**2018 Lucile Cornetet SEMINAR**

Form EF3

**Professional Development Award**

## Information Sheet

## **This application is valid for the November 2018 funding round only.**

Thank you for seeking information about the Cornetet SEMINAR Professional Development Award(CSPD).

**What is the Cornetet Seminar Award?**

The Cornetet Seminar Professional Development Awards are granted to organizations within The Delta Kappa Gamma Society International to sponsor professional development seminars. These seminars are open to all educators, both Delta Kappa Gamma members and non-members. The total amount for all awards is $15,000.

For the purposes of this award, Professional Development is defined as *“a growth-promoting learning process that empowers employed educators, early-career educators, and second-education-career educators to further excellence in education.”* The seminar must be available to all educators who meet the stated criteria.

**Who is Cornetet and what is the sponsoring organization?**

A bequest to The Delta Kappa Gamma Society International from the Lucile Cornetet estate was the basis for the establishment of the Lucile Cornetet Professional Development Fund. Miss Cornetet was a long-time educator in Ohio. The Delta Kappa Gamma Society International promotes the professional and personal growth of women educators and excellence in education. The Delta Kappa Gamma Educational Foundation supports and encourages intercultural understanding and educational excellence.

**What professional development does the CSPD award fund?**

The Lucile Cornetet Seminar Professional Development Award assists a state organization or one of its divisions (districts/areas/regions), or multi-state organizations of The Delta Kappa Gamma Society International in sponsoring a professional development activity. Other sources of funding must be included. The activity may be in conjunction with Society-sponsored events or may stand alone at any time during the year. The Seminar Award may not be used for college or university courses leading to the completion of a degree program. The award may be used to fund, but (not limited to) consultant/presenter fees, venue rental, seminar materials, and audio-visual equipment rental.

**Who may apply and how often?**

Only state organizations, their districts/areas, and the five regions of The Delta Kappa Gamma Society International may apply to sponsor a professional development activity. Attendance at the activity shall be open to all educators. Chapters and individuals may not apply. Applications submitted will only be considered if electronically dated on or before November 1 of each calendar year. **This award may not be used as reimbursement for a seminar that has been held prior to notification date – December 10.** Seminar recipients may receive funding no more than twice. Not all applications are funded and applicants may reapply.

Notification of acceptance or non-acceptance will be made by December 10.

**How will the award be received?** If an application is approved, applicants:

 may receive an award for the full amount or only a portion of the amount requested;

 will receive half of the award upon receipt of confirmed acceptance of award;

 **shall submit detailed expense documentation from event within six (6) weeks after event completion in order to receive remainder of award;**

 shall return unused funds to the Educational Foundation.

**How do I submit an application?**

Applications must be submitted electronically and received on or before the date of November 1 of each calendar year. The email application with attachments shall be sent to the Educational

Foundation Specialist at [lcs@dkg.org](mailto:lcs@dkg.org). Upon submission, an email confirmation will be sent as proof of receipt.

An expectation of receiving a DKGEF award is promotion of the Educational Foundation through the event and/or projects for which the award was granted.

By your submission of this application, you are agreeing to supply the Foundation with pictures and text to substantiate the use of funding from any awards received from DKGEF.

You are also granting your permission for these pictures/texts to be used by the Educational Foundation on its website and social media platforms without compensation.

**The rubric is included for the applicant’s information. Applications will be scored using this rubric.**

Cornetet SEMINAR Professional Development Award

Scoring Rubric for November 2018

Modified July 2018

1. Disqualifications**:**

Application is rejected if any of the following (A-G) apply. Note on rating sheet by letter all that apply.

1. Not sponsored by a state organization or its districts/areas.
2. Chapters and individual members are ineligible to apply.
3. Used for college or university credit leading to the completion of a degree program.
4. Does not fulfill the purposes of the award: growth promoting learning process that empowers employed educators, early career educators, or second career educators to further excellence in education.
5. Incomplete answers or answers are not specific for categories requested.
6. Lacks documentation of presenters or content.
7. Lacks detailed budget information for the event.
8. Name of event
9. Description of seminar 0-05
10. Are presenters and their qualifications relevant? 0-10

C. Applications, brochures, and other printed information 0-10

D. Description of session or sessions 0-10

TOTAL/35

3. Documentation of the need that will be served in the educational community

1. Enhancement of professional abilities 0-10
2. Furthering educational excellence 0-10

TOTAL/20

4 Process used to recruit Society, non-Society participants

1. Describe process succinctly 0-10

TOTAL/10

5. Budget/Finance

1. Anticipated revenue (include fees, donations) 0-05

B. Other financial or in-kind assistance 0-10

C. Anticipated expense 0-10

D. Stipend paid to presenter(s) 0-10

TOTAL/35

TOTAL OUT OF POSSIBLE 100

Total amount requested from the Cornetet Funds USD $

2018 Lucile Cornetet SEMINAR

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Professional Development Award

This application is valid for the November 2018 funding round only.

The first time you use an acronym, the words must be written out with the short form placed

in parentheses immediately after.

|  |  |
| --- | --- |
| **Seminar Title:** |  |

**Sponsoring Entity** (Chapters and individual members may not apply)

|  |  |
| --- | --- |
| Region, Society Area of Canada or Latin America, or State Organization/Area/District: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Contact Person** |  | Address |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City |  | State/Province |  | Zip/Postal Code |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Country |  | Telephone Number |  | Fax Number |  |

|  |  |
| --- | --- |
| Email Address |  |

**Proposed Professional Development Activity**

Please answer the following questions in detail using the expandable boxes.

1. **Event:**

* Event name, location, beginning/ending dates (including hours of seminar).
* Describe presenter(s). You must attach a copy of relevant printed information and/or brochure

concerning qualifications of presenters.

* Include applications, brochures and other printed information
* Describe seminar sessions and content. Be specific

1. **Documentation of Need:**

What need exists in the educational community where the seminar will be offered that the event will address? Please address how professional abilities will be enhanced and how educational excellence will be advanced.

1. **Marketing:**

How will the seminar be marketed to both Society members and non-members?

1. **Attendance:**

What is your anticipated attendance? How will participants be selected?

1. **Charges**

Will there be a charge for participation? How much? What distinction, if any, will be made between costs for Society members and non-members?

1. **Assistance:**

List financial or in-kind assistance from other sources.

**List and total anticipated costs (US Dollars)** of seminar, and approximate dates these costs will be incurred.

**Subtract anticipated revenues** (such as registration and other resources) from total requested amount.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Anticipated Expenses** | **Date incurred** | **Cost (USD)** | |  | **Anticipated Revenue** | **(USD)** |
| Presenter fees/Expenses |  |  | |  | Registration Fees |  |
| Facility Rental |  |  | |  | Other Funding Sources (list and itemize) include | |
| Audio-Visual Rental |  |  | |  | in-kind donations |  |
| Publicity/Printing/Postage |  |  | |  |  |  |
| Food and Drink (excluding alcohol) |  |  | |  |  |  |
| Other (list and itemize) |  |  | |  |  |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| **Total Anticipated Expenses** |  | $ | |  | **Total Anticipated Revenue** | $ |
|  | | |  | | | |
| **Total Amount Requested** (total revenue less total expenses) USD: | | | $ | | | |

|  |  |  |
| --- | --- | --- |
| **I,** |  | **agree that all promotion of the seminar shall acknowledge the support of** |
|  | (name of contact person) | **The Delta Kappa Gamma Educational Foundation.** |  |  |

**Instructions for Submitting:**

Application must be submitted electronically and dated on or before November 1 of each calendar year.

Send application and attachment(s) to The Delta Kappa Gamma Educational Foundation Assistant at [lcs@dkg.org](mailto:lcs@dkg.org).

Upon submission, an email confirmation will be sent as proof of receipt.

An expectation of receiving a DKGEF award is promotion of the Educational Foundation through the event and/or projects for which the award was granted.

By your submission of this application, you are agreeing to supply the Educational Foundation with pictures and text to substantiate the use of funding from any awards received from DKGEF. You are also granting your permission for these pictures/texts to be used by the Educational Foundation on its website and social media platforms without compensation.

**All unused funds must be returned to the Educational Foundation.**

7/1/18 ms

** The Delta Kappa Gamma Educational Foundation**

**Cornetet SEMINAR Professional Development Report Form**

**Submit this report within six (6) weeks of the completion of the event for which the Cornetet grant has been awarded.**

**BE SURE TO INCLUDE A PRINTED PROGRAM FROM THE EVENT.**

Title of Professional Development Activity**:**

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s) of Event: | Number Attending: | Members: | Non-members: |

Sponsoring Delta Kappa Gamma Entity:

|  |
| --- |
|  |

(State Organization, Region, Area Workshop, etc.)

Contact Person:

|  |  |
| --- | --- |
| Name: | Email Address: |
| Address: | |

Street/PO Box City State/Region Zip/Postal Code Country

|  |  |
| --- | --- |
| Telephone Number: | Fax Number: |

Give a brief description of the event using the expandable box:

|  |  |
| --- | --- |
| |  | | --- | |  | |

**Financial Statement (include receipts and invoices as email attachments or hard copies if mailing):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revenue** |  | **Expenses** |  |
| **Description** | **Amount (US $)** | **Description** | **Amount (US $)** |
| Registration Fees |  | Consultant Fees/Expenses |  |
| Support from State Organization |  | Facility Rental |  |
| Cornetet Grant |  | Audio-Visual Rental |  |
| Other sources of revenue  (List and itemize) |  | Publicity/Printing/Postage |  |
|  |  | Food and Drink  (excluding alcohol) |  |
|  |  | Other sources of revenue (List and itemize) |  |
|  |  |  |  |
| **Total Revenue** |  | **Total Expenses** |  |

|  |  |
| --- | --- |
| Report Submitted by: | Date: |

**Instructions for submission:** If submitting **online**, email completed form and attachments to the Educational Foundation Specialist at [lcs@dkg.org](mailto:lcs@dkg.org). Please designate Cornetet Seminar Report Form in the subject line. If **mailing**: Send the completed form, program of the event, receipts and invoices to DKG, Educational Foundation Specialist, 416 W 12th St, Austin, TX 78701-1817.