



Lucile Cornetet Professional Development SEMINAR Award Application Information Sheet

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

What is the Cornetet Seminar Award?

The Cornetet Seminar Awards (up to \$10,000) are granted to organizations within The Delta Kappa Gamma Society International to sponsor professional development seminars that are open to all educators, both Delta Kappa Gamma members and non-members.

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-educational-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 establishment of the Lucile Cornetet Professional Development Fund. Miss Cornetet was a long-time educator in Ohio. The Delta Kappa Gamma Society International promotes 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 does the award fund?

The Lucile Cornetet Professional Development Seminar Award assists a state organization or one of its divisions (districts/areas), a Society area of Canada or Latin America, or a region of The Delta Kappa Gamma Society International in sponsoring a professional development activity. Other sources of funding should 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 (but not limited to) fund consultant/presenter fees, venue rental, seminar materials, and audio-visual equipment rental.

Who may apply and how often?

Only state organizations, their districts or areas, Society areas of Canada and Latin America, and the five regions of The Delta Kappa Gamma Society International may apply to sponsor a professional development activity, but the activity must 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 - Dec.10. Seminar recipients may receive funding more than once. **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.
- * receiving awards greater than \$1,000 will, upon receipt of confirmed acceptance of award, receive \$1,000 and will receive the portion that exceeds \$1,000 following the event and our receipt of documentation.
- * **must submit detailed expense documentation from event within six (6) weeks after event completion in order to receive remainder of award, if any. (For events that occur April 15 or later, all material must be submitted to Headquarters no later than June 1.)**
- * will receive the total amount upon confirmed acceptance of award, if the award is \$1,000 or less.
- * must return unused funds to the Educational Foundation.

Instructions for Submitting:

Application must be submitted electronically and dated on or before November 1 of each calendar year.
E-mail application with attachment(s) to the Educational Foundation Assistant , Lynette Hancock at les@dkg.org.
Upon receipt, an E-mail confirmation will be sent as proof of receipt.



Lucile Cornetet Professional Development SEMINAR Award Application

The Delta Kappa Gamma Educational Foundation

Seminar Title _____

Sponsoring Entity (Chapters and individual members may not apply.) _____

Region, Society Area of Canada, Latin America or State Organization/Area/District _____

Name of Contact Person _____ **E-mail Address** _____

Street Address/PO Box _____ City _____

State/Province _____ Country _____ Zip/Postal Code _____

Telephone Number _____ Fax Number _____

Proposed Professional Development Activity

Please answer the following questions in detail. Use additional sheets as necessary to answer questions in this section:

- * Presenter(s), Location, Beginning/Ending Dates (including hours of seminar). Description of seminar sessions and content. Be specific. You must attach a copy of relevant printed information and/or brochure concerning qualifications of presenter(s). Providing a link to the Web site is not sufficient.
- * What needs exist 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.
- * How will the seminar be marketed to both Society members and non-members?
- * How will you acknowledge the support of the Delta Kappa Gamma Educational Foundation?
- * What is your anticipated attendance? How will participants be selected?
- * Will there be a charge for participation? How much? What distinction, if any, will be made between costs for Society members and non-members?
- * List financial or in-kind assistance from other sources.

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

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

<u>Anticipated Expenses</u>	<u>Date Incurred</u>	<u>Cost (US \$)</u>	<u>Anticipated Revenue</u>	<u>Cost (US \$)</u>
Presenter Fees/Expenses			Registration Fees	
Facility Rental			Alternate Funding Sources (list and itemize)	
Audio-Visual Rental			include in-kind donations	
Publicity/Printing/Postage				
Food and Drink (excluding alcohol)				
Other (list and itemize)				

Total Amount Requested (expenses less revenue) U.S. \$: _____

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

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