



NEW HAMPSHIRE
CHARITABLE FOUNDATION

LAKES MANCHESTER MONADNOCK NASHUA NORTH COUNTRY PISCATAQUA UPPER VALLEY

MEMORANDUM

TO: Christa McAuliffe Sabbatical Applicants

FROM: Hilary M. DeAngelis

RE: Application Materials

Thank you for your interest in the Christa McAuliffe Sabbatical. There are several pieces of information in this packet, so please be sure to read all of them.

Past sabbatical winners are all willing and interested in helping candidates with their proposals, from basic ideas to final presentations. One of the documents listed is the roster of past winners and if you would like to contact any of them to discuss your project, please call me, and I will put you in touch with them.

This sabbatical was not intended to cover the time and costs of pursuing a graduate degree. Applications that appear to be an opportunity for a candidate to finish a degree, or otherwise further their own education will not be considered.

Think of this as a presentation to investors. They have a mission to fulfill...Christa's! She sought to improve students' experiences. "I touch the future, I teach!"

How will this project enhance student learning? Keep the students of NH (not just your district) in your heart....describe what is missing to establish the need. Lay out the plan so it is seen as you convening a group of collaborators that will assist in making this project come to life. That's the leadership part! Think of every detail, what is needed, and how the project & budget should be laid out. Why are you the best person to do this...why are your collaborators important...what do each of them bring to the project? How will the project enhance the learning of children? What are all of the little steps that you will need to have in place for "it" to be used successfully? What is the "it" that will continue to assist educators after you are done. There's a lot of work that needs to be done...but you can do it!

If you have any questions about the program or about how to best present your project, please feel free to call me at (603) 225-6641, ext.1235 or email me at hfmd@nhcf.org.

Christa McAuliffe Sabbatical Program Application

THE PROGRAM

The Christa McAuliffe Sabbatical Program was created in honor of an exceptional teacher to recognize other exceptional teachers -- to reward them and inspire them to greater achievements. The goal of the program is to allow teachers time-off to explore, investigate, network and to bring back to their own classrooms, and to other teachers, new insights and a depth of experience which will positively impact education in New Hampshire.

TERMS OF THE SABBATICAL

1

The Sabbatical includes:

- ◆ A full school year salary plus FICA paid directly to the winner's school district for disbursement to the winner at the same rate of pay the individual would normally have received during the school year for classroom teaching. The school district will continue to provide the teacher's full benefits as specified in the local master contract.
- ◆ Funding for a self-designed project that will be paid directly to the winner.
- ◆ An agreement to return to teach in the same district for at least one year following the sabbatical.
- ◆ An agreement to work full-time on the activities outlined in the project proposal as approved by the Advisory Board.
- ◆ Submission of periodic status reports during and upon completion of the sabbatical project.

ELIGIBILITY

To be eligible for the McAuliffe Sabbatical Program you must:

- ◆ Be a United States citizen;
- ◆ Be a current, full-time classroom teacher (as defined by contract) in a New Hampshire public school;
- ◆ Have at least five years of classroom teaching experience in New Hampshire.

SELECTION PROCESS

All applications are first screened for completeness and eligibility by the staff of the New Hampshire Charitable Foundation. Those not meeting the requirements on the first screen will be declined without further review. The remaining applications are reviewed by the Advisory Committee or their appointed representatives. The Committee evaluates individual applications using the following criteria:

- Relevance of project to current issues in education. Do the objectives of the project have the potential to be a critical factor in solving a problem or changing a condition?
- Innovation of ideas. Is this project unique in its approach to solving a problem or addressing an education issue?
- Does the project have a clear, realistic plan for disseminating results to educators who may continue the project beyond the sabbatical year? Who and how many will benefit from this work?
- The applicant should be clearly qualified to carry out the work of the project, with a high degree of likely success. What other community or school activities demonstrate the candidate's potential for leadership?
- Does the candidate show a true and deep commitment to teaching and education?

WHEN TO APPLY

Applications must be completed and received no later than 4:30 p.m. on **Monday, January 26th, 2009**. If you plan to mail your application, please allow sufficient time for delivery by the 26th. Applications must be typed. Eight (8) copies of the application and all accompanying materials must be submitted to:

McAuliffe Sabbatical Program
c/o New Hampshire Charitable Foundation
37 Pleasant Street
Concord, NH 03301-4005

If you have questions about submission of your application materials, please call Hilary M. DeAngelis at (603) 225-6641 x1235. You are encouraged to access other resources to help you prepare a good proposal.

APPLICATION COVER SHEET

Date: _____

Name of Applicant: _____

Home Address: _____ Telephone: _____

_____ Email: _____

Employed By (School Name, District, and Address):

Present Title: _____

Principal: _____ Telephone: _____

Superintendent: _____ Telephone: _____

Project Budget: \$ _____

Annual Salary Plus FICA: \$ _____

Project Description: (A brief description of the proposed project)

Summarize Project Objectives: (What will be accomplished by your project?)

PROJECT NARRATIVE

The Christa McAuliffe Sabbatical Advisory Committee is primarily interested in how the proposed project addresses a current educational issue, solves a critical problem, will impact others and will have a lasting effect.

These issues should be addressed in a concise proposal of five to seven pages covering the requirements listed below. Please structure your proposal in the following order with attachments at the end and in the order described below. Submit 8 copies of all materials.

1. A description of the problems or conditions the project seeks to address. Why is the project relevant for education today?
2. What others are working on these issues and explain how you intend to collaborate or add to the other efforts.
3. A statement of the project's objectives that addresses how the project will solve problems or change conditions. What will be accomplished by this project? What activities will take place, who will participate or benefit?
4. A self-evaluation, describing your accomplishments, philosophy and style of teaching, your commitment to working on education issues and solving problems. Why are you the best person to fulfill the goals of the McAuliffe Sabbatical?
5. A project plan that includes steps for achieving the objectives and a timetable with milestones.
6. An evaluation plan that has benchmarks showing to what extent the project has succeeded. The plan should describe how the evaluation will be carried out and what information will be collected during the year to assess results.
7. A plan to disseminate information and project results to a wide available audience. Who else will benefit from your work?
8. Project budget. An itemized expense budget with sufficient detail to indicate how figures were derived. *See enclosed sheet "Writing a good budget".*

ATTACHMENTS

1. A current resume that details professional, volunteer and civic activities and accomplishments for at least the last five years.
2. Three (3) letters of professional reference.
3. `Verification of Eligibility and Consent' form.
4. Other materials that may support your proposal. (Videos are not appropriate)

VERIFICATION AND CONSENT FORM

TO BE SIGNED BY THE APPLICANT'S SUPERINTENDENT

I have verified to the best of my ability that this applicant for the Christa McAuliffe Sabbatical Program is a full-time classroom teacher in a public school at present and has completed the past five consecutive years as a full-time classroom teacher in a New Hampshire public school. Further, this teacher is a United States citizen and holds a valid New Hampshire teaching certificate with the appropriate endorsement(s) for his/her current assignment.

If selected for the Christa McAuliffe Sabbatical, this applicant will be granted a leave of absence for the 2009-2010 school year, under financial conditions outlined in the section entitled "Terms of Award". I further agree that this applicant will be able to return to his/her regular teaching assignment for the 2010-2011 school year.

TEACHER NAME _____

SUPERINTENDENT NAME _____ Phone _____

SCHOOL DISTRICT _____

ADDRESS _____

SUPERINTENDENT SIGNATURE _____ DATE _____

Christa McAuliffe Sabbatical Program

Evaluation Criteria

- **Relevance of project to current issues in education.**

Do the objectives of the project have the potential to be a critical factor in solving a problem or changing a condition?

Does the project represent creative, original thinking?

Is the project clearly described with a reasonable timetable and budget?

- **Potential and continuing impact on education in the state.**

Does the project have a clear, realistic plan for disseminating results?

Who and how many will benefit from this work?

Are there measurable outcomes?

- **Personal and professional qualities.**

Is the applicant clearly qualified to carry out the work of the project, with a high degree of likely success?

What other community or school activities demonstrate the candidate's potential for leadership?

Does the candidate show a true and deep commitment to teaching and education?

Christa McAuliffe Sabbatical Program

Factors that can help you be a successful candidate

1. *You have done your homework:* You read the McAuliffe literature. You asked questions of past winners. You contacted Charitable Foundation staff for a consultation about your ideas. Your project proposal was critically read by another.
2. *The objectives of your project are relevant:* You have related the goals and objectives of your project to a current educational issue. The project has the potential to solve a problem or change a condition.
3. *Your project proposal is well written:* It is clear, free of jargon and emphasizes outcomes.
4. *Your letters of recommendation are persuasive:* Letters indicate support from the school's administration as well as other key support for your project.
5. *Your capabilities are clearly described:* It is apparent that you will excel at your project.
6. *Your project matches the resources:* Your project can realistically be carried out within the time schedule and with the budget you propose.
7. *Your project will have concrete and lasting results:* Your proposal includes a plan to evaluate the successes and failures of the project and includes measurable outcomes. The impact of your project will live on after the Sabbatical has ended. There is a clear, realistic plan for disseminating results.

Christa McAuliffe Sabbatical Program

Writing a Good Budget

A good budget is all about saying everything you need to say in the most concise manner.

It is not necessary to go into minute detail about how many paper clips and pencils you will be purchasing and at what price each. "Office supplies: \$250.00" will do.

Please use the federal reimbursement rate when estimating mileage costs.

Do not include your salary and FICA in the project budget. DO include it in the line on the cover sheet.

New Hampshire Charitable Foundation staff suggest allowing \$200 for telephone calls for your project. If you have reason to believe it will be significantly different from this figure, then explain, but \$200 has been sufficient for most projects.

Do not be concerned with down-to-the-penny amounts. If you go over budget in telephone calls and under budget on mileage, they will be evened out.

If you are expecting other income sources for your project, please include them. Examples would be an in-kind donation of paper, or a small grant from the local Rotary Club. This will not affect how the committee views your proposal; in fact other supporting resources are often viewed as a strength.

Short descriptions of line items are helpful, but not necessary.

If you have questions about your budget or would like help, please call Hilary M. DeAngelis at (603) 225-6641 ext. 1235.