

**The Arnie Cutler Scholarship  
for Mathematics Course Work for Middle Grades Teachers  
Supported by the MCTM Foundation and MCTM**

**PURPOSE:** The purpose of this scholarship is to provide financial support for improving middle school teachers' understanding of mathematics by completing course work in mathematics. Scholarships with a maximum of \$1200 each will be awarded to persons currently teaching in grades 6 – 8. Mathematics content is the focus of this scholarship, thus primary consideration will be given to appropriate mathematics content courses. Mathematics education courses and workshop-style experiences may also qualify if they include a strong content emphasis and if the applicant provides a suitable rationale.

**REQUIREMENTS:** An applicant must:

- be a current MCTM member at either the E-Member (free) or Sustaining Member (annual donation of \$25 or more) Level. (If you are not currently a member you can instantly become one and get membership info at <http://www.mctm.org/registrationinfo.php>.)
- have at least three years of mathematics teaching experience
- be currently teaching mathematics courses in a middle or junior high school and intend to continue in the teaching profession
- use the scholarship for coursework in which mathematics content is the focus
- complete coursework and submit a report and documentation of course completion within one calendar year from being granted the award

**APPLICATION DEADLINES:** Only complete applications will be considered from teachers who have met all requirements listed above. Applications may be submitted at any time, but a complete application must be received by the MCTM Foundation prior to beginning proposed course work. Applications will be reviewed twice annually and applicants will be notified according to the following schedule:

<b>Application Deadline</b>	<b>Applicants will be notified by:</b>
March 31	May 15
October 31	December 15

**APPLICATION PROCESS:**

Electronically submit all of the following components as attachments to [MCTMFoundationChair@mctm.org](mailto:MCTMFoundationChair@mctm.org).

1. **APPLICATION COVER SHEET**
  - a. Available on the MCTM website at <http://www.mctm.org/foundation.php>.
2. **DIGITAL “HEAD-SHOT” PHOTO.**
  - a. Photo is only for publicity purposes.
  - b. Submission gives MCTM and MCTM Foundation permission to use the photo.
3. **PROPOSAL** (Three pages maximum). Proposals must address the following:
  - a. Rationale for why you are taking the coursework.
  - b. Anticipated instructional improvements and expected impact on student learning.
  - c. Description of the course(s) you plan to take. Include institution, full course title, catalogue description and number of credits for each course.

- d. Include a list of each post-graduate mathematics course you have already completed, specifying full course title and catalogue description, along with the number of credits for each completed course.
- e. Include an **Itemized Budget** for use of scholarship funds, presented by line item in a table format, such as the following. Funds may be used for tuition, books, supplies, transportation, and other expenses related to achieving the goals of the proposal. Indicate any expenses that will be paid by stipends, other scholarships, or school or district support.

<b>Itemized Budget</b>		
	Requested from MCTM Foundation (enter dollar amounts)	Anticipated costs from other funding sources (e.g., self, district, other grants)
Tuition	\$	\$
Books/Materials/Supplies	\$	\$
Transportation	\$	\$
Other (specify)	\$	\$
Total Request to MCTM Foundation	\$	

4. **BACKGROUND AND EXPERIENCE** (Two pages maximum; outline format preferred) including:
  - a. Formal Education: Give the institution, type of degree, major, minor and dates completed.
  - b. Teaching Experience related to this proposal. List the school(s), teaching assignments and dates that accurately summarize your teaching career.
  - c. Continuing Education and Professional Activities: List a few professional development activities in the last three years (e.g., workshops, conferences, classes) that have helped you to become a better mathematics teacher.
  - d. Professional memberships: List your memberships in any professional organizations and any offices held, committee service, etc.

5. **ADMINISTRATIVE LETTER OF SUPPORT**

- a. Letter must be on school or district letterhead, signed by the administrator, and sent via email as an attached or scanned document, to [MCTMFoundationChair@mctm.org](mailto:MCTMFoundationChair@mctm.org). The letter must be sent by the March 31st or October 31<sup>st</sup> deadline.
- b. Letter can be submitted along with an applicant's components or sent independently by the administrator.
- c. Letter should include strong support for the proposal and how it fits the program's goals.
- d. Letter should include verification of applicant's teaching status.

**FINAL REPORT REQUIREMENTS:**

- a. Awardees will be required to submit a brief (no more than two pages) final report to the Foundation in the form of a short report, an article for MathBits, a presentation at a MCTM or Foundation event or conference, or submission of a teaching strategy to the MCTM Teacher Resource Portal.
- b. Half of the approved budget, not to exceed \$600, will be paid at the beginning of the project. The remainder will be paid on receipt of the final report, evidence of course completion, and verified expenses (with receipts) related to the proposal.

For more information contact the MCTM Foundation Chair at [MCTMFoundationChair@mctm.org](mailto:MCTMFoundationChair@mctm.org)