



2010 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 ON OR BEFORE Friday, November 13, 2009.*** 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 and statement of support from school principal *must be typed, double-spaced*, on 8 1/2" x 11" sheets of paper.
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 *on or before Friday, November 13, 2009*, 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 or call the Foundation office at (405) 236-0006.

Scholarship Disbursement:

Scholarships will be disbursed in three payments: the first directly to our travel agency for airfare (if included in applicant's budget); the second to the recipient's school district for a substitute (if included in applicant's budget); the remainder will be sent to the recipient five business days before the stated departure date.



2010 Teacher Scholarships for Professional Development

Applicant Information Form

This page must be the first page of each copy of the application packet. Staple (in the upper left-hand corner) all other pages behind it.

CHECK THE ONE SCHOLARSHIP FOR WHICH YOU ARE MAKING THIS APPLICATION.

- Kenneth R. & Juliette Woodward Scholarships for Teachers in Duncan or Stephens County
- Audré L. Henry Scholarship for Special Education Teachers
- Community Foundation of Ardmore Scholarships for Teachers in Carter County
- Scholarships for Tulsa County teachers
- Boeing Math and Science Scholarships for teachers in the greater Oklahoma City area

(Districts include Bethany, Choctaw/Nicom Park, Crooked Oak, Crutcho, Edmond, Deer Creek, Harrah, Jones, Luther, Midwest City-Del City, Millwood, Moore, Mustang, Newcastle, Norman, Oakdale, Oklahoma City, Piedmont, Putnam City, Robin Hill, Western Heights and Yukon.)

Information About the Applicant (Please type):

Name (Mr. Ms. Mrs. Dr.) _____ Gender _____

Home Mailing Address _____

City _____ State _____ ZIP _____

Home Phone (_____) _____ Fax (_____) _____ Email _____

School _____

School Address _____

School City _____ State _____ ZIP _____ School District _____

School Phone (_____) _____ School Email (if available) _____

Teaching Assignment _____ Grade Level _____

Years at Current Assignment _____ Years in the Classroom _____

Conference or meeting for which this award would be used (Please list FULL NAME of event, no acronyms) _____

Location _____

Dates of the conference or meeting _____

Amount Being Requested _____

The name and signature of your school principal is required. By signing this application, he or she verifies your eligibility in the category for which you have applied and agrees to release you to attend this conference or meeting if selected.

Principal's Name

Principal's Signature



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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
- Educational institute

Registration Fee _____

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

Transportation _____ (air fare)
_____ (auto @ rate of 55¢ per mile)

Meals _____ (@ \$30 per day)

Substitute Teacher Cost _____ (if needed)

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

TOTAL requested _____

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



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Professional Information / Statements

Professional Information:

1. Provide the information requested below. The information *must be typed, double-spaced, and limited to 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.*