



MATHEMATICS EDUCATION TRUST
**Prospective Teacher NCTM Annual
Meeting Attendance Award**

PURPOSE:

The purpose of this grant is to provide financial assistance to a future teacher of mathematics for attendance at an NCTM annual meeting.

SUPPORTED BY: Julius H. Hlavaty Fund and NCTM

GRADES: Pre-K-12

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

DEADLINE: May 1

ELIGIBLE APPLICANTS:

- Full-time undergraduate or graduate student who is committed to teaching mathematics in grades Pre-K-12.
- An applicant at the undergraduate level must be currently enrolled in a state-approved certification program and be completing the second semester of his/her sophomore or junior year with a GPA of 3.0 (on a 4.0 scale) or better.
- A graduate student must be enrolled in a master's level program leading to certification or one designed to strengthen the teaching and learning process.
- An individual already certified must be currently enrolled in an accredited graduate program.
- No person(s) may receive more than one award administered by the Mathematics Education Trust in the same academic year.
- Past recipients of this grant are not eligible to reapply.

INDIVIDUAL AWARD OR ORGANIZATIONAL AWARD: Individual

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

MEMBERSHIP REQUIREMENT:

Must be a current (on the day of the application) student member of NCTM.

GENERAL PROPOSAL INFORMATION:

- Annual Meeting Registration + up to \$1500 funding provided for travel and subsistence expenses.
- 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.

AWARD APPLICATION INFORMATION

- Proposal description must address the following: expressed interest in and commitment to teaching mathematics, description of area(s) you would like to learn about or pursue, and anticipated impact of conference attendance.
- Applicant must be committed to teaching grades Pre-K-12 and have a sincere interest in mathematics education.

PROPOSAL COMPONENTS:

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

- A. Plan
- Clearly describe your interest and commitment to teaching mathematics in grades Pre-K-12.
 - Describe what areas you would like to learn about or pursue at this point in your professional development.
- B. Outcome
- Explain the potential impact on your 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

- One-page maximum resume, which includes teaching/work experience and professional activities
- An undergraduate must be currently enrolled in a state-approved certification program and be completing the second semester of his/her sophomore or junior year with a GPA of 3.0 (on a 4.0 scale) or better.
 - Provide a photocopy of page(s) from the school catalog indicating the program in which applicant is currently enrolled.
 - Provide a photocopy of page(s) indicating state approval and accreditation.
 - Include a copy of a transcript or official progress report showing academic record, GPA, and current enrollment.
 - Provide a description of teaching or work experience, and professional activities to date.
- A graduate student must be enrolled in a master's level program leading to certification or one designed to strengthen the teaching and learning process. If already certified, a graduate student must be currently enrolled in an accredited graduate program.
 - Provide a photocopy of page(s) from the school catalog indicating the program in which applicant is currently enrolled.
 - Provide a photocopy of page(s) indicating state approval and accreditation.
 - Include a copy of a transcript or official progress report showing academic record, GPA, and current enrollment.
 - Provide a transcript of undergraduate record.
 - Provide a description of teaching or work experience, and professional activities to date.

AWARD APPLICATION INFORMATION

IV. Letters of Support

- One-page maximum each.
- One letter from a college/university mathematics educator (includes teachers of mathematics learning, teaching, or curriculum) with whom the applicant has studied.
 - Should be written on institution letterhead and signed.
 - Should verify applicant's status.
 - Indicate strong support for the proposal.
- One letter from an educator or colleague.
 - Verify applicant's qualifications for the award.
 - Indicate strong support for the proposal.

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 education. 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.