



## STUDY GROUP TEAM MEMBER GRANT INFORMATION

Application Due: April 26, 2018

[Click Here to Begin a New Team Member Application](#)

If You Have Already Started an Application, Please Check Your Email for Your Private Link!

Before beginning a grant application, we *highly recommend* that you review this full document and print for reference.

### Introduction to the CFE Study Group Team Member Grant

Are you a Chicago Public School (CPS) teacher who learns best in a collaborative, supportive environment? Are you interested in enhancing your toolbox of teaching strategies? If so, apply to become one of our 150+ Study Group Team Members!

Chicago Foundation for Education (CFE) Study Groups bring together CPS PreK-12<sup>th</sup> teachers ("Team Members") to learn effective teaching methods from seasoned CPS peers ("Coaches"). As an applicant, you will review the 22 Study Group teaching approaches detailed in our [2018 Study Group Brochure](#) and choose one that addresses both the needs of your classroom and your personal goals for professional development.

### Eligibility Requirements

Applicants must be full-time Chicago Public School (CPS) PreK-12th educators who work directly with students at least 50% of the time. For our purposes, "CPS" covers any public neighborhood, charter, contract, or magnet school in Chicago. Classroom teachers, librarians, social workers, team leaders, and specialists who meet the above criteria are eligible to apply. If you have any questions regarding eligibility, please contact Caroline Bielby at 312.670.2323 or [cbielby@CFEgrants.org](mailto:cbielby@CFEgrants.org).

### Application Questions

*Before beginning the application, you will be asked for your "first choice" Study Group. After completing the questions according to that first choice group, you will move on to the final page of the application and will be asked to choose a "second choice" Study Group. Please plan to select a second choice, even if your first choice is a school-based group!*

1. Why are you selecting this Study Group as your first choice? How will implementation of this group's teaching strategy or methodology address the unique needs of your students? (1100 characters - with spaces - max)
2. How will participating in this Study Group help you achieve your personal goals for professional development? Additionally, indicate how these personal goals align with your school's learning goals and objectives. (1100 characters - with spaces - max)
3. CFE Study Groups are most effective when each Team Member is invested in the program's structure and supportive of all other members. What attracts you to a collaborative learning environment like this? How specifically will you add value to your group's experience? Be sure to answer both questions. (1100 characters - with spaces - max)
4. CFE recognizes that every teacher has myriad personal and professional commitments. How will your Study Group obligations fit in among your other commitments? Be specific. (1100 characters - with spaces - max)
5. If you have selected a 2nd choice Study Group, briefly explain why you selected this group. How would implementation of this group's teaching strategy or methodology benefit your students? (600 characters - with spaces - max)

## Award Information

### **Team Member Benefits**

- Learn, adapt, and implement a teaching strategy or methodology to increase academic achievement.
- Receive ongoing mentoring from your Coach and support from your Team Members.
- Receive **\$300** to purchase instructional materials for your classroom (*pertaining to group focus*).
- Earn **15 PDHs** for Study Group meetings.

### **Team Member Responsibilities**

- Participate in 15 hours of Study Group meetings between June and November 2018
  - Coaches will not know where their group meetings are going to be held prior to the Team Member application and award process.
  - Meeting dates, times, and locations are determined collectively by group members, and therefore will be undecided until all group members connect via email in early May 2018.
  - At least one meeting will be scheduled before the school year begins (*applicants must have some availability over the summer*).
- Complete all Study Group Team Member assignments and reports, and participate in group activities in a meaningful, valuable way
- Implement your Study Group teaching method between September and November 2018
- Spend award dollars through ClassWallet and submit your CFE Final Survey by December 17, 2018

## Award Criteria

Study Group Team Member applications are evaluated based on the following criteria:

- Rationale & Benefit to Students (30%)
- Connection of Study Group Program to Personal & Professional Goals (30%)
- Interest in Study Group Model and Intent to Participate Effectually (20%)
- Commitment to Study Group Program (10%)
- Overall Presentation of Application (10%)

## Helpful Hints

- Once you've completed the application - *but before you submit it* - review the document in its entirety and print or save a copy for your records.
- We strongly recommend that you draft your application answers in a word processing document before answering the questions online. This will allow you to use the character count and spellcheck features, and take advantage of frequent opportunities to save your work.
- Save your progress immediately after you begin your online application. Click the "Save my progress and resume later" box and you will be prompted to fill out your name, email and create a password. You will then be sent an email (*please check both your inbox and spam folders*) with a private link you can use to return to your application at any time. **SAVE THIS LINK**, as it will allow you to continue working on your application up until the point when you are ready to submit.
- Review Your Application. Before submitting your application, review all pages by clicking the "Preview & Submit" button. Ensure that all of your text is present and that your application is free of spelling, grammatical, and typographical errors.
- Proofread, Proofread, Proofread! **We strongly recommend that you have your printed application reviewed by at least two other individuals.** You may want to ask both a teacher colleague and a friend or family member who is not in the education field. If no one is available, simply take a break from your work and return later with fresh eyes. Perhaps even read it aloud. Remember that appearances count, and your application will be evaluated by at least three volunteers, each with a different personal and professional background.

- Once the application is complete, officially submit it by clicking the “Confirm” button.

### Apply Now

- [CLICK HERE](#) if this is your first visit to CFE’s 2018 Study Group Team Member Grant Application.
- If you already began drafting your application, please check your email (*both your inbox and spam folders*) for your private link to return to your application and continue working. If you do not believe you received an email with your private link, or if you have any other questions, please do not hesitate to contact Caroline Bielby at 312.670.2323 or [cbielby@CFEgrants.org](mailto:cbielby@CFEgrants.org).
- You are encouraged to choose up to two Study Group options. Please pick two groups you’d be interested in participating in when you reach that part of the application, as some groups receive more applications than can be accommodated, and we sometimes must consider an applicant’s second choice group.
- **Applications must be submitted by April 26, 2018. Best of luck!**