

PROFESSIONAL DEVELOPMENT INITIATIVES

The goal of Professional Development Initiatives is to provide funds for staff to participate in staff development activities that include but are not limited to the following:

- Leadership training for administrators
- Teacher endorsement e.g. Early Childhood, ESL, Gifted and Talented
- Annual Academy for teachers new to the District
- Workshops/Seminars in Instructional Areas
- Expert Consultants

APPLICATION GUIDELINES

Applications must be typed for consideration.

Please read carefully to fully understand guidelines and expectations.

Maximum Award Amount:

- Up to \$10,000/District; \$5,000/Campus; \$1,000/Individual Educator
- The number of initiatives funded will depend upon available funds.

Application Deadline: 45 days prior to required funding.

Notification of Recipients:

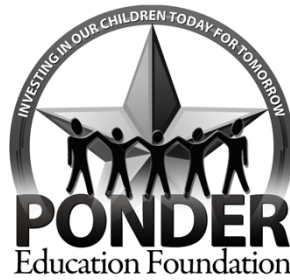
Recipients will be notified approximately thirty (30) days from submission of initiative.

Date for Awarding Funds:

- Funds for approved initiative will be payable as soon as they are approved.
- Funds will be deposited in the appropriate account on the home campus of each recipient or sent to the vendor named in the application.

Applicant Eligibility:

- All District instructional personnel – either individuals or teams – are eligible to apply.
- In the case of a team-based proposal, a Project Director **must** be designated to assume overall administrative responsibility for the project, and all related correspondence will be so directed.
- The Education Foundation will not fund more than one Professional Development Initiative for the same applicant(s) within one fiscal school year.
- The signature of the immediate supervisor of the applicant(s) is required on each initiative.



Recipient Requirements:

- Recipients must adhere to all District financial guidelines and policies.
- Recipients will be expected to provide an evaluation and financial report at the conclusion of the project.
- Recipients may be asked to attend a Foundation Board/Board of Education meeting to discuss their projects.
- If the initiative is approved, any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.
- Products acquired and/ or purchased with grant funds become the property of the District, not the individual(s).

Proposal Eligibility:

- Funds will be provided only for initiatives that augment and enhance student learning.
- The initiative must be aligned with and complement the district mission statement.
- Funds may not replace normal funding from tax-based sources.
- Sharing of information with peers is encouraged.
- The initiative must have a designated time frame for completion.
- The initiative must have measurable objectives.
- If required to implement this initiative, additional funding may be requested to cover training, travel, and (non-District) consulting fees/honorariums.

Application Review Process:

- Initiatives shall be competitively reviewed by a designated Education Foundation Committee.
- Initiatives will be judged based on their potential to impact instruction.
- All initiatives will be subject to a blind review. *Accordingly, specific reference to applicant(s) and school(s) must be limited to the cover page.*
- Before review by the foundation committee, campus and district administration will review projects for compliance with school improvement plans, district curriculum goals and mission statement. These reviews are **not** for selection of recipients.

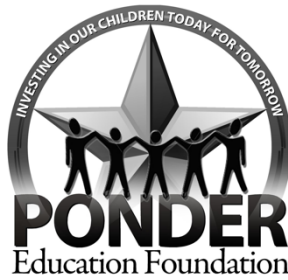
Initiative Summary:

- Within *fifteen days* of the completion of the initiative, a copy of the receipts of expenditures is due in the Foundation Office, as well as a summary of the initiative.
- Award recipients who do not submit a financial report and initiative summary by the deadline will be ineligible to apply for future initiatives within the current and following school year.

Application Requirements:

To be considered for funding, the application must:

- Be typed, grammatically correct and free of spelling errors in this format.
- Be complete (all sections).
- Be free of any identifying information (i.e., applicant or school names) other than on the cover page.
- Describe some quantitative and/or qualitative method to evaluate the success of the project.
- Include a plan for sharing information with peers.
- Be previously reviewed and signed by building administrator.
- Provide the original and one additional copy (**2 total**).



APPLICATION FOR PROFESSIONAL DEVELOPMENT INITIATIVES

NOTE: Review of initiative is anonymous. This cover sheet will not be included as a part of the actual selection process by the Programs & Allocations Committee. Consideration will be based entirely on the following. Application must be TYPED.

Name/Project Director (limit to one name only): _____

E-mail Address (required): _____

Telephone (required): W: _____ H/C: _____

What level? District Campus Teacher

Campus: _____

Title of Professional Development Opportunity: _____

Date(s) of Professional Development Opportunity: _____ Completion Date: _____

Total Dollar Amount Requested: _____ Check should be made payable to: _____

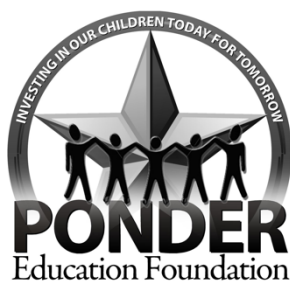
Name/Project Director Signature: _____ Date: _____

Supervising Administrator Signature: _____ Date: _____

Please print application and return it with one (1) additional copy to:

**Ponder Education Foundation
400 W Bailey Street
Ponder, Texas 76259**

DO NOT FAX OR EMAIL



APPLICATION FOR PROFESSIONAL DEVELOPMENT INITIATIVES

DIRECTIONS: If an appendix is needed for supplemental material, such as research support, it must be limited to a maximum of three (3) pages.

Title of Professional Development Opportunity: _____

Subject Area (if applicable): _____

Beginning Date of Professional Development Opportunity: _____ Completion Date: _____

Total Amount of Request: _____ Date of Proposal: _____

DIRECTIONS: Please type your answers to questions 1-4 on a separate sheet of paper and reference your answer to the question number.

1. Briefly describe the purpose and major objectives of this professional development initiative.
2. Explain how this initiative meets the District's mission and/or Campus Improvement Plan.
3. How will participation in this initiative be beneficial to the District, campus and/or classroom?
4. Describe your plan for sharing information from this professional development initiative with other educators within the District.

5. Please list or attach your budget *details in order of priority*. If a kit is included, please **detail** the contents. Include specific information on materials and equipment needed and their sources, duplicating costs, and any other fees, charges, and payments, including shipping fees as well as any travel expenditures that might be incurred. *Please include copies of any documentation/registration materials that might provide additional information/insight to the review committee.*

NOTE: If this initiative is funded, copies of all invoices and receipts will need to be attached to a written financial report and returned to the Ponder Education Foundation within 15 days upon completion of the initiative.

Any change to the budget amount approved or expenditure for items other than those requested must be submitted to the Foundation Board for approval.

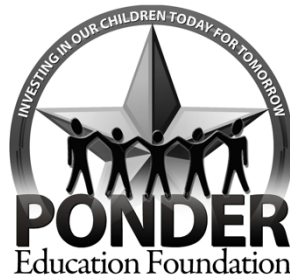
OPPORTUNITY	SUPPLIER	COST/FEE	QTY	TOTAL

TOTAL REQUESTED _____

Is partial funding useful to you? _____ If so, what is the minimum useful amount? _____
 If not, why is partial funding not useful to you?

If this request represents less than 100% of the funding needed for your project, what percentage is covered by this request? _____%

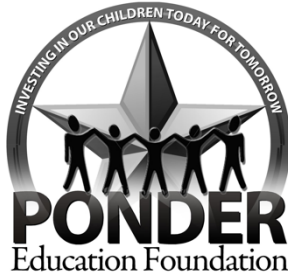
Has the remaining funding been secured? Yes No
 If NO how will you secure the remaining amount needed?



PROFESSIONAL DEVELOPMENT INITIATIVE SUMMARY

Directions: Please submit the initiative evaluation summary to the Ponder Education Foundation Office within *fifteen days after the conclusion of the initiative* with the **Final Expenditure Accounting Sheet** and copies of receipts and/or requisitions. On a separate sheet of paper, type one or two paragraphs in response to each statement and reference the answer to the question number. *If you have video or photo materials you would like to share, please submit them for Foundation use.*

- I. Give a brief description of the initiative including the need and objectives and what was accomplished.
- II. Explain how the objectives of the initiative met the instructional goals of the District's mission and/or Campus Improvement Plan.
- III. Indicate the anticipated future impact on student learning within the District, campus and/or classroom?
- IV. Explain how you will share information from this initiative with other educators in the District.
- V. Explain what you would change about the implementation and/or evaluation of the initiative.



***FINAL EXPENDITURE ACCOUNTING FOR PROFESSIONAL DEVELOPMENT INITIATIVE**

**Attach photocopies of receipts and/or requisitions.*

SOURCE	ITEM	AMOUNT
Total		

Campus: _____

Title of Initiative: _____

Date Implemented: _____ Date Completed: _____

Printed Name of Recipient / Project Director

Signature of Recipient / Project Director

Date

Send to:
Ponder Education Foundation ~ 400 W Bailey Street ~ Ponder, Texas 76259