

Student Information & Application Process

Luther Memorial / Lutheran Campus Ministry: The Keep Ministry

Mission & Purpose of The Keep at Luther Memorial:

The purpose of The Keep is:

- To support the efforts of students at the University of Wisconsin, Edgewood College, and Madison College, to respond to critical needs in the campus and Madison communities.
- To equip students to care for others and raise up conscientious and engaged community members.
- To alleviate needs in the Madison area as well as the University of Wisconsin Community through food, shelter, clothing and other basic needs.

We will achieve our mission by offering resources to a maximum of six student groups each academic year. Resources that will be provided include:

- Space in the basement of Luther Memorial Church for storage, office work etc.;
- Mentors from the Luther Memorial Church congregation; and
- Guidance and support of the congregation community.

When selecting student groups, the mission and purpose of the organizations will be considered as a part of the application process. Preference will be given to organizations whose mission and activity fall within the parameters of The Keep.

Group Requirements:

Below are the requirements of the organizations that would have access to The Keep:

- A Registered Student Organization of UW Madison, Madison College, and Edgewood College (consideration may be made for non-RSOs).
- Organizations working on projects related to the basic needs of a local community.
- An agreement to staff their space for at least 12 hours per week.
- A signed space use agreement.
- Monthly meeting with a mentor who is a member of Luther Memorial Church (LM).
- One page written report and presentation at the end of each semester (presentation may be made to the ministry committee or as a part of a Sunday Forum).
- \$25.00 refundable deposit for a keycard.
- \$100.00 refundable damage deposit.

Application Process:

- Each year, application materials will be made available no later than November 1.
 - Information sessions and tours of the space will be offered 4 times in October-November.

- Current tenants must reapply each year, but a different application will be provided with more pertinent questions.
- The application forms will be available online through the LM and Lutheran Campus Ministry (LCM) website and will be submitted electronically.
- Completed applications will be accepted through December 1.
 - If applications are turned in late, they will be held separately and considered only if the spaces are not filled in the regular application period.
- During the month of January, interviews will be scheduled with each application group.
 - Attending an interview is mandatory for each applicant group.
 - Times will be available for signup by each group.
 - The selection team will be determined by an oversight board which may include pastors, congregational representatives, and current tenants.
- After all groups have been interviewed, decisions will be made and communicated during the month of February.
- All groups will attend a Fall orientation at which a covenant will be made to determine mutual expectation for space use.
- Leases on the spaces will run from August 1 to June 30 of the following year.
 - Special arrangements may be made for groups continuing from one year to the next.