



Lucile Cornetet INDIVIDUAL Professional Development Award Information

Thank you for seeking information about the Lucile Cornetet INDIVIDUAL Professional Development Award (CIPD) from the DKG International Educators Foundation (DKGIEF).

Lucile Cornetet Individual Professional Development Award (CIPD)

The Lucile Cornetet Individual Professional Development Award (CIPD) is granted to educators to participate in professional seminars, workshops, lecture series, online courses, and other non-degree programs not sponsored by The Delta Kappa Gamma Society International. These professional development opportunities will contribute significantly to an applicant's professional aspirations and/or current educational assignment. Employed educators who meet the stated professional development definition may apply.

Professional Development is defined as *a growth-promoting learning process that empowers employed educators to further excellence in education.*

A bequest to The Delta Kappa Gamma Society International from the Lucile Cornetet estate was the basis for the establishment of the Lucile Cornetet Professional Development Fund. Miss Cornetet was a long-time educator in Ohio.

CIPD Award Funds:

CIPD Award funds ***may be*** used for (but not limited to):

- Registration Fees
- Travel
- Food
- Travel
- Other expenses necessary for participation in the professional development activity
- Conference-related materials
- Lodging
- Substitute teacher (if not provided by the district)
- Lodging

CIPD Award funds ***may not be*** used for:

- Attendance at Society-sponsored events
- College or university courses leading to the completion of a degree program

Note: If you are applying to attend any conference sponsored by Staff Development for Educators (SDE), please make sure that your documentation clearly highlights the expenses you will incur.

CIPD Application Submission Instructions:

1. Complete the CIPD application ***before*** the professional development activity.

Guidelines for application timing:

Activity occurs between: Apply no later than:
January 1 - June 30 → November 1
July 1 - December 31 → May 1

2. CIPD application form is available using the following link [CIPD Application](#). Scroll to the bottom of the page and click on APPLY.
3. Submit the completed CIPD application and documentation to DKGIEF at lcpd@dkg.org with a date stamp on or before **November 1** (Jan-June professional development) or **May 1** (Jul-Dec professional development).
4. Designate CIPD in the subject line.
5. Upon submission, an email confirmation will be sent as proof of receipt. **If you do not receive a confirmation of receipt, please forward the original application again.**
6. Notification of acceptance or non-acceptance will be made approximately one month following each deadline.
7. Applicants may apply up to two times a year should earlier applications be unsuccessful.
8. If an applicant receives a CIPD award, they may apply again for another after three years. The three-year period begins after the first award is completed.

CIPD Award Distribution:

- CIPD Awards may be for the full amount or only a portion of the amount requested but no award will exceed \$2,000. Applicants must confirm attendance at the professional development activity if a partial (at least 60% of requested amount) award is funded.
- Applicants will receive 90% of the award amount after receipt of confirmed acceptance of the award.
- Applicants will receive the remaining award funds (10%) after verification of participation (copies of receipts and certificate of completion) is submitted.
- Applicants must submit this documentation within fourteen (14) days after the completion date. Failure to submit documentation within fourteen (14) days will result in forfeiture of the remaining funds.
- Applicants will return the award funds if unable to complete the staff development for which it was granted.
- Applicants may not transfer any part of the award funds to a different (or additional) professional development activity.

Acceptance of an award constitutes an agreement to promote the Foundation through the event and/or projects for which the award was granted. Applicants agree to provide documentation (photographs, text, video, etc.) suitable for publication or use in publicity, as well as permission for use of the documentation in print and digital communication about DKGIEF without compensation. The documentation substantiates the use of funding from any award received from DKGIEF.