

OKLAHOMA READING ASSOCIATION MEMORIAL TRAVEL  
SCHOLARSHIP FOR PROFESSIONAL DEVELOPMENT WAS  
ESTABLISHED IN MEMORY OF MARGARET WINSTEAD AND  
HONORING OTHERS WHO HAVE SUPPORTED READING/LITERACY  
IN OKLAHOMA

GENERAL INFORMATION

**Basic Criteria:**

1. The applicant must have been employed by a public or private school or school district in Oklahoma for the past three years and presently teaching in an elementary or secondary classroom and/or working on an advanced degree in the field of education full time.

**General Directions:**

1. **ALL APPLICATIONS MUST BE MAILED OR SUBMITTED ELECTRONICALLY BY January 15, 2007 to:** [LRobertsNBCTOkla@aol.com](mailto:LRobertsNBCTOkla@aol.com)

Please note that only applications submitted by this deadline will be considered.

2. *Priority will be given to first time attendees to an IRA affiliated conference.*

3. Submit only material requested.

4. *The applicant* statements must be typed, double-spaced, on 8 ½ x 11 sheets of paper. Statements of *support* from school officials must also be double-spaced.

5. The first page of the application must be the "Applicant Information Form." *Staple all pages together in the upper left-hand corner in the following order-Applicant Information Form, Proposed Budget, Professional Information, Statement from the Applicant, Statement of Support.* Do not enclose in a folder or binder.

6. If mailing please retain one copy of the application for your records. Mail a total of **five sets of** the application materials, postmarked by **January 15, 2007** to:

Linda Roberts- ORA Travel Scholarship Chair  
12312 E. 81<sup>st</sup> Street North  
Owasso, Ok 74055

7. If you have questions regarding the application process or need additional copies of the application forms, please check the Oklahoma Reading Association's website or call the committee chair at 918-376-2250.

**Scholarship Disbursement:**

**The travel scholarship will be disbursed in this manner. The first will be sent for the conference registration once verification of the registration is made. The second will be sent to the travel agency or to the individual once the airline ticket has been purchased and receipt of that is sent. The remainder of the travel scholarship will be paid directly to the recipient approximately five business days prior to the date of the conference. ORA will limit the scholarship to \$1,000. Receipts must be submitted after travel for all other expenses.**

**If you do not attend the conference, reimbursement of all funds will be paid in full to the Oklahoma Reading Association.**

**2006-2007 Teacher Travel Scholarship for Professional Development**

**Applicant Information Form**

**This page must be the first page of each copy of the application packet. Staple (in the upper left-hand corner) all other pages behind it.**

**Information about the Applicant (Please Type or Print):**

Name (Mr. Ms. Mrs. Dr.)\_\_\_\_\_

Home Mailing Address\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ ZIP\_\_\_\_\_ County\_\_\_\_\_

Home Phone\_\_\_\_\_ Fax (home or school )\_\_\_\_\_

E-mail\_\_\_\_\_

School\_\_\_\_\_

School Address\_\_\_\_\_

School District\_\_\_\_\_

School Phone\_\_\_\_\_ School E-mail\_\_\_\_\_

Teaching Assignment\_\_\_\_\_ Grade Level\_\_\_\_\_

Years at Current Assignment\_\_\_\_\_ Years in Classroom\_\_\_\_\_

Conference or Meeting for which this award would be used\_\_\_\_\_

Location\_\_\_\_\_

Dates of the Conference or Meeting\_\_\_\_\_

Amount Being Requested\_\_\_\_\_ Budget Enclosed\_\_\_\_\_

Please list professional development conferences you have attended in the last five years\_\_\_\_\_

\_\_\_\_\_

Identify the building principal, superintendent, school board president or college official for the school district or college you are attending full time.

**The signature of the supervising individual is required.**

By signing this application, your eligibility is verified for this travel scholarship for professional development for which you have applied and agreement to release you to attend this conference or meeting if you are selected.

Principal's Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Superintendent's Name \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

**If attending college full time:**

College Official's Name \_\_\_\_\_

College Official's Signature \_\_\_\_\_

**2006-2007 Teacher Travel Scholarship for Professional Development  
Proposed Budget**

**Information about the Budget (Please type or Print):**

Conference or Meeting to be attended \_\_\_\_\_

Location \_\_\_\_\_

Dates (Include travel to and from) \_\_\_\_\_

**Please check all of the following which apply to your request:**

State ORA Conference

Regional IRA Conference

National IRA Conference

Other- Please specify \_\_\_\_\_

Registration Fee \_\_\_\_\_

Lodging \_\_\_\_\_ use conference rate for hotels if needed

Transportation \_\_\_\_\_ airfare if needed

\_\_\_\_\_ auto @ rate of 32 cents per mile???

Meals \_\_\_\_\_ @ \$40 per day

**Substitute pay is the responsibility of the individual or the district.**

**TOTAL REQUESTED and not to exceed \$1,000 dollars** \_\_\_\_\_

Will the conference or meeting itself pay any of these expenses? If yes, please specify \_\_\_\_\_ Will your school district

pay any of these expenses? If yes, please specify \_\_\_\_\_

## 2006-2007 Teacher Travel Scholarship for Professional Development

### Professional Information/ Statements

#### Professional Information:

1. Provide the information requested below. The information must be typed, double spaced, on no more than one 8 ½ x 11 sheet of paper.
2. Educational background. Include institutions where applicant trained, the dates there, and the degree(s) granted. If you are currently attending college full time please include that information along with what degree or certification you are pursuing.
3. Employment experience. Include institutions where the applicant has worked, the positions held, and the dates for each.
4. Participation in professional development—at the local, state, and national levels—in the last five years.
5. Professional affiliations.
6. Professional honors and awards. Include dates.

#### Statement from the Applicant:

The statement from the applicant must be limited to no more than two doubled –spaced, 8 ½ x 11 typewritten pages and should address the following:

Discuss the impact that participation in the conferences or meeting will have on your teaching and the students you work with each day. Or explain how it will impact you if you are currently enrolled full time at a university.

All grant recipients will be expected to share knowledge and information gained from this experience with their colleagues. Please describe at least two ways you plan to do this after you return from the conference.

#### Statement of Support:

Each application must be accompanied by a statement of support for the applicant's participation in the conference or meeting attended. This statement must be written either by the applicant's building principal, an administrator at the school of the district or a college professor if attending college full time. It must be limited to one double-spaced typewritten 8 ½ x 11 page.