



LAMONT MADDEN BOOK FUND

COLLEGIATE SEMINAR SUPPORT APPLICATION

This application is for students who need support in obtaining their seminar texts. We also have a small library of other texts available from our lending library. Complete this application and include a list of the textbooks you need for your current courses as indicated from the SMC bookstore.

APPLICATION SUBMISSION DATES:

For **FALL 2013** Awards ON or AFTER: Wednesday **August 28, 2013**

For **SPRING 2014** Awards ON or AFTER: Wednesday **January 29, 2014**

DIRECTIONS: Complete the **ENTIRE** application and **SIGN** the final page!

1. Attach a copy of your most current financial aid summary print out from GaelXpress.
2. Attach your letter for the book fund review, outlined on page three (3) of this application.
3. Indicate the Seminar course in which you are enrolled.
4. Attach a copy of your current class schedule.
5. **APPLY EARLY!** Books will be issued as available.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

NOTIFICATIONS:

- Notification, once your application is processed, will come during the first week of classes, by e-mail and/or telephone call, to pick up your available textbooks
- Texts that are not picked up within 48 hours of notification will be re-issued to another student.

SUBMIT COMPLETED APPLICATIONS:

STUDENT ENGAGEMENT & ACADEMIC SUCCESS

(formerly, the Academic Advising Center)

Hand Delivered to the office: Ground Floor, Augustine Hall

Mailed: P.O. Box 3260, Moraga, CA 94575

Faxed: (925) 247-0354

QUESTIONS: CALL (925) 631-4349 • **EMAIL:** lmbf@stmarys-ca.edu

**LAMONT MADDEN BOOK FUND
COLLEGIATE SEMINAR APPLICATION**

STAFF USE ONLY

DATE RECEIVED: _____

TIME RECEIVED: _____

STAFF INITIALS: _____

I. APPLICANT INFORMATION *(Please write legibly)*

Date: ____/____/____

Class (Circle One): First-Year / Sophomore / Junior / Senior

NAME: _____ SMC ID#: _____
LAST NAME, FIRST NAME

Cell Phone (____) _____ - _____

Local Telephone: (____) _____ - _____

E-MAIL ADDRESS: _____
(We will NEVER spam you or give out your e-mail)

LOCAL ADDRESS (Saint Mary's)

P.O. Box/Street Address _____

City: _____ Zip Code: _____

Permanent Home Address _____

City: _____ Zip Code: _____

COURSE SCHEDULE:

Check the box next to the Seminar course for which you are requesting assistance.
 Check the box for OTHER TEXTS which may be available from our lending library

- Sem 1: Critical Strategies & Great Questions
- Sem 2: Western Tradition, part 1
- Sem 103: Western Tradition, part 2
- Sem 104: The Global Conversation of the 20th and 21st Century
- Sem 110: Classical, Christian, & Medieval Thought (Transfer students)
- Sem 122: Renaissance, Seventeenth & Eighteenth Century Thought
- Sem 123: Nineteenth & Twentieth Century Thought
- Other Texts (include the list of books needed) – limited lending library

For program staff use:

APPROVED:	ADMIN INITIALS	DATES PROCESSED	DATE PICKED-UP	FULL SET	PARTIAL SET
YES / NO					

NOTES

II. LETTER

- Please TYPE, on a separate sheet of paper, why you feel you are deserving of a book scholarship (400-500 words). In particular, it is important that you explain why you cannot afford books at this time.
- Your scholarship application will be rejected if your letter is overly general or not typed.
- Attach your letter to this document.

III. FINANCIAL AID SUMMARY PRINTOUT

Log In to GaelXpress. On the left side of the Student Page, find the heading Financial Aid. Under that heading, click on "Financial Aid Award Letter." Select the current year from the drop down menu and submit. Print the letter and attach it to your application

IV. COMMUNITY SERVICE PROJECT

ALL students who receive Lamont Madden Book Fund books are required to participate in **one (1) service project** each semester you borrow from LMBF. We suggest either the LEO Center or De Marillac Academy, and other volunteer service opportunities are appropriate. It is YOUR responsibility to contact CILSA and complete your service project expectations by the end of the semester.

Students who DO NOT complete a service project by the end of semester deadline will be charged a \$150.00 rental fee to their SMC account.

SAMPLE Service Projects:

De Marrillac Academy: is a Middle School educational family that provides an innovative, comprehensive, and accessible Catholic education for children from underserved families living in the Tenderloin and other at-risk communities in San Francisco. SMC students have an opportunity to provide tutoring and mentoring.

LEO Center: SMC students orient and train other students to provide tutoring support at this after school educational program founded by the Christian Brothers. A van or student car will provide transportation Monday-Thursday.

V. REMEMBER - BEFORE YOU SUBMIT THIS DOCUMENT HAVE YOU --- ?

- Completed all of the information required in each of the application areas
- Indicated which Seminar course you are enrolled in
- Attached your typed essay
- Attached your Financial Aid letter
- Attached a copy of the texts you wish to borrow from the lending library, if available
- Read and understood your obligations to the Book Fund (*including*):
 - Participation in an LMBF approved service project during the current semester
 - Return of all books received from the Book Fund at the end of the semester
 - (*Any books not returned by the due date will be charged to your SMC account.*)
 - Complete and submit the evaluation

Sign and date here to confirm that you have completed the above check list and agree to the terms and conditions:

Name: _____ Date: _____

Use of Letters submitted to the LMBF: the LMBF initiates fundraising efforts to support the scholarship. Often, letters written by applicants provide the best explanation to potential donors why they should give generously to the LMBF. If we use your letter your name and personal information will NOT be included. To allow the use of your letter please check the box below.

- I allow the LMBF Staff to use my application letter for fundraising purposes.

8/2013