



## **Administrative Guidelines**

These guidelines have been prepared to assist you in helping your staff apply for the Don Keele Excellence in Education Award.

### **Purpose**

- Recognize excellence in teaching
- Enrich and impact the lives of students
- Improve Adventist education
- Encourage educators in their quest for professional growth
- Promote innovation and creativity
- Demonstrate an appreciation of educators by supporting their ideas
- Encourage a collaborative environment among all Adventist education organizational levels (local school, local school board, conference office of education, conference board of education, union and union board of education).

### **Eligibility**

In order to be eligible to receive this award a person must be a certificated, full-time educator in a K-12 Seventh-day Adventist school located within the North Pacific Union Conference.

An individual educator, a group of educators or a total school staff may apply for an award. Educators may apply as many times as they like. However, an educator who has received the award must wait three full school years before applying again (e.g., an award is given during the spring of the 2013-2014 school year, the applicant is eligible for the 2017-2018 school year). There is no limit to the number of educators applying from any given conference. There is no limit to the awards given in any one conference. Awards will be granted based on the merit of the request. There will not be a set number of awards. Available funding does limit our capacity to approve large grants for all applicants. Analyzing our Don Keele history, the average amount given per applicant has been \$2,048. Therefore we would encourage the participants to submit requests for no higher than \$3,000.

Educators must receive principal and school board approval for the application. They are encouraged, but not required, to provide a formal proposal to their principal and school board.

## **Procedure**

1. Applicants will submit completed applications to their local conferences by January 20.
2. The local conference offices of education will verify eligibility and forward applications to the North Pacific Union Conference Office of Education by January 31.
3. The North Pacific Union Conference selection committee will award grants to the qualifying applicants. Eighty percent of the grant money will be presented when the application is approved. The last twenty percent will be given after the follow-up form is completed and sent to the Union office.
4. All applicants will be notified by March 1 as to the status of their requests.

Listed below are examples of possible activities:

1. Creative/innovative curriculum projects
2. Special professional growth opportunities
3. Development of school-wide programs
4. Activities that integrate faith and learning
5. Innovative/unique teacher educational trips
6. Outreach projects
7. Innovative uses of technology

For a more complete description of this award, please read the program brochure and application form.

## **Time line**

The following time line and outline of responsibilities has been prepared in order to maximize the number of participants:

1. The North Pacific Union Conference will distribute hard copy brochures and (website), application forms and administrative guidelines to the local conferences by July 15.
2. The local conferences will ensure that the brochures, application forms and administrative guidelines will be distributed to educators by September 1.
3. As educators complete their applications, they are encouraged to present their ideas to their local school board.
4. The North Pacific Union Conference Office of Education will send a reminder of the Award program to the local conferences early November. This will be reproduced by the local conferences and sent to every principal/head teacher.
5. All applications received by the local principal/head teacher should be sent to the local conference by January 20.
6. The local conference is to process all applications and have them to the Union office by January 31.
7. The North Pacific Union Conference selection committee will choose award recipients. All participants will be notified in early March whether or not their projects were selected.

8. The Union will send a letter of approval and award check to each recipient, with copies of the letters going to principals and local conferences.
9. Eighty percent of the award will be presented at the time the letter of approval is sent. The remaining twenty percent will be presented at the completion of the project.
10. Plaques will be ordered for award recipients and sent to the local conferences to be presented publicly at their discretion.
11. The Union office will also distribute follow-up forms to the award recipients when the initial start-up money is distributed. The Union will collect these follow-up forms.
12. Following the completion of the projects and the receipt of the completed follow-up forms, the Union will send the check for the final twenty percent of the award money to the award recipient.



## Application Form

### A. Filing Procedure

This application must be completed as a fillable PDF form and submitted to the local conference office of education prior to January 20. Approval by the principal and local school board must be granted before it is submitted. (See Section D.)

### B. General Information

1. Type of grant requested

a) Individual \_\_\_\_\_ Group \_\_\_\_\_ School \_\_\_\_\_

b) If group, list names \_\_\_\_\_

2. Title of proposed activity \_\_\_\_\_

3. Name of person completing form \_\_\_\_\_

4. What is your current teaching assignment (grades and/or subjects) \_\_\_\_\_

5. School \_\_\_\_\_ Principal \_\_\_\_\_

6. School address \_\_\_\_\_

7. Contact phone \_\_\_\_\_

8. Conference \_\_\_\_\_ Superintendent \_\_\_\_\_

### C. Statement of Responsibility

I understand that if this proposal is selected, the monetary grant must be used for the proposed educational activity. I hereby agree that if the proposed activity cannot be completed, all grant funds will be returned to the North Pacific Union Conference Office of Education.

Date \_\_\_\_\_

Signature \_\_\_\_\_

D. Approval of Proposed Activity

1. Principal approval \_\_\_\_\_ Date \_\_\_\_\_
2. School board approval \_\_\_\_\_ Date \_\_\_\_\_
3. Conference approval \_\_\_\_\_ Date \_\_\_\_\_

E. Description of Activity

Give a concise description of the proposed educational activity.

F. Implementation Plan of Activity

Include a plan of action and a time line for activity.

G. Rationale and Objectives of Activity

(This may include rationale, purpose, goals, objectives, and expected educational benefits to students, other educators, and yourself.)

H. Sharing of Activity

Describe how this activity will be shared. (Ideas could include the following: video, exhibition, In-Service presentation, article for publication, teaching kit, etc.)

I. Budget for Activity

1. Itemized expenses.

(NOTE: A. Expenses (may include the following: transportation, lodging, meals, tuition, registration fees, books, equipment, etc.

B. Analyzing our Don Keele history, the average amount given per applicant has been \$2,048. Therefore we would encourage the participants to submit requests for no higher than \$3,000.)

2. Identify other sources of income or support, if any (i.e. donations, grants, etc.)

3. Total amount requested. \$\_\_\_\_\_

(Expenses exceeding the award need to be planned for before the activity occurs.)



## ***Project Completion Report***

*Upon completion of the activity or project, this form is to be filled out and sent to the local conference office of education with a copy to the North Pacific Union Conference Office of Education.*

Name(s) of Award Recipient(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Contact phone \_\_\_\_\_

School \_\_\_\_\_ Conference \_\_\_\_\_

Description of Activity or Project

Beginning Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Total Amount of Award Granted \_\_\_\_\_

Final Itemized Cost of Project

How is this activity or project being shared with other educators and/or students? (Use additional page if needed.)

Please list the original goals or objectives of the project or activity and describe your progress toward fulfilling each.

Do you have any comments or suggestions for future implementation of this program?

Signed \_\_\_\_\_ Date \_\_\_\_\_