

# Teacher Scholarships for Professional Development

## General Information

### Basic Criteria:

1. The applicant must currently be employed by the Duncan Public Schools system.
2. Applicant must currently be teaching in an elementary or secondary classroom.
3. Applicant must have at least two years of teaching experience in Duncan, Oklahoma prior to the conference or meeting for which this grant will be used.

### General Directions:

1. **ALL APPLICATIONS MUST BE POSTMARKED BY October 31.** Please note that only applications submitted by this deadline will be considered.
2. ***You may apply for only one scholarship per selection period.***
3. Submit only the materials requested.
4. Applicant statements must be **typed, doubled-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 applications in a folder or binder.
6. Retain one copy of the application for your records. Mail a total of **six sets of the application materials, postmarked by October 31, to:**

Teacher Scholarships for Professional Development  
Duncan Public Schools Foundation  
P. O. Box 1882  
Duncan, Oklahoma 73534-1882

7. If you have questions regarding the application process or need additional copies of the application forms, please call the Foundation office at 255-1882 or Carolyn Paramore, President, at 255-1810.

Scholarship Disbursement:

The scholarship will be disbursed in two payments. The first will be made directly to the travel agency for purchase of the airline ticket, once confirmation is made to the Duncan Public Schools Foundation that registration for the conference is complete. The remainder of the scholarship will be paid directly to the scholarship recipient five business days prior to the date of the conference or meeting.