

Deadline: July 19,2024

SONOMA STATE UNIVERSITY

UPWARD BOUND PROGRAMS – PARTICIPANT STIPEND CHECKLIST

Pre-Collegiate Programs + 1801 E. Cotati Avenue + Rohnert Park, CA + 94928-3609

Office: (707) 664-2159 or (707) 664-3871 + Fax: (707) 664-2886

Email: ublake@sonoma.edu + Website: <http://precollegiate.sonoma.edu/>

Good day UB program participant,

Throughout this past year, as you know, we had some challenges with staffing in our UB Lake County programs, which did not allow us:

- to take our UB Upper Lake Program participants on field trips
- to provide our 2024 Seniors their graduation gifts and their trip

Our Upward Bound programs allow us to provide participation stipends to those who participate in our program activities throughout the academic year, so we will provide this service to participants that fall in the categories above.

Unfortunately, due to sensitivity of the data, submission of this form will occur via our secure online Adobe webform, which should only take approximately 5-7 minutes to complete.

BEFORE you start your webform process, you will need the following:

- Your Social Security Card
- Your parent if you are under the age of 18
- Know which one of our Upward Bound programs you are enrolled in
- Have an email address that you or your parent have access to that **IS NOT** your school email or our ssuprecollege.org email.
- We also have a [video available](#) to walk you through this checklist.

Open [UB Lake Stipend 23-24](#) (**All information and signatures must be from or about the participant**)

Your web browser will take you to the webpage where you are to complete the form. Click **“Continue”** button to proceed with filling out the form.

VENDOR DATA RECORD

- SECTION 2: Fill in **Full Name as it appears on your Social Security Card**, Phone, Street/Mailing Address, City, Zip Code and Email
- SECTION 3: Fill in Social Security Number
- SECTION 4: Does any of your relatives work at Sonoma State University?
- SECTION 5: Check the box for U.S. Citizen, Permanent Resident Alien and Green Card or Not a Citizen
- SECTION 7: Print your Full Name, Signature and Date

VOLUNTARY STATISTICAL DATA SHEET: Leave blank

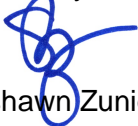
Academic Year 2023-2024 Participation Invoice

- Input: **First and Lastname(s) as it appears on your Social Security Card**, Street or Mailing Address, City, Zipcode, Phone Number, UB Program, email address.
- Select the months (Sep-Jun) that you were in the program
- If you went to the Community College through our program you can select July also.

- Add up the stipend amount for each month you participated in our program and put in the **Payment Amount**.
- Sign this document
- Click the blue **“Submit”** button, if you are missing data in a field, the form will not allow you to submit the form. Go back and input the missing field.
- Once you hit the **“Submit”** button, a box will pop up that ask you for your email address. You will need to input an email address that **IS NOT** your school email or your ssuprecollege.org email.
- Click the **“Click to Sign”** button
- The webpage will appear that states **“Just one more step”** which will require you to go to the inbox of the email you just inputted and look for an email from Adobe Sign that has a subject **“Please confirm your signature on UB Lake Stipend 23-24”**.
- Open the email and click **“Confirm my email address”** link.
- Go back to the inbox and you should see another email from Adobe Sign with a subject **“You signed: UB Lake Stipend 23-24”**. This is your confirmation that you have completed the process to receive your stipend.

If we find any problems with your form, a staff member will contact you to resolve the issue.

Sincerely,



Eshawn Zuniga
Associate Director of Pre-Collegiate Programs
Sonoma State University
707.664.3908