- _____ I will attend tutoring sessions. I will be prepared (planner, textbooks, materials, assignments) for all tutoring sessions.
- _____ I understand that I am to participate in scheduled workshops, field trips and cultural activities as advised. ** (Prior approval of absence from any activity must be granted by the Upward Bound staff in order to make up activities) **
- _____ I agree to keep the Upward Bound staff informed of any extra-curricular activities that I am involved in and will work with the UB staff to ensure that I remain in good academic standing and maintain all requirements of the program.
- _____ I understand that I am required to attend an academic advising sessions during the academic year, and a student/parent conference once a year.
- _____ I understand that I am required to attend the six week Upward Bound Summer Component.
- _____ I agree to behave in a mature and responsible manner with my parents, teachers, tutors, administrators, UB staff and my peers by following all community, school and Upward Bound rules, as well as show respect for myself.
- _____ I agree to follow all safety protocols as outlined by USF UB during program activities
- _____ I understand that if I do not perform according to the program's requirements, or if I break the contract, I may not receive my stipend, and I may be dismissed from the program.

Rules and Regulations:

Absences

We expect all students to attend every class, program activities and/or events during the academic year and summer program. We understand that sometimes situations arise that require that you to be absent. If you are absent for any reasons, please complete an absentee form on our Weebly site www.usfubp.weebly.com

***Your attendance is critical to receive the necessary assistance ***

Respect

- Disrespectful conduct of any kind to teachers, students, administrative staff, or any university personnel will not be tolerated under any circumstances and is reason for dismissal.

Dress Code

- UB polo shirt, T-shirt, or hoodie must be worn every Saturday with jeans
- Pants must be secured on the waist and no undergarments exposed (belt required).
- Hair must be neatly groomed at all times.
- Hats, bonnets, durags or bandanas cannot be worn inside any building.
- Skirts/shorts: no shorter than mid-thigh and in good repair.
- No holes in jeans, pants, shorts, or other attire.
- Students may be asked to refrain from certain attire at any time by the program director.

Materials

Students must have the proper writing tools, homework, and study materials at all Saturday and after school tutorial sessions. If you do not bring the proper materials, you will be sent home and it will be counted as an absence.

Safety

Students must follow all safety protocols. Any violation of the rules stated above can result in dismissal from the program at any time.

I, _____ (print name) understand that I am agreeing to participate fully in all academic and social components of the University of South Florida Upward Bound Program.

I further agree to comply with all rules and regulations established by the Director and staff of the Upward Bound Program.

Date: _____

Student Signature

Upward Bound Program Parent Contract

Student Name: _____ Parent/Guardian Name: _____

(PLEASE PRINT)

Parental/Guardian Permission:

_____ has my permission to be a participant in the University of South Florida Upward Bound Program. It is understood that I agree to his/her participation in all activities, whether academic, civil or recreational, both on and off the USF campus. In case of an emergency during and official Upward Bound activity, I authorize my son/daughter to be treated by qualified medical personnel.

Parent Signature: _____ Date: _____

Parental/Guardian Support Agreement:

As a parent/guardian of an Upward Bound Scholar, I commit to the following:

- _____ I understand that Upward Bound is a college preparatory program and that by applying to Upward Bound my student is agreeing to participate throughout their high school years, both during the academic year and six weeks in the summer.
- _____ I understand that after high school graduation, my student will enroll in some form of post- secondary education.
- _____ I will allow my child to participate in-person on Saturdays for tutoring classes. We will inform you of any virtual dates.
- _____ I understand that the Upward Bound Program is an academic program that assists and tracks students' progress in academic pursuits while in high school and throughout college.
- _____ I will follow program requirements to be an active advocate for my child by adhering to plans, listening, communicating and cooperating with UB staff, school staff, and my child.
- _____ I will make every effort to attend parent events including picnics, award banquets, orientation, financial aid workshop, and parent association meetings.
- _____ I agree to encourage my child to do the best he or she can in school to reach the dream of postsecondary education, including attendance at advisement meetings during lunch and after school meetings/tutoring required by the program.
- _____ I agree to cooperate with the Upward Bound staff so that my child can participate in any special events organized throughout the school year.
- _____ I will work closely with the Upward Bound staff to provide any necessary paperwork (tax forms, grades, applications, etc) in a timely matter especially during the college application and financial aid application process.
- _____ I understand that I am responsible for informing UB staff of any changes regarding mailing address, email, and cell/home phone numbers.
- _____ I understand that if my child does not meet the goals and expectations of the program or fully use the services provided, he or she may be dismissed from the program.

PARENT COMMITMENT

I have read and fully understand all of the above statements and I confirm my commitment to them. Any violation of the rules stated above can result in dismissal from the program at anytime.

Parent Signature: _____ Date: _____

**UNIVERSITY OF SOUTH FLORIDA
UPWARD BOUND PROGRAM
FIELD TRIP/ACTIVITY INFORMED CONSENT**

Every student participating in a college-sponsored trip must read and sign this consent form prior to the departure of a field trip or the beginning of an activity. In addition, students who are younger than 18 years of age must have the signature of a parent or guardian.

I understand I have enrolled and intended to participate in the USF Upward Bound Program sponsored field trips/events scheduled during the academic and summer components. I acknowledge that I have read the activity/program outline and voluntarily accept all risks associated with the activities and also agree to abide by Upward Bound Program rules of conduct. I also understand and acknowledge that transportation for field trips, academic enrichment sessions, conferences and other activities will be by bus, van, train, airplane, or private car. I agree to hold USF\UBP, and all its officers, agents, and employees free from liability in the event I suffer personal injury or property damage as a result of participating in the field trip/event, even as a result of negligence.

I further agree that I am solely responsible for my own equipment, supplies and personal property and effects during the course of the field trip/event. I agree that all parties above whom I have hereby held free from liability are only responsible for the general supervision of the logistical/educational aspects necessary to provide a safe and successful field trip/event and that they cannot and do not guarantee my personal safety.

I further agree that if I drive or provide my own motor vehicle for transportation, during or from the program site, I am responsible for my own acts and for the safety and the security of my own vehicle. I accept full responsible for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, USF\UBP and its personnel are not in any way responsible for the safety of such transportation and that USF\UBP insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

I have notified the Program Director or Residential Coordinator of any existing medical condition or medication that could affect my ability to fully participate in this field trip/event. In the event that any medical attention is needed, I authorize the leader(s) of the field trip/event or any qualified individual to administer the first aid necessary to maintain health until a physician may be reached or other medical assistance obtained. I further authorize any physician to administer such medical or surgical treatment diagnosed as necessary.

By my signature below, I hereby agree to and fully understand all of the above issues/conditions and do accept full responsibility as outlined above.

Student Name (please print): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Name of Emergency Contact: _____ **Ph#:** _____

Relationship to Student: _____

Upward Bound Program

MEDICAL CONSENT FORM

Prior to participating in any activities and field trips, parent or guardian must provide all medical information.

STUDENT'S NAME _____
Last Name First Name Middle Initial

Please note: In permitting your son's/daughter's participation in the University of South Florida Upward Bound Program, your continued responsibility of his/her medical needs is expected; particularly concerning injuries and sickness. Consequently, this form is for you to acknowledge the following "liability release" statement and for you to provide medical information about your son/daughter to ensure his/her safety.

PARENT/GUARDIAN NAME _____

HOME ADDRESS _____
Street Number & Name City Zip

PHONE (____) _____ (____) _____ (____) _____
Home Work Cell

EMERGENCY CONTACT _____ (____) _____
Name Relationship Phone

HEALTH RECORDS Attach a copy of the front and back of student's insurance card – not originals.

List any physical limitations/illnesses: _____

List any allergies: _____

List any medication(s) currently being taken: _____

(use back of this form if additional space is needed)

	Name Above	Purpose	Amount/Dosage
--	------------	---------	---------------

	Name Above	Purpose	Amount/Dosage
--	------------	---------	---------------

Name of physician: _____ Phone: (____) _____

Is your child currently insured? (circle one) **Yes** **No** Insurance provider: _____

Is your child insured through Medicaid? (circle one) **Yes** **No**

Group No. _____ Member No. _____ Plan/Medicaid No. _____

In the event that I cannot be contacted during a medical emergency, I hereby authorize the staff of the Upward Bound Program to take the appropriate action in securing professional medical attention, of which I, the Parent/Guardian named above, will assume financial responsibility. I agree to hold USF\UBP, and all its officers, agents, and employees free from liability in the event that my child suffers personal injury, sickness, death, or property damage as a result of participating in the field trip/event, even as a result of negligence.

Signature of Parent/Guardian: _____ Date: _____

Upward Bound Electronic and Phone Communication Policies

We have created online communities to keep students informed about the program. These sites include the Upward Bound websites (www.usf.edu/undergrad/ub & usfubp.weebly.com), Canvas (tinyurl.com/usfubp) Facebook (facebook.com/USFUBP1), Instagram (usf_upward_bound), YouTube (youtube.com/@usfubp) and Twitter (twitter.com/usfubp). The sites help students interact and collaborate. In order to achieve the full potential of the site, we require that all students follow the policies stated below.

Advantages

- The websites and app feature pictures, videos, discussion, polls, quizzes, social media, and events.
- The sites will allow students to help plan activities and participate more fully in the program.
- The sites can be used to poll student interest or measure student comprehension of a topic.

Safety Precautions

- The sites will be monitored by UBP staff. However, not all activity can be monitored at all times.
- Emphasis is on academics and program activities. Unrelated or inappropriate items will not be removed.
- Any and all UBP students or parents may be publicly featured in pictures or other content.

Rules

- Students must create a profile under their real name to access the features.
- Students must refrain from profanity, insults, or sexually explicit content.
- Students must post appropriate information related to UBP activities that promote academics.
- Be careful what you post. Once posted, others will be able to view and save the information for later use.
- Students should access electronic and phone communication only if given permission by UBP Staff.
- Students not following policies will be suspended or removed from the networks, and can be dismissed.

Cell Phone and Texting Policy

We will call or text information to your child's cell phone in certain circumstances, including emergency notifications, academic progress updates, to ask or answer questions, and other reasons related to programming activities. Your child can also call or text their counselor during certain time periods.

- During the academic year, students can contact counselors by cell phone after school and before 7 p.m. on weekdays only.
- Students should not talk or text on their phone during class, including school, Saturday tutorials, or summer instruction, unless given permission to do so by their instructor.
- Remind.com is used to contact students/parents in groups. To join, text to **81010** with the message **@2024ub for juniors, @2025ubp for sophomores, @2026ubp for freshmen**. For parents send the message **@parentsub** to **81010**.

Student/Parent Agreement

Student Name: _____ Student's Cell Phone Number: _____

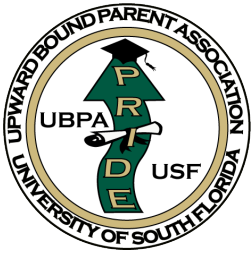
Student's Email Address: _____

I give my child permission to participate on USF UBP websites and social media. My child will follow policies. Neither the University of South Florida nor UBP will be held responsible for misuse of or by electronic platforms.

Parent Signature: _____ Date: _____

Student: Please sign affirming that you will follow all UBP, USF, and social media policies and regulations.

Student Signature: _____ Date: _____



PARENT ASSOCIATION MEMBERSHIP FORM

Your participation is greatly needed in order for the program to be successful. Please consider doing one of the committees or chair a committee. You will not be alone; all members are asked to participate and support the program.

Parents Name: _____ Students Name: _____ Grade Level: _____

Local Address: _____

Street _____ City _____ FL _____ Zip Code _____
Home Phone: () _____ Cell: () _____ Work Phone: () _____

Home Email: _____ Work Email: _____ Occupation: _____

What talents and skills do you have that could assist or help the association? Please describe in detail:

Talents _____ Catering _____ Sewing _____

DJ _____ Nurse _____ Secretary _____

Budget/Accounting _____ Police Officer _____ Sports _____

Others _____

If you work for a company or know of someone that would be willing to sponsor an activity, scholarship, AD's, copying of materials, etc. Please let us know _____

Please check the committees that you are interested in working with:

Scholarship _____ Fundraising _____ Social/Program _____

Community Service Projects _____

Would you like to become an Officer? Yes _____ No _____ Maybe _____

Would you like to Chair a committee? Yes _____ No _____ Maybe _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Instructions To Receive A Stipend

All forms must have the student's information (not parent).

1. All students must provide **a copy of their social security card** to receive a stipend. The social security card is used to verify that the form in step 2 is accurate.
2. Fill out the *Substitute for IRS Form W-9* with **student's information** using the sample form as a guide. This will be used to allow the student to be paid by USF.

OPTIONAL: There is an **option** to receive the stipend directly into a bank account. Please follow steps 3-5 **only if** you would like child to receive stipend through direct deposit.

3. Open a checking or savings account in your child's name at your preferred bank/credit union.
4. Obtain a letter from the bank or a bank statement that lists the student's name, account number, and routing number (See sample letter).
5. Fill out the Direct Deposit *Electronic Payment Authorization Form* with student's information. All information must be consistent on all forms.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form **W-9**
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Student Name as shown on Social Security Card</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. Student Address</p>	<p>Requester's name and address (optional) Student Email Address Student Phone Number</p>
	<p>6 City, state, and ZIP code Student City, State, and Zip</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

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Social security number									
#	#	#	-	#	#	-	#	#	#
or									
Employer identification number									
			-						

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- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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Sign Here	Signature of U.S. person ▶ Student Signature (Cursive)	Date ▶ Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

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- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

University of South Florida Electronic Payment Authorization Form

This form will start, change or stop electronic payments received by you from the University of South Florida. This does not apply to employee salary payments or travel reimbursements.

For a **Start** or **Change** of electronic payment, all boxes must be completed. **DO NOT** leave any information blank. For a **Stop**, leave banking information blank.

Name: Please be sure the name and TIN on this form matches the W-9 on file with the Accounts Payable department. Your electronic payment will not start if the information does not match.

Direct Deposit Action Requested:

1. Check **Start** if you wish to enroll in direct deposit.
2. Check **Change** if you already have direct deposit initiated with USF and wish to change your financial institution, account number, or account type (Checking or Savings). Your current electronic payment is stopped when a change request is received.
3. Check **Stop** if you wish to stop your direct deposit. This is only for accounts that already have direct deposit initiated with USF.

Special Note:

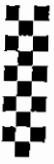
Please make sure your electronic payments have been stopped before closing your bank account. Otherwise, funds will be returned to the University and cause a delay before you receive your payment.

Return completed form with a voided check (if applicable) or bank letter attached to the address below or email to vendorsetup@usf.edu.

**UNIVERSITY OF SOUTH FLORIDA ATTN ACCOUNTS PAYABLE 4202 E FOWLER AVE ALN147
TAMPA FL 33620**

Legal Name	Tax Identification Number or Social Security Number
Address	Email (Required for email notification of payment)
City	Telephone
State Zip	Direct Deposit Action Requested (Check Only One) (1) Start (2) Change (3) Stop
Name of your Financial Institution	Account Type (Check Only One) (1) Checking (2) Savings
Transit Routing Number of Your Financial Institution	Your Account Number
This is the nine-digit number that identifies your financial institution. It is found in the bottom left-hand corner of your checks.	Please make sure the account number on this form is correct. If you are not sure, PLEASE CONTACT YOUR FINANCIAL INSTITUTION.
Print Name and Title of Person Signing Form	Phone and/or email of Person Signing Form
Signature*	Date

*I hereby authorize and request the University of South Florida to initiate credit entries and if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the financial institution named. This electronic payment authorization is to remain in effect until withdrawn by: (a) written notification to the University; (b) death or legal incapacity; (c) the financial institution or (d) the University.



Sample Letter



Date: 07/27/2013

To whom it may concern:

Our mutual client is interested in setting up an Automatic Direct Deposit with you. I have listed below the necessary information needed to complete this request.

All ACH deposits must be sent as follows:

- 1. University of South Florida Credit Union's account number with the Federal Reserve (ABA #):
- 2. Our Member's account will need to contain the following information:

Member Name:

Checking Account #:

Thank you in advance for your cooperation with this matter:

Sincerely,

Vanessa Porras
 Financial Service Representative
 USF Federal Credit Union
 (813) 569-2000 x 1119
 (813) 569-2119 Direct Line
 (813) 569-2003 Fax
vperras@usffcu.org

HIGH SCHOOL TIMELINE CHECKLIST – See knowhow2go.com for more information

FRESHMEN

Plan out a challenging program of classes to take.

- Colleges care about which courses you're taking in high school. Remember, you will have more options if you start planning now for college and do your best to earn good grades.
- The courses you take in high school show colleges what kind of goals you set for yourself. Are you signing up for advanced classes, honors sections, or accelerated sequences? Are you choosing electives that really stretch your mind and help you develop new abilities? Or are you doing just enough to get by?
- Colleges will be more impressed by respectable grades in challenging courses than by outstanding grades in easy ones.
- Do your high school course selections match what most colleges expect you to know? For example, many colleges require two to four years of foreign language study.
- Establish your college preparatory classes; your schedule should consist of at least 4 college preparatory classes per year, including:
 - 4 years of English
 - 3 years of math (through algebra II or trigonometry)
 - 2 years of foreign language
 - At least 2 years of natural science
 - 2 years of history/social studies
 - 1 year of art
 - 1 year of electives from the above list
 - Enrolling in algebra or geometry classes and a foreign language class for each semester (most colleges have math and foreign language requirements)

Create a file of important documents and notes.

- Copies of report cards.
- Lists of awards and honors.
- Lists of school and community activities in which you are involved, including both paid and volunteer work, and descriptions of what you do.

Start thinking about the colleges you want to attend.

- Create list of colleges and universities in which you are interested.
- Discuss the list with your school counselor and narrow it down to your top few.
- Start visiting the campuses.

Find out about honors-level courses at your school.

- Ask if AP or other honors courses are available.
- See if you are eligible for the honors classes you want to take.

Stay active in clubs, activities, and sports that you enjoy.

- Study, study, study. Colleges look at your permanent academic record for admissions beginning with freshman-year grades.
- Think about an after school or summer job to start saving for college.

SOPHOMORES

Prepare for standardized testing.

- There are a variety of standardized tests available - PSAT, SAT, SAT Reasoning Test, SAT Subject Test, ACT PLAN, ACT, and AP tests to name a few - but you don't have to take every test in order to be college-ready.
- Discuss the standardized test options with your school counselor and determine which ones would be most beneficial for you. Below are some possible options and scheduling information:
 - Take the ACT PLAN test in the fall, normally in October or November. This is a valuable test to help you prepare for the ACT which you can take during your junior year in April or June.
 - Review PLAN test results with your parents and school counselor. Compare these to your EXPLORE results to measure growth. Take the PSAT in October. The scores will not count for National Merit Scholar consideration in your sophomore year, but it is valuable practice for when

you take the PSAT again in your junior year when the scores will count, as well as for the SAT Reasoning Test, which you should also be taking in your junior year. You will receive your PSAT results in December.

- Start preparing for the SAT Reasoning Test.
- Register in April for the SAT Subject Tests that you will be completing before June.
- Take the SAT Subject Test in June.

Update your file of important documents and notes.

- Copies of report cards
- Lists of awards and honors
- Lists of school and community activities in which you are involved, including both paid and volunteer work, and descriptions of what you do

Continue your college search and visits.

- Think about selecting a school, finding out about the different types. Decide which characteristics are most important to you, such as the size of the school, distance from home, cost, and extracurricular activities.
- Visit colleges and talk with college students.
- Be ready with a list of questions to ask on your campus visit.
- Use this list of college characteristics to decide how to evaluate different colleges.
- Review the high school course you need to take to meet the requirements of the colleges you are interested in attending.

Find out about honors-level courses at your school.

- Ask if AP or other honors courses are available.
- See if you are eligible for the honors classes you want to take.
- Find out how to enroll in them your junior year.

Other top tips:

- Continue extracurricular activities, as admissions officers look at students' extracurricular activities when considering them for admission.
- Continue participation in academic enrichment programs, summer workshops, and camps with specialty focuses such as music, arts, and science.
- Continue to meet with your school counselor at least once a year

JUNIORS

Prepare for and take standardized tests.

- Check the schedules for the PSAT in the fall, and the SAT Reasoning Test and SAT Subject Test, ACT, and AP tests in the spring.
- Discuss with your school counselor why you should take these tests and how they could benefit you.
- Determine which tests you will take. (You can always change your mind.)
- Sign up and prepare for the tests you've decided to take.

Maintain good grades and other academic activities.

- Continue to take and seek out challenging courses.
- Join an academic club.
- Start or update an academic resume.
- Assume leadership roles in your activities and sports.
- Consider putting together a portfolio that highlights your special skills and talents.

Continue your college search and visits.

- Gather information from colleges. Request brochures and catalogs and attend college fairs.
- Visit colleges and talk with college students.
- Check into applying to colleges online.

SENIORS

Senior Year Timeline: August

- Sign up for the ACT if you didn't take it as a junior, or if you aren't satisfied with your score.
- Review ACT test results and retest if necessary.

Senior Year Timeline: August to December

Visit with your school counselor to make sure you are on track to graduate and fulfill college admission requirements.

Consider taking courses at a local university or community college.

- Keep working hard all year; second semester grades can affect scholarship eligibility.
- Ask for personal references from teachers, school counselors, or employers early in the year or at least two weeks before application deadline.
- Follow your school's procedure for requesting recommendations.
- Visit with admissions counselors who come to your high school.
- Attend a college fair.
- Begin your college essay(s).
- Apply for admission at the colleges you've chosen.
- Avoid common college application mistakes.
- Find out if you qualify for scholarships at each college where you have applied.
- Start the financial aid application process.
- See your school counselor for help finding financial aid and scholarships.

Senior Year Timeline: January to May

- If you need it, get help completing the FAFSA (Free Application for Federal Student Aid).
- Ask your school counselor in January to send first semester transcripts to schools where you applied. In May, they will need to send final transcripts to the college you will attend.
- Visit colleges that have invited you to enroll.
- Decide which college to attend, and notify the school of your decision.
- Keep track of and observe deadlines for sending in all required fees and paperwork.
- Notify schools you will not attend of your decision.
- Continue to look for scholarship opportunities.
- Keep track of important financial aid and scholarship deadlines.
- Watch the mail for your Student Aid Report (SAR) it should arrive four weeks after the FAFSA is filed.
- Compare financial aid packages from different schools.
- Sign and send in a promissory note if you are borrowing money.
- Notify your college about any outside scholarships you received.

Senior Year Timeline: June to August

- Make sure your final transcript is sent to the school you will be attending.
- Getting a summer job can help pay some of your college expenses.
- Make a list of what you will need to take with you for your dorm room.
- If you haven't met your roommate, call, write, or e-mail to get acquainted in advance.
- Make sure housing documentation is quickly accessible when you move into the dorm.
- Learn how to get around at your new school. Review a campus map.
- Wait until after your first class meeting to buy your books and supplies.

- Talk with your parents and high school counselor about colleges that interest you.
- During the summer between your junior and senior year, write practice applications and essays and decide where and if to apply early decision, early action or regular decision.

Fall Semester Timeline

August:

- Start your year off right: Talk with your school counselor about your options and your plans. Be sure to ask about test dates for the PSAT, ACT, and SAT. You'll need to register up to six weeks ahead of time.
- Sign up for courses with your eyes on the prize: college and money to pay for it! A tougher course load may pay off with scholarships and may get you a better chance to get admitted to the school of your choice.
- Start investigating private and public sources for financial aid. Take note of scholarship deadlines and plan accordingly.
- Sign up for activities to boost your college applications.

September:

- Find out about schools you are interested in attending. Treat your school selection process like a research paper: Make a file and gather information about schools, financial aid, and campus life to put in it. Go to college fairs and open houses and learn as much as you can from the Internet about schools. Begin planning college visits. Fall, winter, and spring break are good times because you can observe a campus when classes are going on.

October:

- Take the PSAT. You'll get the results by Christmas.
- Sign up for ACT or SAT prep courses.
- Do your top college picks require essays or recommendations? Now is the time to begin planning your essays and choosing whom you'd like to ask for a recommendation.

November:

- Sign up for the ACT and SAT, if you haven't already.

December:

- Begin the application process for service academies (West Point, Annapolis, etc.)
- Decide if you should take AP exams in May. Investigate the College-Level Examination Program or CLEP, which grants college credit for achievement in exams covering many different college-level subjects.

Spring Semester Timeline

January:

- Meet with your school counselor again to develop your senior schedule.
- Organize your Individual Graduation Plan.

February:

- Think about lining up a summer job, internship, or co-op.
- Plan campus visits for spring break.
- Memorize your Social Security number if you haven't already. It will be your identity on campus.

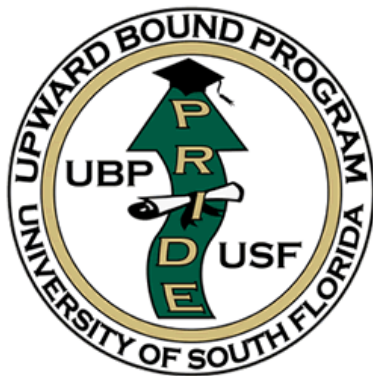
March/April:

- Get ready for AP exams next month.
- Write a resume.
- Attend the UB College 101 Workshop with parent

June/July

- Attend the UB Summer Program where you will do college searches, write personal statements, prepare for college admissions and financial aid

USF UPWARD BOUND PROGRAM



MAKING COLLEGE A REALITY

TRIO

UPWARD BOUND

OVERVIEW

The University of South Florida's Upward Bound program's goal is to increase the rate at which participants complete high school and enroll in and graduate from college. The program strives to improve student's GPA, while also improving FSA, ACT, and SAT proficiency. Our rigorous curriculum will assist students in high school graduation, college enrollment, and college completion.

At no cost to you, Upward Bound serves high school students from first-generation or income-eligible families. The program provides intensive preparation for college through tutoring and rigorous summer instruction with a campus residential experience. Summer attendance is required because of the exceptional services we provide. USF Upward Bound has served Tampa Bay for more than 50 years!

PARENT INFORMATION

Parents of students in our Upward Bound program will have monthly meetings, a College 101 seminar, summer and academic year orientation, a financial aid planning workshop, and an annual crash course.

OUR WEBSITE:
www.usf.edu/UBP
ubp@usf.edu

CONTACT INFORMATION

4202 E. Fowler Avenue
STOP SVC 2011
Tampa, Florida 33620
Phone: (813)-974-9138

WHAT WE OFFER

For all students:

- Academic Tutoring (18 Sat, 9am-1pm & 4:30-7pm T&W)
- Summer Instruction (6 wk 9am-3pm)
- School Visits
- Test Preparation
- Academic Advising
- College Tours
- Spring Break Enrichment
- USF Computer Labs
- Virtual School
- Financial Literacy
- Yearly Crash Course
- Mentors
- Community Service Opportunities
- Competitions and Awards
- UBP Student Government

For 9th Grade:

- Upward Bound Success Course
- Algebra & Geometry EOC/FSA Prep
- Career Exploration
- Freshman Counseling

For 10th Grade:

- EOC, FSA, & ELA Test Prep
- Career Mentor
- Career Planning
- Sophomore Counseling
- Leadership Course

For 11th Grade

- SAT & ACT Prep
- Junior Counseling
- National College Fair
- Summer Olympics
- Three-Week Summer Residential

For 12th Grade

- SAT/ACT/FSA Review
- College Survival Class
- College Internships
- Senior Counseling
- Summer Olympics
- Financial Aid & College Applications
- Scholarship Applications
- Three-Week Summer Residential
- E-Portfolios