

INSTRUCTIONS:

**TEACHER FELLOWSHIP APPLICATION FORM
HERB KOHL EDUCATIONAL FOUNDATION**

Co-Sponsored by:
Cooperative Educational Service Agencies
Wisconsin Council of Religious and Independent Schools
Wisconsin Newspaper Association
Wisconsin Department of Public Instruction

Nominated Teacher: Completed typed application must be submitted to your principal **no later than Friday, November 4, 2016.**

Local Selection Committee: The CESA or MPS selection committee **must receive** the application(s) selected at the local level **no later than Wednesday, November 23, 2016.**

NEITHER HERB KOHL NOR ANYONE IN THE KOHL FAMILY PLAYS ANY ROLE OR TAKES ANY PART IN THE EVALUATION AND SELECTION OF THE FINAL CANDIDATES OR RECIPIENTS OF THE KOHL SCHOLARSHIP/FELLOWSHIP PROGRAM.

Check only one: Elementary* Middle/Jr. High* High School* Special Services* Educator File No. See page 3.

I am a previous Teacher Fellowship recipient..... Yes No

Do you plan to continue in your present position during the next school year (program requirement)?.... Yes No

Nominee's Name <i>First, Middle Initial, Last</i>		E-Mail Address		Home Telephone Area/No.	
Nominee's Mailing Address <i>P.O. Box or Street</i>			City	State	ZIP
School Name		Principal's Name		Principal's Email Address	
School Mailing Address <i>P.O. Box or Street, City, ZIP</i>				School Telephone Area/No.	
School District Name			District Administrator's Name		CESA No.
District Mailing Address <i>P.O. Box or Street, City, ZIP</i>				District Telephone Area/No.	

Dates	EXPERIENCE IN THE EDUCATIONAL PROFESSION School and Location	Position/Subject/Grades Taught List most recent position first

Dates	PROFESSIONAL PREPARATION Institution and Location	Degree(s) Only

REQUIRED SIGNATURES

Applicant ➤	Date Signed <i>Mo./Day/Yr.</i>	Principal ➤	Date Signed <i>Mo./Day/Yr.</i>
----------------	--------------------------------	----------------	--------------------------------

*Each school district may submit one nominee per category. Districts with an enrollment of from 2,000 through 9,999 students may nominate an additional teacher in each category (for a total of two in each category). Districts with a student enrollment of over 10,000 students may nominate a total of three in each category.

INSTRUCTIONS**For questions 1-6, applications must meet the following criteria:**

- The question must be restated verbatim at the beginning of each page.
- Questions/answers must be double-spaced with 1" margins on all sides for the complete application.
- Questions/answers must be typed in no less than 12-point font—use same type font for all six questions.
- Maximum of one page per question/answer.
- Use full names not acronyms (for example, use Future Business Leaders of America, not FBLA).

Questions 1-6:

1. What is your personal educational philosophy and how is this philosophy demonstrated in your teaching style?
2. Describe how you work to raise achievement for all students. Additionally, if applicable to your teaching experience, describe any work you do to close the achievement gap between economically disadvantaged students, students of color, and their peers. How do you inspire your students' love of learning and engage parents in the educational process?
3. What innovative projects/programs have you developed for and with students that are models to emulate?
4. Describe your commitment to your community through service-oriented activities such as volunteer work, civic, and other community activities not related to school or classroom activities.
5. What unrealized goals do you have for your classroom and/or professional development?
6. What are the positive aspects you see in education today? What changes would you like to see made to strengthen and improve teaching?

Letters of recommendation must meet the following criteria:

- Three letters of recommendation must be attached to the application package (following the answer to the sixth question).
- All letters should address the criteria and speak to your specific skills and contributions.
- At least one of the three recommendations must come from someone outside the immediate school community who is not currently employed by the school district or a board member. Letters may come from former students, parents, community members, university or college professors, or colleagues in a professional association not directly linked to the nominee's school or district.
- Copy the instructions on page 3 and give to those who write letters of recommendation for you.

Final application criteria:

- Previous fellowship recipients are ineligible to apply.
- Complete page one. This must be the first page of your application package.
- Next, attach your answers to the six questions in numerical order, followed by the three letters of recommendation.
- Attach a copy of your nomination to your application package.
- Staple the completed package only once in the upper left-hand corner.
- In order to provide all applicants an equal opportunity, only the number of requested pages will be accepted (do not use covers, title pages, and so forth). Additional pages and/or materials will be removed before being presented to the local, regional, and state selection committees.
- Do check that all of the above criteria have been met. Applications not meeting the criteria on this page will be disqualified.

Completed application package must be submitted to your principal no later than Friday, November 4, 2016.

Your principal will forward your completed application to your school district administrator or superintendent on Monday, November 7, 2016.

LETTERS OF RECOMMENDATION

Information for those who write letters of recommendation for a Kohl Teacher Fellowship nominee:

- At the beginning of the letter of recommendation, indicate in what capacity (for example, colleague, parent, former student, university professor) you have known the nominee and for what period of time.
 - To enhance the nominee's application for this Fellowship, give **specific** examples or illustrations of the skills and contributions, knowledge, or attributes that you are emphasizing such as how:
 - students have benefited from the nominee's leadership;
 - professional colleagues, parents, the community, or the profession itself have benefited from the nominee's leadership;
 - the individual demonstrates and inspires a love of learning;
 - the individual has provided services above and beyond what might be expected of all good educators;
 - the individual has positively contributed to the improvement of education in general;
 - you differentiate this educator from other educators.
 - Limit your letter or comments to **no more than one typed page in no less than 12-point font**; *additional pages will not be considered part of the application.*
 - Date and sign the letter of recommendation.
 - Your letter of recommendation needs to be given to the nominee for inclusion with the total application package.
 - The Educator File Number is the number you refer to when renewing your teaching license through the Wisconsin Department of Public Instruction. Your Educator File number can be found at <https://elo.wieducatorlicensing.org/datamart/publicsearchmenu>
 - For questions on completing this form, contact Mark Mueller at the Department of Public Instruction at 608-266-3945 or mark.mueller@dpi.wi.gov
-
-

Applicant

Insert your name below and attach this sheet to the front of your application before delivering it to your principal. Deliver it no later than **November 4, 2016**.

Applicant Name: _____

Principal

The above educator is applying for a Herb Kohl Educational Foundation Fellowship. Please deliver this application to your district administrator by **November 7, 2016**

District Administrator

Each of the state's public school districts may submit up to four applications, one for each category: elementary, middle/junior high, high school, and special services. Districts enrolling 2,000 to 9,999 students may nominate one additional teacher (a total of two) in each category. Districts enrolling 10,000 or more students may nominate two additional teachers (a total of three) in each category.

Each school district administrator or superintendent will assemble a local selection committee to review the district's teacher applications. Committee representation should include students, parents, teachers, administrators, school board members, civic and business leaders, and local newspaper people.

Deliver the applications you selected from among those submitted to your CESA or MPS selection committee no later than **November 23, 2016**.

Do not send completed applications directly to the Wisconsin Department of Public Instruction or the Herb Kohl Educational Foundation.