



Preparing Your Incentive Team Application

Incentive Team Application Checklist – Please organize your materials in the following manner.

Your application packet should contain the following information:

I. Information about Incentive Team member(s):

- A. Name
- B. Position
- C. School
- D. Degrees Held
- E. Areas of Certification and date certification(s) expires
- F. Years in District

II. Concisely explain how your project addresses Individual, Building, and District goals and aligns with accepted standards (CCSS and/or national standards).

III. Resume and Recommendations

- A. Each teacher on the team needs to submit a statement/resume documenting significant performance over the past two years relevant to this application.
- B. The **team** needs to submit two letters of recommendation for this initiative/project (one from a colleague and one from a parent or student). Each individual teacher does not need to submit letters of recommendation.

IV. Please include the following information that will define your project/activity:

- A. Title
- B. Overview
- C. Benefits to the District (summary)
- D. Target population
- E. Objectives/Outcomes
- F. Benchmarks/Timeline
- G. Assessment/Evaluation

V. Please detail the following information about Resources Required

Statement of resources required including costs (subject to funding availability)

VI. How do you intend to share your findings (with colleagues, the community, and the District)?

Institute Model Lessons Website Workshops Other (Please explain)

VII. Please submit the following information:

Letter from Supervising Administrator. Supervising Administrator should be informed of your team application and you will record if he/she recommends or does not recommend your project.