INSTRUCTIONS FOR PREPARING LETTER REQUESTING CONTINUING STATUS

DUE Saturday, April 6, 2013. Must be neatly typed, single-spaced, in business letter form. The following outline is a format for you to use as a guide. Do not feel restricted by this outline. It is provided only to give you an idea of how to prepare your letter. The text in italics is suggestions and explanations of the format.

Letters can be mailed, hand delivered, FAX or Email.

Mailing: Occidental College, UPWARD BOUND 1600 Campus Road, Los Angeles, CA 90041
FAX: (323) 341-4981
E-mail: ymendoza@oxy.edu

Your street address
City, State, Zip
The current date

Susan Madrid-Simon
Project Director, UPWARD BOUND
Occidental College
1600 Campus Road
Los Angeles, CA 90041

Dear Ms. Madrid-Simon:

FIRST PARAGRAPH: Introduce yourself; state the purpose of your letter. Outline the main points you wish the Project Director to consider when reviewing your participation and evaluating your request for continuation or status. Be positive. Be respectful but assertive.

SECOND PARAGRAPH: Elaborate on your first points you listed in the previous paragraph. Give examples for what you mean. It is always better to be specific. If you say you are in need of the academic services provided by the Project, explain in detail what you feel your needs are.

THIRD PARAGRAPH: This paragraph should be modeled like the second paragraph. Discuss the second point you listed in the first paragraph. Again, remember you are explaining the reasons why you feel you should be granted a slot in the coming year’s Program.

FOURTH PARAGRAPH: Once again, like in the previous paragraph - talk about your points. Continue with additional paragraphs discussing the main points you outlined in the opening paragraph. You will have as many of these paragraphs as you have points.

LAST PARAGRAPH: Here you sum it all up. You restate your reasoning. You emphasize your main points and wrap it all up. You may want to discuss the role that the Upward Bound Project can play in helping you to fulfill your academic plans and your life goals. What have you learned, so far? What can you contribute to further the Program goals and help other students? Why should you be chosen?

Yours truly,

(Your Signature)

TYPE YOUR FULL NAME
SELECTION CRITERIA FOR CONTINUING STATUS

1. **LETTERS MUST BE SUBMITTED** (to office) **BY April 6, 2013.**
   This is a **real deadline.** If you do not submit your letter on time you will not be considered.

2. **ACADEMIC PROGRESS**
   Your grades and evaluations in the Summer Program and Academic Year Program as well as your high school grades are important.

3. **ATTENDANCE AND ACCOUNTABILITY**
   Did you attend the Saturday sessions? If not, did you let us know in advance of your absence?

4. **PARTICIPATION IN PROGRAM ACTIVITIES**
   Did you participate in different kinds of activities during the Summer and Academic Year? College Tours, Cultural Tours, Workshops.

5. **CONTRIBUTIONS DURING THE SUMMER AND ACADEMIC YEAR PROGRAMS**
   Did you help the Project in any way? Have you given anything back to the Project?

6. **EFFORT DEMONSTRATED IN MEETING THE OBJECTIVES OF THE PROJECT**
   Did you make an honest effort to meet the challenges and deal with the responsibility that is part of being an Upward Bound Student?

7. **CORRECTNESS, NEATNESS & ASSERTIVENESS of Request to Return Letter**
   Is your letter a clean, well-written letter? Does it represent your best effort? A letter prepared at the last minute is quite noticeable. Plan your time.

**NOTE:** If you ever violated the spirit of the rules or if you ever lost your Student In Good Standing Status or were ever called into the Project Director's office for breaking a rule or violating a policy you must discuss this. Everyone makes mistakes. But not everyone learns from their mistakes. The Project Director is aware of more than you think about student's participation. Not all violations are dealt with directly and some are unknown until months after the infractions are committed. As you know, in Upward Bound, good secrets are hard to keep.