



Teacher Scholarship Application Guidelines

Purpose - The Peaster Education Foundation distributes scholarships to fund professional development opportunities for teachers within the Peaster Independent School District.

Applicant Eligibility- Individuals or teachers within the Peaster Independent School District who are involved directly in the instruction of students or related support services are eligible to apply for one scholarship per year up to \$2,000.

Professional Development Criteria –

- The professional development workshop or conference should relate to the teacher or individuals teaching assignment with a focus on improving student learning, performance, or growth.

- Campus principal approval required

Submission Requirements – Teacher Scholarship applications can be submitted online at www.PeasterEF.org

Successful applications will include:

- Descriptions of the workshop or conference and achievement goals (This will include descriptions of how the professional development will help the individual grow as an educator and help improve student performance, learning, or growth.)

- How the classroom instruction will be affected- include any necessary teacher substitution days

- Link or attached flier or other information on the specific PD opportunity being sought.

- Budget page that is specific, with registration costs and travel expenses listed. Utilize the US General Services Administration website (<https://www.gsa.gov/>) to calculate hotel, mileage, per diem and airfare fees.

- All appropriate signatures

- **Only one teacher scholarship application per teacher, do not list multiple teachers on one application**

Selection Process

- Applications will be reviewed by a Teacher Scholarship Review Committee which is comprised of foundation board members.

- The Teacher Scholarship Review committee will submit recommendations of the awards to the Education Foundation board. Decisions of the Education Foundation board are final. All scholarship applications will receive a response for each scholarship application submitted following the next month's Education Foundation board meeting.



• The number and amount of scholarships funded will depend on funds available from the Peaster Education Foundation.

Selection Criteria

- The degree to which the proposal addresses priority campus or district goals
- The degree to which the project improves student learning
- The degree to which the proposal enhances the curriculum in an original or innovative way
- The degree to which the proposal impacts the greater number of students
- The degree to which the proposal is clear and logical
- The degree to which the budget supports the project

Additional information

- This is a reimbursement scholarship.
 - All funds must be expended by the district or employee of the district and all receipts must be submitted to receive reimbursement.
 - Please see district administration for further information on travel processes/ procedures and/or questions about reimbursement processes.

Summary

1. Find a professional development course/workshop/conference that you're interested in attending.
2. Navigate to the Teacher Scholarship page on www.PeasterEF.org
3. Complete the application. Be sure to follow all directions and include travel expense sheet.
4. Submit application. The Peaster Education Foundation board will review your application at the next scheduled meeting.
5. If approved, you will be notified by a PEF board member.
6. Submit your expense receipts to the PEF board member who contacted you.
7. Receive a reimbursement check from Peaster Education Foundation.

Thank you for enriching the education of the students at Peaster ISD!