Burton Book Fund 2019-20 Academic Year

Campus Representative Responsibilities

1. I will ensure that all students applying for the Burton Book Fund meet the eligibility requirements and have a major financial need. The eligibility requirements for 2019-2020 will include the following:
   - Was in foster care on or after his or her 13th birthday;
   - Enrolled in 6 or more units for the Fall 2019 semester or quarter;
   - NOT eligible for or participating in a CAFYES (Next Up) program through EOPS;
   - Submitted a FAFSA or Dream Act Application for the 2019-20 academic year

2. I will ensure that students apply for the Burton Book Fund in person with program staff implementing the Burton Book Fund present and not share the student application link with non-staff members.

3. I will review the rules of the program with students as they submit their applications. The rules for 2019-2020 academic year are:
   - Students can make purchases with the Burton Book Fund between August 1st, 2019-April 17, 2020; funds not used by April 17, 2020 will be forfeited and are not transferrable.
   - The Burton Book Fund can be used to purchase required textbooks and course materials listed under students’ course syllabi. School supplies that will be used in class (pens, paper, binders, scantron paper, etc.) may also be purchased with the Burton Book Fund but no more than $50 may be used for this type of purchase. This is an expansion from the previous year where only required textbooks and items listed under course syllabi were allowed.
   - Students will be responsible for any charges made outside the allowable uses or overcharges they make to the Burton Book Fund account.
   - John Burton Advocates for Youth will send out an evaluation survey in April and students are encouraged to participate.

4. I will maintain a list of all students who have been approved for the Burton Book Fund. This list will include name of the student and their student id number.

5. I will send the list to the campus bookstore to inform what students have been authorized to make charges to the Burton Book Fund account as well as notify students that they can begin making charges.

6. I will be in contact with the bookstore to obtain an update on student’s funds use, touch base with students about whether they intend to use their remaining funds and submit an update to John Burton Advocates for Youth by December 13, 2019 for reallocation of funds.

7. I will submit response to an evaluation survey that will be sent out in April once the 2019-2020 Burton Book Fund is closed.

8. I will regularly engage with John Burton Advocates for Youth to provide insights or support on policy efforts in improving life outcomes for foster youth.