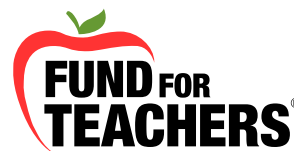


## RSCT Program

### 2009 Post Fellowship Reporting Guidelines

All Fellowship reports are due by Wednesday, September 30, 2009.



## Overview

Fund for Teachers fellows are required to provide the following post fellowship reports:

1. Expense Report
2. Two-Page Post Fellowship Summary
3. Plan for Fellowship Implementation of Learning
4. Curriculum Requirement
5. Fellow Survey

Failure to provide these reports will result in the forfeiture of your remaining 10% grant balance and the issuance of a 1099 to the IRS.

Other obligations accompanying this grant include:

1. Post-fellowship meetings
2. Documentation of the impact on teaching practices one subsequent year back in the classroom.

## Expense Report Guidelines

Please prepare your expense report according to the guidelines provided. Failure to adhere to these guidelines will result in the return of your report for proper completion or the forfeiture of your remaining 10% grant balance.

1. Reporting must be completed using the "Fund for Teachers Fellow Expense Report". A soft copy of the expense report template can be found at the bottom of this page under Downloads.
2. All funds must be expended and all expenses must be reported. Expenses must be presented in chronological order and categorized using the provided FFT Fellow Expense Report.
3. Receipts for items or services purchased are required and must be reported. Obtaining receipts in foreign countries or for merchants such as cab drivers and street vendors can be difficult and we recommend you design a receipt for these instances. Include the vendor's name, date of purchase, item purchased and cost.
4. Fund for Teachers will accept copies of your original receipts. Multiple receipts can be copied onto one page. If original receipts are used, tape your receipts to an 8 ½ x 11 piece of paper. Each receipt must be labeled with the number that corresponds to the receipt's row number on the expense report.
5. All expense reports must be completed in US dollars. The conversion rate must be included on your expense report in the field provided. **Each receipt must also be converted.** As exchange rates fluctuate, choose an average rate to use for your reports.
6. Fund for Teachers will accept the expense of gasoline for car rentals. In the use of a personal vehicle, \$.585 (58.5 cents) per mile will be paid. This rate is the IRS approved rate which accounts for gasoline, depreciation of vehicle, etc.
7. Expense reports should reflect ONLY the expenditures of the grant recipient and not his/her travel companions.
8. TEAMS: Teams may submit one expense report with receipt copies OR each team member may prepare a separate report with receipt copies.
9. TEAMS: Teams must mail their reports in the same envelope. Print the names of each team member on the expense report form and **make a copy for each member.**
10. Retain a copy of your expense report / receipts for your personal records. Fund for Teachers will not return any post fellowship reports.
11. After the receipt and approval of your reports a 10% check will be mailed to your home address. If this address has changed, please alert us immediately.

### Downloads:

- 2009 Expense Report Template
- 2009 Sample Expense Report with Receipts

# Two-Page Summary Report Guidelines and Link

## A. Content

The purpose of the two page summary is to detail your fellowship in terms of what you learned and how you plan to incorporate that knowledge into your classroom and school community. Please address each of the following sections. The questions are given to help you think about your fellowship's impact. The questions are not meant to restrict your responses.

Please Note: We understand that at the time of completion of this report you will not have spent a great deal of time in your classroom. We would like to know what you have already accomplished, as well as what you plan to accomplish, as you integrate your fellowship learning into your classroom.

### I. Section One: Project Summary (Character Limits: Template 1: 450 - Template 2: 1,500)

In narrative form, describe your fellowship. Tell the reader where you went and why. What inspired you to propose your fellowship? What inspired you while you were on your fellowship? It may be helpful to return to the "Key Questions" addressed within your FFT proposal. Make sure to address specific points of interest.

### II. Section Two: Professional and Personal Growth (Character Limits: Template 1: 450 - Template 2: 850)

How were you personally challenged on this fellowship? Did you overcome any fears or obstacles? How was your passion for learning affected? How have you grown as a person? Professionally, did you learn new skills to teach? How have your instructional strategies changed? Have you been able to bring more authentic experiences and work to the classroom?

### III. Section Three: Benefits to Students and School Community (Character Limits: Template 1: 450 - Template 2: 850)

How has your fellowship influenced your classroom and school community? Has your fellowship allowed for the following in your classroom or school community:

- Authentic artifacts/stories to enrich students study and participation
- A deepened sensitivity for new/challenging learners
- An increased credibility with students and families from different cultures
- Collaboration with your peers
- Cross-curricular instruction / sharing
- Positive role modeling for students and peers
- New leadership roles within your school community
- Changes in instructional practice
- Engaging in original research
- Use of experts from community

### IV: Section Four: Works in Progress (Character Limits: Template 1: 450 - Template 2: 850)

How has your fellowship spurred you to action? Are you presenting your experience to peers during an in-service? Are there any events at your campus or district based on your fellowship? Are your students doing presentations based on new material from your fellowship experience? Are you being published or recognized for your work in the classroom?

## B. Formatting

You will be required at the end of the tutorial to login with the e-mail and password that you used to apply for the grant. If you do not remember your login information feel free to e-mail us at [onlineapp@fundforteachers.org](mailto:onlineapp@fundforteachers.org).

Once you have logged in you will be asked to pick a 2 page summary format. There are two formats (Samples provided below under downloads), one allows the content to be formatted in paragraph form and the other displays the content in a bulleted format. Be aware of the character limits specific to each template provided in the Content Section.

After selecting your format you will then be asked to insert your content and your photographs. You will be required to include a minimum of 8 photos. **IMPORTANT: Photos should be of you on your fellowship, not the scenery! Photos of you in action or in frame with important locations recommended. Also consider photos of your classroom or students engaging in activities around your fellowship.**

Once you have filled in your text and uploaded your photos you will be asked to submit. Keep in mind that there is no spell check; please make sure you edit your work.

The following must be included in your summary:

- Project Title (Your title should motivate or intrigue the reader.)
- Your Name, City and year of fellowship
- PHOTOS (a minimum of 8)
- Photo Captions (character limit 80)
- Quote (This quote from you or your team mates)

When your report has been submitted successfully you will receive an e-mail confirmation. You must print this confirmation and submit it with your reports.

If you have any technical problems in the creation of this document please do not hesitate to contact us at [onlineapp@fundforteachers.org](mailto:onlineapp@fundforteachers.org) or 1.800.681.2667.

**Downloads:**

Two Page Summary Template 1  
Two Page Summary Template 2  
Two Page Summary Report Technical Guidelines

## Plan for Fellowship Implementation Guidelines

All Rural Trust Fellows are required to submit a curricular unit or new instructional strategy/approach resulting from their 2009 Fund for Teachers fellowship. These units will be disseminated throughout the group and shared with future Rural Trust Fund for Teachers Fellows.

To support you in the development of this curriculum we will be holding a post fellowship meeting on September 24th 25th and 26th. PLEASE MARK YOUR CALENDARS with these dates and confirm your need for attendance with your principals. We will be in contact regarding this meeting as the date draws closer.

**At this meeting we will:**

- Share your experiences of your fellowships
- Gain ideas and support from your fellowship colleagues for your curriculum work
- Plan for your curriculum work
- Learn how you can support future Fund for Teachers fellows
- Learn about the Rural Trust

**Important information regarding your curriculum work:**

- Teams need only submit one curricular project, unit plan, or instructional approach.
- Submissions should be a direct result of your fellowship activities.
- Submitted plans may differ from what you originally described in your application
- Interdisciplinary or school-wide projects are welcome and encouraged.

**Curricular Unit should include the following, a template is provided below.**

- Unit or Project Title
- Subject Areas
- Grade Levels
- Estimated Length
- Overview
- Student Learning Objectives
- Evidence of learning
- Supplies
- Activities
- Student Assessment
- Extensions (if any)
- Resources/Websites (Websites, books, etc. for further exploration or use in the unit)

**Downloads:**

FFT Curriculum Unit Template

## Fellow Survey

The survey should take approximately 15-30 minutes to complete. Upon successful completion you will be prompted to print a confirmation page. You must submit a copy of this confirmation with your reports. Once you complete the survey, close your browser window to return here and continue with the guidelines.

**Links:**

Survey

## Submission Information and Link

The post fellowship reporting submission deadline is Wednesday, September 30, 2009 (postmarked).

**Submit your reports to:**

Rural School and Community Trust  
Attn: Tammy Evans  
1775 Graham Ave. Ste. 204  
Henderson, NC 27536

Failure to provide these reports will result in the forfeiture of your remaining 10% grant balance and the issuance of a 1099 to the IRS.

**Downloads:**

Printable version of the Post Fellowship Reporting Guidelines  
FAQ's  
Fellow Mini Posters