



MATHEMATICS EDUCATION TRUST

Future Leader Initial NCTM Annual Meeting Attendance Award

PURPOSE:

The purpose of this grant is to provide financial assistance to a first-time attendee at an NCTM Annual Meeting and Exposition.

SUPPORTED BY: Edwin I. Stein Fund and NCTM

GRADES: PK–5, 6–8, 9–12

GRANT AMOUNT: Annual Meeting Registration + Maximum of \$1,500 for travel and subsistence expenses

DEADLINE: May 1

ELIGIBLE APPLICANTS:

- Full-time classroom teacher.
- Secondary school teacher (6th – 12th) must be teaching mathematics for at least 50 percent of his/her schedule.
- Earned at least a bachelor's degree.
- Teaching at the time of the application and anticipate teaching during the following school year.
- Has never attended an NCTM annual meeting.
- No person(s) may receive more than one award administered by the Mathematics Education Trust in the same academic year.

INDIVIDUAL AWARD OR ORGANIZATIONAL AWARD: Individual

Note: All expenses are paid for or reimbursed by NCTM. There are no personal tax implications.

MEMBERSHIP REQUIREMENT:

Applicant must be a current (on or before the application deadline) Essential or Premium member of NCTM.

GENERAL PROPOSAL INFORMATION:

- Annual Meeting Registration + up to \$1500 funding provided for travel, subsistence expenses, and substitute teacher costs.
- Air travel must be made through the designated NCTM travel agent so that NCTM can pay directly for your flight. This expense will be deducted from the \$1500 maximum. NCTM can also help you make your hotel arrangements. Your hotel and other travel and subsistence expenses will be reimbursed to you after the meeting and submission of a final report and list of expenses with receipts.
- A lesson that you taught, listing its goals, objectives, and suggested improvements if taught again, must be included in the proposal.

AWARD APPLICATION INFORMATION

- Special consideration will be given to a teacher of underserved and rural student.

PROPOSAL COMPONENTS:

Use the components below to outline your proposal. See rubric for additional information.

I. Proposal (Three pages maximum; single-space, 12 font, 1 inch margin)

Plan

- Explain why you are applying. What areas would you like to learn more about or pursue, and how will your leadership be impacted?
- Show how you will use your experience at the NCTM Annual meeting to benefit yourself and others in mathematics education in your local area.
- Describe demographics of the school.
- Describe the plan for how the conference activities will be shared with others in the local area.
- Lesson Plan (Two pages maximum)
 - Describe a lesson you have taught listing learning goal, lesson outline and outcomes.
 - Describe what changes you would make to improve the lesson and why those changes should be made.

Outcome

- Describe anticipated impact on teaching, professional development, and student learning.

II. Budget (Two pages maximum; table format)

- Include an itemized budget, presented in line-item table format.
- Be specific and justify line items.
- If the total budget for a proposed project is greater than the award maximum, indicate clearly what the award funds will cover and what additional funding sources might be available to complete the total budget.

III. Background and Experience

Provide one-page maximum, outline format preferred that includes:

- Formal education: institution, type of degree, major, minor, and date each degree was granted.
- Teaching experience related to this proposal. Indicate current school(s), teaching assignments, and other pertinent information, including continuing education and professional activities.

IV. Letter of Support from Principal

Provide a letter from your principal, one-page maximum, that:

- Is on official school letterhead and signed by the principal.
- Confirms the current and expected next year teaching status of the applicant.
- Indicates strong support for the proposal and the district's willingness to provide leave time.

FINAL REPORT REQUIREMENTS:

After the NCTM Annual Meeting, awardees will be required to submit a report (two single-spaced pages) outlining the insights and knowledge gained at the meeting and the value of the experience in contributing to the recipient's teaching. The report must also include an itemized report of expenses with receipts.

AWARD AND PAYMENT SCHEDULE:

- Award notification will be made by early July.
- Authorized expenses paid directly by the awardee will be reimbursed upon completion of the annual meeting and submission of the final report.