

MCTM Foundation - Application for MCTM Spring Conference Support

For more information contact the MCTM Foundation Chair at MCTMFoundationChair@mctm.org

PURPOSE: The purpose of this grant is to support professional development to improve teachers' repertoire of strategies for teaching mathematics, especially for new and mid-career teachers. Applications may be submitted by individual teachers or teams of teachers. Monetary awards must be used to reimburse documented expenses for attending the MCTM Spring Conference (registration, mileage, lodging, reserve teacher). The value of the award will be no more than \$550 per recipient in reimbursable expenses. Teams may submit proposals for up to \$550 times the number of team members. Individuals and/or school districts may be reimbursed as long as the combined total does not exceed the amount awarded. For teams, reimbursements may be made to one or more team members and/or schools/districts with receipts up to the combined amount awarded.

APPLICATION DEADLINE: All application materials must be received electronically by February 1st prior to the conference. Only complete applications will be considered. Applicants will be notified of the award committee's decision by March 1st.

| REQUIREMENTS | COMPONENTS TO SUBMIT |
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| Applicants must: <ul style="list-style-type: none">• be a MCTM member at either the E-Member (free) or Sustaining Member (annual donation of \$25 or more) levels (Applicants who are not members can instantly become members at http://www.mctm.org/registrationinfo.php)• hold a current teaching license• be involved in teaching mathematics• attend both days of the conference• be willing to submit receipts for expenses and a final report | The following must be submitted electronically by the Feb. 1 st deadline (see details of each component below) : <ol style="list-style-type: none">1. Application Cover Sheet2. Proposal3. Background and Experience4. Digital Head Shot5. Administrative Letter of Support |

APPLICATION PROCESS:

The following components must be submitted electronically as attached files/documents to MCTMFoundationChair@mctm.org. It is helpful if the Lead Contact for a Team Application submits all the components in one message, with the exception of the Administrator Letter which may be submitted separately.

1. **APPLICATION COVER SHEET** Complete individual or team cover sheet from <http://www.mctm.org/foundation.php>.
2. **PROPOSAL** (no more than two pages). Both individuals and teams should address both of the following items. Teams may submit one combined proposal.
 - a. Need: Why are you hoping to attend the MCTM Spring Conference? What expenses or support will be paid by your district/school or other funding sources? How can funding from the MCTM Foundation help you or your team?
 - b. 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(s) and how you will share it with other members of your school community. If submitting as a team, indicate how attending supports your school/team goals and how you plan to use the information within your team.
3. **BACKGROUND AND EXPERIENCE** (1-2 pages/person in resume or outline form). Include:
 - a. Formal Education: Give the institution, type of degree, major, minor, and dates completed.
 - b. Teaching Experience: Give the school(s), teaching assignments and dates that accurately summarize your teaching career.
 - c. Continuing Education and Professional Activities: List a few recent activities (e.g., workshops, conferences, classes) that have helped you become a better mathematics teacher.
 - d. Professional Memberships: List your memberships in any professional organizations and any offices held, committee service, etc.
4. **DIGITAL 'HEAD-SHOT' PHOTO**; submit 1/person. Submission gives MCTM and MCTM Foundation permission to use your photo for publicity purposes.
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.
 - b. Letter can be submitted along with an individual's/team's components or sent independently by the administrator.
 - c. Letter should include strong support for your/your team's participation in the MCTM Spring Conference; verification that release time will be provided for conference attendance; and an indication of how your conference attendance will be helpful in achieving the goals of the school/district.

FINAL REPORT & REIMBURSEMENT REQUIREMENTS: Awardees will be expected to submit a brief report to the Foundation in a form suitable for an article for MathBits, the organization's electronic communication. Awardees may also contribute teaching ideas to the MCTM Teacher Resource Portal. The article and all receipts for reimbursement must be submitted to the MCTM Foundation by May 15th, following conference attendance. Reimbursement forms will be sent after notification of awards.