



## 2008 Teacher Scholarships for Professional Development

### General Information

#### **Basic Criteria:**

1. The applicant must currently be employed by a public school district in Oklahoma.
2. Applicants must currently be teaching in an elementary or secondary classroom.
3. Applicants must have at least two years of teaching experience in Oklahoma prior to the conference or meeting for which this grant will be used.

#### **General Directions:**

1. **ALL APPLICATIONS MUST BE POSTMARKED BY Nov. 9, 2007.** Please note that only applications submitted *by this deadline* will be considered.
2. Check the category for which this application is being submitted on the "Applicant Information Form." **You may apply for a scholarship from only one category per selection period.** Applicants who will be first time attendees to this conference will be given priority. **Applicants who have previously received the OFE scholarship for professional development are not eligible to reapply for five years.**
3. Submit only the materials requested.
4. Applicant statements *must be typed, double-spaced*, on 8 1/2" x 11" sheets of paper. Statements of support from school officials *must also be double-spaced*.
5. The first page of the application *must be* the "Applicant Information Form." *Staple* all pages together (in the upper left-hand corner) *in the following order*—Applicant Information Form, Proposed Budget, Professional Information, Statement from the Applicant, Statement of Support. *Do not enclose applications in a folder or binder.*
6. Retain one copy of the application for your records. *Mail a total of six sets* of the application materials, postmarked by *Nov. 9, 2007*, to:

**Teacher Scholarships for Professional Development  
Oklahoma Foundation for Excellence  
120 N. Robinson, Suite 1420W  
Oklahoma City, OK 73102-7434**

7. If you have questions regarding the application process or need additional copies of the application forms, please check our Web site at [www.ofe.org](http://www.ofe.org) or call the Foundation office at (405) 236-0006.

#### **Scholarship Disbursement:**

The scholarship will be disbursed in two payments. The first will be made directly to the travel agency for purchase of the airline ticket, once confirmation is made to the Oklahoma Foundation for Excellence that registration for the conference is complete. The remainder of the scholarship will be paid directly to the scholarship recipient five business days prior to the date of the conference.





## 2008 Teacher Scholarships for Professional Development

### Proposed Budget

**Information About the Budget** (*Please type*):

Conference or Meeting to be attended \_\_\_\_\_

Location \_\_\_\_\_

Dates (Include travel to and from) \_\_\_\_\_

Please check one of the following:

- Regional meeting of professional organization
- National meeting of professional organization
- International meeting of professional organization
- Summer institute
- Travel as part of professional development
- Professional development program

Registration Fee \_\_\_\_\_

Lodging Cost \_\_\_\_\_ (use conference rate for hotel(s) @ double occupancy)

Transportation \_\_\_\_\_ (air fare)

\_\_\_\_\_ (auto @ rate of 44.5¢ per mile)

Meals \_\_\_\_\_ (@ \$30 per day)

Substitute Teacher Cost \_\_\_\_\_ (if needed)

Miscellaneous \_\_\_\_\_ (side conferences, materials, etc. – please identify) \_\_\_\_\_

TOTAL requested \_\_\_\_\_

Will the conference or meeting itself pay any of these expenses? If yes, please identify.

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Will your school district pay any of these expenses? If yes, please identify.

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## 2008 Teacher Scholarships for Professional Development

### Professional Information / Statements

#### **Professional Information:**

1. Provide the information requested below. The information *must be typed, double-spaced*, on no more than *one 8 1/2" x 11"* sheet of paper.
2. Educational background. Include institutions where applicant trained, dates attended, and the degree(s) granted.
3. Employment experience. Include institutions where the applicant has worked, the positions held, and the dates for each.
4. Participation in professional development—at the local, state and national levels—in the last five years.
5. Professional affiliations.
6. Professional honors and awards. Include dates.

#### **Statement from the Applicant:**

The statement from the applicant must be limited to *no more than two double-spaced typewritten pages* and should address the following:

- Discuss the impact that participation in this conference or meeting will have on your teaching and on your students;
- All grantees will be expected to share knowledge and skills gained from this experience with their colleagues. Please describe two ways in which you will do this.

#### **Statement of Support:**

Each application must be accompanied by a statement of support for the applicant's participation in the conference or meeting being attended. This statement must be written either by the applicant's building principal or the superintendent of the district and must be limited to *one double-spaced typewritten page*.