**Application check-up template (for phone calls)**

“Good morning, my name is Yvette and I am calling from the Fresno City College Upward Bound Program. May I speak to Mr./Mrs. \_\_\_\_\_\_\_\_\_\_?”

“Hi Mr./Mrs. \_\_\_\_\_\_\_\_\_ (introduce yourself again and where you’re calling from) a few weeks ago your son/daughter participated in a presentation by our program and was given an application to take home and fill out. Did he/she happen to show you or talk to you about the application and our program?”

If yes – “This is just a friendly phone call reminder to ask that you help your son/daughter complete the application and have them turn it in to their counselor as soon as possible. We’re currently in the process of reviewing applicants and would really like for your child to have an opportunity to apply for our program. Thank you and have a nice day.”

If no - “Upward Bound is……..and we’d really like for your son/daughter to apply to our program. They should have an application with them but if not the school will have copies available if you are interested. Thank you and have a nice day.”