



Dear Applicant:

Thank you for your interest in *Step Up Reach Out*, the innovative, international leadership program created by the University of Texas Health Science Center, Gulf States Hemophilia and Thrombosis Center (UTHS) and sponsored by Bayer HealthCare. *Step Up Reach Out* is a unique educational resource that will help to build tomorrow's leaders in the bleeding disorders community.

Young people selected for the program will join with their counterparts from different parts of the world in receiving specialized, hands-on training and coaching to develop their leadership skills. There is no cost to participants or their families for *Step Up Reach Out* travel, accommodation or program expenses.

All of the information you need to submit an application for *Step Up Reach Out* is contained in this packet. Space in the program is limited due to our worldwide scope and our goal of offering this opportunity to young people of all backgrounds and economic status. To begin with, please confirm that you meet the following criteria, which apply to all participants:

- >> Diagnosed with hemophilia A or B (all severities)
- >> Between the ages of 18 to 24
- >> Able to self-infuse your factor concentrate
- >> Proficient in written and spoken English
- >> Able to attend all program sessions
- >> Ability to travel unaccompanied with appropriate visa and/or passport
- >> Able to fulfill all aspects of the program's application process

The program team is looking forward to this pilot session of *Step Up Reach Out*. The sessions will be hosted in different cities and will be attended by a diverse group of young people determined to make a difference in their communities. We will be accepting applications until the closing date of Friday, June 29, 2007. To be sure that your application is processed smoothly, please follow these additional instructions carefully:

- >> Provide at least one letter of reference from a teacher, care provider, employer or others able to recommend your participation
- >> Be sure that the information on all program forms and documents, including phone numbers and email addresses, is correct
- >> Submit the application and other documents by the dates indicated

A program coordinator will notify you via E-mail in July about your acceptance status, so be sure to provide a reliable E-mail address. If you are selected, further instructions and travel information will be provided for you.

Additional details about *Step Up Reach Out* are contained in the attached program overview pamphlet. If you have any questions about the format, curriculum or application process, please contact me at the University of Texas Health Science Center, via E-mail at this address: Edward.J.Kuebler@uth.tmc.edu

Thanks again for your interest!
Best Regards,

A handwritten signature in black ink that reads "Edward Kuebler". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ed Kuebler, LCSW
International Leadership Program Coordinator



APPLICATION FORM

P 1

Step Up Reach Out: A Youth Leadership Program for the international hemophilia community presented by The University of Texas Health Science Center, Gulf States Hemophilia and Thrombosis Center (UTHS). There is no cost to participants or their families for *Step Up Reach Out* travel, accommodation or program expenses.

TO THE APPLICANT

Please complete the following and return the completed three-page application form along with at least one letter of reference and your personal essay by mail or fax to:

Ed Kuebler, Program Coordinator
6655 Travis Street, suite 400, Houston, TX 77030
Edward.J.Kuebler@uth.tmc.edu
Fax: +1 (713) 500-8364

Please follow these instructions carefully, and if you have any questions, E-mail us at: Edward.J.Kuebler@uth.tmc.edu

1. Be sure that you understand and meet the *Step Up Reach Out* selection criteria outlined in the program brochure (see below).
2. Enclose at least one letter that endorses your participation in the program (see Reference Letter Procedure sheet).
3. Write a personal essay (see below) which must also be included with your application.
4. Postmark your application form and accompanying documents by Friday, June 29, 2007 to be considered for application for the 2007 session. After this date, applications may be considered only if additional space becomes available.
5. Confirm that all telephone contact numbers and E-mail addresses contained in the application package are correct and current.

Applicants will be notified about their selection status via E-mail, so be sure to provide a reliable E-mail address.

SECTION 1: PROGRAM CRITERIA*

Step Up Reach Out is offered exclusively for young people with hemophilia who meet the program criteria. Please review the following points and indicate that you meet the criteria before completing the application:

- >> Diagnosed with hemophilia A or B (all severities)
- >> Between the ages of 18 to 24
- >> Able to self-infuse your factor concentrate
- >> Proficient in written and spoken English
- >> Able to attend all program sessions
- >> Able to travel unaccompanied with appropriate visa and/or passport
- >> Able to fulfill all aspects of the program's application process

I meet the necessary criteria: Yes No

If you checked "Yes," proceed with completing the application on page 2 and 3.

* In the event that the number of qualified applicants exceeds available space in the program, selection decisions will be made at the discretion of the University of Texas *Step Up Reach Out* selection committee.



SECTION 2: PERSONAL INFORMATION

Applicant: Mr. Ms. (circle one)

.....
Last Name First Name MI

.....
Mailing Address

.....
City State or Province

.....
Postal Code Country

.....
Home Telephone Mobile Phone

.....
E-Mail

.....
Age Date of Birth

SECTION 3: EMERGENCY CONTACT INFORMATION

The following person will be contacted in case of emergency:

Contact: Mr. Ms. (circle one)

.....
Last Name First Name MI

.....
Relationship E-Mail

.....
Home Telephone Mobile Phone

**SECTION 4: MEDICAL INFORMATION**

Diagnosis	Severity	Name of Physician
Treatment Center/Hospital		
Hospital Address		
City	State	Country
Telephone Number	How long have you attended this treatment center?	Do you have limited mobility or require any special services?

SECTION 5: TRAVEL INFORMATION

Name of airport nearest your home	City	Country
Please circle one: Yes No		
Do you have a valid passport?	Expiration Date	

SECTION 6: ADDITIONAL INFORMATION REQUIRED TO PROCESS YOUR APPLICATION

Along with your application, the following items must be postmarked by the closing date for you to be considered for selection in *Step Up Reach Out*:

- >> At least one letter of reference (see the separate "Reference Letter Procedure" page for instructions.)
- >> Personal essay: Using a separate sheet, write or type an essay in your own words explaining your interest in joining the *Step Up Reach Out* program. Describe why you are a good candidate for an international leadership program and what you hope to gain by participating. Include information about your interests and activities, past achievements and future ambitions, specific professional and educational plans and any other information that will be useful in assessing your suitability for *Step Up Reach Out*. The length of your essay should be approximately 200 words.

SECTION 7: PHOTOGRAPH USE RELEASE

I grant permission that any photographs taken of me during *Step Up Reach Out* sessions and activities may be used in possible publications or pamphlets for further promotion of this program by the University of Texas Health Science Center, Gulf States Hemophilia and Thrombosis Center (UTHS).

Signature	Date
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REFERENCE LETTER PROCEDURE

TO THE APPLICANT

To be considered for selection in the *Step Up Reach Out* program, you must submit at least one letter of reference along with your application. Those providing your reference(s) can include teachers, employers, treatment center staff, directors of a volunteer organizations, or other community leaders able to confirm your ability to fulfill the program requirements and benefit from the training that will be provided. Reference letters from peers, parents or other relatives, or neighbors cannot be accepted.

This document contains instructions on how to prepare the reference letters. Please provide your reference sources with a copy of this information. Then include the reference letter(s) in your application package as instructed on the *Step Up Reach Out*, application form.

TO THE REFERENCE PROVIDER

These instructions will help you prepare a reference letter for a young person applying to *Step Up Reach Out*, a youth leadership program offered by University of Texas Health Science Center, Gulf States Hemophilia and Thrombosis Center (UTHS). This new, international program will provide targeted education, training and coaching to prepare young people affected with hemophilia for future community leadership roles. Those selected to participate in the program will possess basic leadership qualities, demonstrated responsibility to him/herself and others, and be viewed as role models in the community. Your letter is to attest to their character, maturity, independence and suitability for a program of this kind. Please type or print in English. If you require further information, contact Program Director Edward J. Kuebler by E-mail at Edward.J.Kuebler@uth.tmc.edu

PLEASE FOLLOW THESE GUIDELINES IN PREPARING YOUR LETTER OF REFERENCE:

- >> Please put the name of applicant on the top of the page
- >> Describe your relationship with the applicant
- >> Indicate how long you have known the applicant
- >> Provide specific examples of skills and abilities whenever possible
- >> Include your signature and date on which you wrote the letter
- >> Provide your contact information including phone and E-mail

Completed letter(s) of reference should be returned to the applicant so that he or she can include it in the application package. Your assistance in providing this background information is greatly appreciated.