



Lucile Cornetet Award for Professional Development Application

The Delta Kappa Gamma Educational Foundation

Name of Event, Sponsoring Organization, Location, Beginning Date, Ending Date

Title _____ First Name _____ Middle Initial _____ Last Name _____

Address _____ City _____ State/Province _____ Postal/Zip Code _____

Country _____ Telephone Number _____ Fax Number _____

E-Mail Address _____

Current Educational Position (Subject, Level, Title, Employer) _____

Years of Educational Experience _____

Highest Degree Held _____ Major Emphasis/Specialty _____ Year Conferred _____

Proposed Professional Development Activity: ***Attach your elaborated responses*** for the following:

- Description of the Professional Development Activity with activity documentation attached.
- How will your participation enhance your professional abilities?
- How will educational excellence be advanced for your students as a result of your participation?
- How will you share what you've learned with professional colleagues?
- Should you not receive the full amount requested, will you still attend the professional development activity?

List and total the anticipated costs (US Dollars) of participation and anticipated funding assistance from other sources. **(ATTACH COMPLETE COPIES OF BROCHURES OR WEB PAGES SHOWING REGISTRATION FEE, COST OF FLIGHT AND HOTEL RATES. PROVIDING WEB LINKS IS NOT SUFFICIENT. OTHER EXPENSES MAY BE ESTIMATED.)**

<u>Expense</u>	<u>Cost (US \$)</u>	<u>Other Funding Assistance</u>	<u>Anticipated Amount (US \$)</u>

Total Anticipated Expenses less other funding sources (US \$): _____

Are you a member of Delta Kappa Gamma? Yes No Chapter/State _____
(Membership not required; for information purposes only)

Have you applied for Lucile Cornetet Award for Professional Development funds within the last year? Yes No

If yes, please indicated which application cycle you applied: February 1 May 1 September 1

Are you a member of the professional-development sponsoring organization? Yes No
(Membership not required; for information purposes only)

How were you informed about this funding? Educator Edge Web site DKG Educational Leadership Other

If my request is approved, I _____ understand and agree to the following:
(insert name)

1) I may receive an award for the full amount or only a portion of the amount but no award will exceed \$2,000; 2) I will receive the full amount awarded with notification, if \$1,000 or less; 3) I will receive the awarded funds, in excess of \$1,000, if any, upon verification of participation (copies of receipts and/or certificate of completion); 4) I must submit this documentation within fourteen (14) days after completion date. I also agree that, should I not attend the proposed activity after having received a Cornetet Award, I will return the full amount of any money received. I understand the funds are non-transferable.

Instructions for Submitting: The completed application with attachments must be submitted electronically on or before February 1, May 1, or September 1 of each calendar year. E-mail application with attachments to the Educational Foundation Assistant, Lynette Hancock at

lcpd@dkg.org

Lucile Cornetet Award for Professional Development Information Sheet

Thank you for seeking information concerning the Lucile Cornetet Award for Professional Development.

What is the Cornetet Award? The Lucile Cornetet Award for Professional Development is an individual award granted to educators to participate in professional seminars, workshops, lecture series, national certification, on-line courses, and other non-degree program opportunities that relate specifically to an applicant's professional aspirations and/or current educational assignment.

Professional Development is defined as a *growth-promoting, learning process that empowers employed educators to further excellence in education.*

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.

Who does the award fund? The Lucile Cornetet Professional Development Award funds participation in professional development activities sponsored by organizations or institutions other than The Delta Kappa Gamma Society International. This includes presentations/attendance at conferences that will contribute significantly to the educator's own professional development.

The award may not be used: 1) for attendance at Society-sponsored events, 2) for college or university courses leading to the completion of a degree program, or 3) for reimbursement of expenses for activities already completed.

The award may pay for registration fees, travel, lodging, books, and other expenses necessary for participation in professional development activities other than those stated in the preceding paragraph. These professional development activities must be completed within six (6) months after the application deadline and may not have been completed before the deadline. If applying for support with National Certification, documentation of accepted candidacy must be attached.

Who may apply, and how often? Employed educators who meet the state professional development definition criteria may apply. Applicants may receive a Cornetet Award only once, but may apply up to two times a year, should earlier applications be unsuccessful. The guideline for application timing is as follows:

Activity Occurs:

October 15 - May 15
March 15 - October 15
June 15 - February 15

Apply no later than:

The prior September
The prior February
The prior May

Decisions on funding occur approximately a month after each deadline, and activities must occur after funds are awarded. Notification of acceptance or non-acceptance will be made approximately one month following each deadline.

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 the full amount awarded with notification, if \$1,000 or less;
- will receive the remainder of the award, if any, upon verification of participation (copies of receipts and/or certificate of completion);
- must submit this documentation within fourteen (14) days after completion date;
- unable to implement award, must return award; and
- may not transfer the award funds.

How do I submit?

Applications will only be considered if submitted electronically on or before the dates of February 1, May 1, and September 1 of each calendar year. You may e-mail the completed application with attachments to the Educational Foundation Assistant, Lynette Hancock at lcpd@dkg.org