

**MCTM Foundation**  
**Application for MCTM 2012 Spring Conference Support**

Purpose: The purpose of this grant is to support professional development to improve one's competence in the teaching of mathematics.

Requirements: Applicants must be MCTM members or be sponsored by a current MCTM member.

Description of Award: Monetary awards must be used to pay for or reimburse documented expenses for the MCTM Spring Conference (registration, mileage, lodging, reserve teacher). Conference dates: May 4-5, 2012. The value of the award will be no more than \$500.00 per recipient.

Application Deadline: All application materials must be received by January 15, 2012. Only complete applications will be considered. Applicants will be notified of the award committee's decision by March 1, 2012.

Application Process:

I. Complete the application cover sheet.

II. Prepare the following additional documents

A. Proposal (no more than one page) Please address all of the bulleted items.

- Need: What expenses will be paid by your district/school? What other funding sources are available to you? What additional financial need can the Foundation funds address?
- Outcome: Explain the anticipated impact of your attendance at the MCTM Conference on your own professional growth and on your students' learning. Describe how you plan to use the information gained at the conference in your classroom and how you will share it with other members of your school community.

B. Background and Experience (no more than 2 pages in resume or outline form)

- Formal Education: Give the institution, type of degree, major, minor, and dates completed.
- Teaching Experience: Give the school(s), teaching assignments and dates that accurately portray your teaching career.
- Continuing Education and Professional Activities: List a few recent activities, for example, workshops, conferences, classes, that have helped you become a better mathematics teacher.
- Professional Memberships: List your professional organization memberships and any offices held, committee service, etc.

III. Application parts I and II may be submitted electronically as attached WORD documents, along with a digital 'head-shot' photo to Donna Forbes at: [donna.forbes@mahtomedi.k12.mn.us](mailto:donna.forbes@mahtomedi.k12.mn.us), or sent as a hard copy, including photo, via regular mail to: MCTM Foundation, c/o MCTM, PO Box 289, Wayzata, MN 55391.

IV. Administrator's Letter of Support. This letter must be on school or district letterhead, signed by the administrator, and submitted via regular mail by the application deadline to the MCTM Foundation address shown above. This letter cannot be submitted electronically. The letter must include:

- Strong support for your participation in the MCTM Spring Conference;
- Verification that release time will be provided for conference attendance;
- Indication of how your conference attendance will be helpful to the school/district.

V. Final Report Requirements: Awardees will be expected to submit a brief report to the Foundation in a form suitable for an article for MathBits. The article and all receipts for reimbursement must be submitted to the MCTM Foundation by May 15, 2012.

For more information contact: Ellen Delaney, Foundation Governing Board Chair, [edelan@district16.org](mailto:edelan@district16.org).

## MCTM Foundation Grant for Spring Conference Support—2012

**Contact Information:**

Name \_\_\_\_\_

School \_\_\_\_\_

Home address \_\_\_\_\_

School address \_\_\_\_\_

City/zip \_\_\_\_\_

City/zip \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Professional Data:**

Minnesota licensure type: \_\_\_\_\_  
(Math 7-12, elementary, etc.)

Minnesota licensure expiration \_\_\_\_\_

MCTM member?      \_\_\_yes      \_\_\_no

Name of sponsor, if “no” \_\_\_\_\_

Have you been a participant in past MCTM conferences? If so, please indicate.

Fall Conference: \_\_\_\_\_

Spring Conference: \_\_\_\_\_

Years of teaching experience including the present year \_\_\_\_\_

Administrator who will write your letter of support:

Name \_\_\_\_\_

Position \_\_\_\_\_

**Publicity Release:**

The MCTM Foundation requires a photograph (head shot) for publicity purposes. Photos may be submitted via email or US mail. Submission will indicate your release for publication purposes.

**Funding Request:**

Please indicate anticipated expenses and funding sources.

Category/source	MCTM Foundation	School District	Self-funding	Other (specify)
Registration				
Lodging				
Travel				
Reserve teacher				
Other (specify)				