Thank you for seeking information concerning the Cornetet INDIVIDUAL Professional Development (CIPD) award.

**What is the Cornetet Award?**

The Lucile Cornetet INDIVIDUAL Award for Professional Development is an award granted to educators to participate in professional seminars, workshops, lecture series, national board certification or recertification, on-line courses, and other non-degree program opportunities that relate specifically to an applicant’s professional aspirations and/or current educational assignment.

Professional Development is defined as a growth-promoting learning process that empowers employed educators to further excellence in education.

**Who is Cornetet and what is the sponsoring organization?**

A bequest to The Delta Kappa Gamma Society International from the Lucile Cornetet estate was the basis for the establishment of the Lucile Cornetet Professional Development Fund. Miss Cornetet was a long-time educator in Ohio. The Delta Kappa Gamma Society International promotes the professional and personal growth of women educators and excellence in education. The Delta Kappa Gamma Educational Foundation supports and encourages intercultural understanding and educational excellence.

**What does the award fund?**

The Lucile Cornetet Individual Professional Development Award funds participation in professional development activities sponsored by organizations or institutions other than The Delta Kappa Gamma Society International. This includes presentations/attendance at conferences that will contribute significantly to the educator’s own professional development.

The award may pay for National Board Certification or Recertification. Documentation of accepted candidacy must be attached to the application.

The award may pay for registration fees and conference-related materials, travel, lodging, food, substitute teacher, if not provided by the district, and other expenses necessary for participation in the professional development activities. These activities shall be completed within the time frame below. *(See Activity occurs between...)*

The award may not be used for: 1) attendance at Society-sponsored events, 2) college or university courses leading to the completion of a degree program, or 3) reimbursement of expenses for activities already completed.

(continued on next page)
Who may apply, and how often?
Employed educators who meet the stated professional development definition (see page one) may apply. Applicants may receive a Cornetet Award only once, but may apply up to two times a year, should earlier applications be unsuccessful. The guideline for application timing is as follows:

<table>
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<th>Activity occurs between:</th>
<th>Apply no later than:</th>
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<tr>
<td>October 15 – May 15</td>
<td>The prior September</td>
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<tr>
<td>March 15 – October 15</td>
<td>The prior February</td>
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<tr>
<td>June 15 – February 15</td>
<td>The prior May</td>
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</table>

Decisions on funding occur approximately a month after each deadline, and activities must occur after funds are awarded. Notification of acceptance or non-acceptance will be made approximately one month following each deadline.

How will the award be received? If an application is approved, applicants
- may receive an award for the full amount or only a portion of the amount requested;
- will receive the full amount awarded with notification, if award is $1,000 or less; will receive one-half of award amount with notification if award is greater than $1,000;
- will receive the remainder of the award, if any, upon verification of participation (copies of receipts and/or certificate of completion), but no award will exceed $2,000;
- shall submit this documentation within fourteen (14) days after completion date;
- shall return the award funds if unable to implement award; and
- may not transfer the award funds.

How do I submit the application?
Applications will only be considered if submitted electronically on or before the dates of February 1, May 1, and September 1 of each calendar year. Submit by email the completed application with the required attachments to the Educational Foundation Assistant at lcpd@dkg.org. Upon submission, an email confirmation will be sent as proof of receipt.

An expectation of receiving a DKGEF award is promotion of the Foundation through the event and/or projects for which the award was granted. By your submission of this application, you are agreeing to supply the Foundation with pictures and text to substantiate the use of funding from any awards received from DKGEF. You are also granting your permission for these pictures/texts to be used by the Foundation on its website and social media platforms without compensation.
Cornetet INDIVIDUAL Professional Development Award
Scoring Rubric
Modified June 2015

1. Disqualifications: Application is rejected if any of the following (A – M) apply. Note on rating sheet by letter all that apply.
   A. Funding requested for a degree program
   B. Responses are incomplete
   C. Signature not included
   D. Application lacks original documentation
   E. Attending/presenting at a conference not pertinent to applicant’s educational specialization/employment
   F. Applicant is requesting reimbursement
   G. Professional development activity is not specific to career goals or present position
   H. Specific need for the requested professional development is not demonstrated
   I. Not yet accepted for National Board Certification or Recertification process
   J. Applicant is requesting funding for other than the applicant's professional development
   K. Applicant is currently unemployed
   L. Applications have identical wording from the same school or different schools
   M. Uses outdated form

2. Current Educational Position
   TOTAL POSSIBLE: 15
   A. Currently employed in the delivery of educational services at the
      Elementary level  Secondary level
      College or University  Other
   B. Early career (0-10 years of experience) or second educational career
   C. Degree(s) reflect teaching specialty and commitment to professional development

3. Proposed Professional Development Activity
   TOTAL POSSIBLE: 55
   A. Enhancing professional abilities
      (How directly related is the activity to the applicant's current position?
      How closely related might it be to a new educational direction the applicant wishes to take?)
   B. Goal(s) for student improvement
      (Should include numbers of students affected by the activity with evidence cited through level of achievement, specific learning strategies, standards met, or cultural/behavioral attitudes)
   C. Commitment to sharing with professional colleagues
      (To what degree is there a definitive plan for sharing?)
   D. Quality of proposed professional development activity
      (Is provider a known, reputable organization/person(s)?)
      (Documentation required)
   E. Does proposed professional development activity offer a unique experience?
      (Appropriate for specialization, new trend, and/or cutting edge in applicant’s field)

4. Anticipated Expenses
   TOTAL POSSIBLE: 20
   A. Cost of registration is comparable with length and quality of activity
      (Documentation required)
   B. Applicant shows restraint in estimating costs of transportation, lodging, and meals (Documentation required)

5. Quality of Application
   TOTAL POSSIBLE: 10
   Overall quality of application

TOTAL OUT OF POSSIBLE 100
Lucile Cornetet INDIVIDUAL Professional Development Award Application
The Delta Kappa Gamma Educational Foundation

This application is valid for the funding rounds of September in 2015 and February, May, and September in 2016.
The first time you use an acronym, the words must be written out with the short form placed in parentheses immediately after.

Name of Event:
Sponsoring Organization:
Location:
Beginning and Ending Date:

Name:
Street Address:
City, State, Zip Code, Region, Country:
Phone:
Email Address:

Current Educational Position (Title, Subject, Level):
School District Name:
School/Employment Site:
Years of Educational Experience: Highest Degree Held:
Major Emphasis/Specialty: Year Conferred:

Are you a member of Delta Kappa Gamma? □ Yes □ No Chapter/State
Have you within the last year applied for Lucile Cornetet Award for Professional Development funds? □ Yes □ No
If yes, please indicate for which application cycle you applied: □ February 1 □ May 1 □ September 1
Are you a member of the professional-development sponsoring organization? □ Yes □ No

Membership not required.

Proposed Professional Development Activity: Please write your elaborated responses in the expandable boxes for the following:

- Description of the professional development activity with activity documentation attached.

- How will your participation enhance your professional abilities?

- How will your participation enhance educational excellence for your students? Include the number of students affected.

- How will you share the information learned with professional colleagues?

- Should you not receive the full amount requested, will you attend the professional development activity?
List and total anticipated costs (US Dollars) of participation and anticipated funding assistance from other sources. 

Attach complete copies of brochures or web pages showing registration fee, cost of flight and hotel rates. PROVIDING WEB LINKS IS NOT SUFFICIENT. Other expenses may be estimated.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost (US $)</th>
<th>Other Funding Assistance</th>
<th>Anticipated Amount (US $)</th>
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Total Anticipated Expenses (Less other funding sources) (US $): ________________________________

How did you learn about this source of funding?  □ DKG  □ Other ______________________________

If my request is approved, I ______________________________ understand and agree to the following:

(insert name)

I may receive an award for the full amount or only a portion of the amount requested; will receive the full amount awarded with notification, if award is $1,000 or less; will receive one-half award amount with notification if award is greater than $1,000; will receive the remainder of the award, if any, upon verification of participation (copies of receipts and/or certificate of completion), but no award will exceed $2,000; shall submit this documentation within fourteen (14) days after completion date: shall return the award funds if unable to implement award; and may not transfer the award funds.

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