

Oklahoma Reading Association Memorial Travel Scholarship for Professional Development

Established in Memory of Margaret Winstead and honoring others who have supported Reading / Literacy in Oklahoma

General Information

Basic Criteria:

The applicant must have been employed by a public or private school or school district in Oklahoma for the past three years, is presently teaching in an elementary or secondary classroom and/or working full time on an advanced degree in the field of education.

General Directions:

1. ALL APPLICATIONS MUST BE MAILED OR SUBMITTED ELECTRONICALLY BY *October 1*. Please note that only applications submitted by this deadline will be considered.
2. Priority will be given to first time attendees to an IRA affiliated conference.
3. Submit only material requested.
4. *The 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 in a folder or binder.

6. If mailing, please retain one copy of the application for your records. Mail a total of *five sets* of the application materials, postmarked by *October 1st* to:

Linda Roberts-Murrell
6415 E. Ft. Worth Place
Broken Arrow, OK 74014
Fax: 918-357-5530

7. If you have questions regarding the application process or need additional copies of application forms, please check the Oklahoma Reading Association's website or call the scholarship coordinator at 918-357-9800.

Scholarship Disbursement:

The travel scholarship will be disbursed in this manner. The first payment will be sent for the conference registration once verification of the registration is made. The second payment will be sent to the travel agency or to the individual once the airline ticket has been purchased and receipt of that is sent. The remainder of the travel scholarship will be paid directly to the recipient approximately five business days prior to the date of the conference. ORA will limit the scholarship to \$1,000.

Receipts must be submitted after travel for all other expenses.

If you do not attend the conference, reimbursement of all funds will be paid in full to the Oklahoma Reading Association.

2011 – 2012 Teacher Travel Scholarship 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.

Information about the Applicant (Please Type or Print):

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

Home Mailing Address _____

City _____

State _____ Zip _____ County _____

Home Phone _____ Fax (home or school) _____

E-mail _____

School _____

School Address _____

School District _____

School Phone _____ School e-mail _____

Teaching Assignment _____ Grade Level _____

Years at Current Assignment _____ Years in Classroom _____

Conference or Meeting for which this award would be used:

Location of Conference _____

Dates of the Conference or Meeting _____

Amount Being Requested _____ Budget Enclosed _____

Please list professional development conferences you have attended in the last five years

Identify the building principal, superintendent, school board president or college official for the school district or college you are attending full time.

The signature of the supervising individual is required.

By signing this application, eligibility of applicant is verified for this travel scholarship for professional development and agreement is provided to release applicant to attend this conference if selected.

Principal's Name _____

Principal's Signature _____

Superintendent's Name _____

Superintendent's Signature _____

If attending college full time:

College Official's Name _____

College Official's Signature _____

**Teacher Travel Scholarship for
Professional Development
Proposed Budget**

Information about the Budget (Please Type or Print):

Conference or Meeting to be attended

Location _____

Dates (Include travel to and from)

Please check all of the following which apply to your request:

_____ State ORA Conference

_____ Regional IRA Conference

_____ National IRA Conference

_____ Other-Please specify

Registration Fee _____

Lodging _____ use conference rate for hotels if needed

Transportation _____ Airfare if needed

_____ auto @ 32 cents per mile

Meals _____ @ \$40 per day

Substitute pay is the responsibility of the individual or the district.

TOTAL REQUESTED – NOT to exceed \$1,000 dollars _____

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

Will your school district pay any of these expenses? IF yes, please specify:

Teacher Travel Scholarship
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, the dates there, and the degree(s) granted. If you are currently attending college full time please include that information along with what degree or certification you are pursuing.
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, 8 1/2 X 11 typewritten pages and should address the following:

Discuss the impact that participation in the conferences or meeting will have on your teaching and the students you work with each day. If you are currently enrolled full time at a university explain how it will impact you.

All grant recipients will be expected to share knowledge and information gained from this experience with their colleagues. Please describe at least two ways you plan to do this after you return from the conference.

Statement of Support:

Each application must be accompanied by a statement of support for the applicant's participation in the conference or meeting attended. This statement must be written either by the applicant's building principal, an administrator at the school of the district or a college professor if attending college full time. It must be limited to one double-spaced typewritten 8 1/2 x 11 page.