JANET LANGLOIS TEACHER TRAVEL GRANT

Renamed 2013

Sponsored by the Louisiana Reading Association

1. A limited amount of funds will be available each year to assist one or more teachers to attend meetings sponsored by the International Literacy Association. These meetings can include the annual ILA Conference, the annual LRA Conference, special institutes, and/or seminars/mini-conferences sponsored by councils or affiliates.

2. Applicants must be a member of the International Literacy Association, the Louisiana Reading Association, and a local council for at least two years. Preference will be given to teachers who have a class or classes of students assigned to them for instructional purposes on a daily basis in a school setting. Librarians/Media Specialists who are involved with direct student instruction are eligible to apply. Retired teachers/librarians who meet all other criteria are also eligible to apply.

3. Teachers from any local council may apply. Attendance at the meeting shall be for the purpose of: making a presentation; attending sessions as professional development; or serving as a delegate for the LRA. Attendance at the meeting should benefit the teacher's work following the meeting.

4. The application must be filled out as complete as possible, and clearly indicate in what way attendance at the specific meeting will benefit the applicant and his/her school. It must be accompanied by at least one letter of support from a representative of the school.

5. Grants are not intended to cover the entire cost of the trip. Applicants must submit a budget detailing the anticipated costs of travel, accommodation, registration, etc.; and, indicating any other support available (including personal contribution) to cover the total estimated expenses.

6. After a grant has been approved, 75 per cent of the approved amount will be available. A follow–up report must be given after the travel is completed in order to claim the remaining 25 percent of the grant. This can be done orally at an LRA meeting.

7. An individual who receives a travel grant from LRA is not eligible to reapply.

8. **All applications must be received at the address below by October 1 of each year.** The Janet Langlois Teacher Travel Grant Committee of LRA will review all grants received by the deadline. Applicants will be notified by November 1.
   Send your completed application to arrive no later than October 1 to:
   Janet Langlois Teacher Travel Grant
   Joan Pace Kennedy
   57244 Hwy. 438 Angie, LA 70426
   jkennedy@rcsaccess.net
   Phone: (H) 985-986-2949 (C) 985-516-5659

JANET LANGLOIS TEACHER TRAVEL GRANT
LOUISIANA READING ASSOCIATION

Please type or print clearly and give full details for each response. Incomplete applications cannot be considered.

Name: _____

Mailing Address:_____

_____

_____

Telephone: (include area code)_____

Place of Employment: _____

Employment Mailing Address: _____

_____

_____

Telephone Number: (include area code)_____

Fax: _____ E-mail:_____
(Please Specify)

What are your current professional responsibilities (you may also attach a curriculum vitae)?

_____

_____

_____

International Literacy Association Membership Number:_____

Name of Local Council:_____

Name Special Interest Council (optional):_____

For which meeting/conference do you wish to request partial funding?

_____

Dates of Meeting/Conference:_____

Location of meeting: _____

Number of days you plan to attend: _____

Amount requested from LRA: $_____

Estimated cost of transportation: $_____

Accommodation cost: $_____ Registration Fee: $_____

Other costs: (specify item and amount)_____

_____

List all other sources of funding available with specific amounts from each source (including personal contribution):

_____

_____

_____

_____

_____

Describe fully your reasons for attending this meeting (attach a separate sheet if necessary):

_____

_____

_____

_____

_____

_____

Describe briefly your contact with teachers, school administrators, deans of education, and/or teacher educators. Also describe how your attendance at this meeting will benefit your work and the teachers with whom you have contact.

_____

Attach at least one signed letter/statement of support from a representative of a school, central office, university, etc. Indicate here the individual's name, position, address, telephone number and your relationship with the individual. (If more than one letter is attached, please provide the same information for the others.)

Make any additional statement that you feel would help the committee assess your application, e.g., training, experience, academic degrees, special assignments, etc.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

If your application is approved, you will be required to submit the reimbursement claim and provide a follow-up report within four weeks after the meeting has taken place. You will get specific instructions when you are notified of your selection.

_____ _____

(Signature) (Date)

The completed application should be mailed to the address below and must arrive by October 1. You will be notified by the first of November.

Janet Langlois Teacher Travel Grant
Joan Pace Kennedy
57244 Hwy. 438 Angie, LA 70426
jkennedy@rcsaccess.net
Phone: (H) 985-986-2949 (C) 985-516-5659