

# Guidance and Overview: Completing the Herb Kohl Educational Foundation Teacher Fellowship Application

Congratulations on being nominated for a Herb Kohl Educational Foundation Teacher Fellowship. This is a prestigious honor that is recognized throughout Wisconsin, and beyond, as a mark of excellence in education.

If you have decided to apply for the Teacher Fellowship, the first step will be for you to follow the link in the nomination email and build a Personal Profile.

## Personal Profile Information

Most of the information included in this section will be obvious, but some might require some explanation. See notes below on each of the fields under Personal Profile. Required fields have a red asterisk in the platform.

- First Name
- Middle Name
- Last Name
- Phonetic Pronunciation of Full Name
  - Even if this seems obvious, please write out a phonetic pronunciation. Recipients often have their names and biographies read at award events, and pronouncing your name correctly is important to us.
- Email
  - Choose an email that you will be able to monitor without access restrictions. Personal emails tend to be better than school-based emails.
- Title
- Prefix
- Phone
  - Just as with your email, choose a phone number that you can access without restrictions. Personal numbers are generally better than school numbers.
- Cell Phone
- Home Address
- Address 2
- City
- Country
- State
- DPI License Number
  - This is your 5 or 6 digit File Number, which can be searched easily using this link and your name: <https://elo.wieducatorlicensing.org/datamart/searchByNameWIDPI.do>

- Please select the category that best represents your assignment as an educator: (Dropdown menu)
  - Elementary School (includes early childhood teachers who are licensed as WI teachers and are working as part of a public school’s 3K or 4K services, even in community based locations.)
  - Middle School
  - High School
  - Special Services (can be PK-12)
  - A note on your selection for this field: There is no right answer, and we accept how you see yourself. For instance, it’s equally valid for an applicant who teaches special education to 7<sup>th</sup> grade students in a middle school to select “Middle School” or “Special Services”. We don’t judge how you see yourself in this context. However, this choice does impact which category recipients are divided into when it comes to Teacher of the Year selection.
- What type of school are you associated with? Should read “Public School”

Click on the “Validate Profile” button at the bottom to complete your profile, which will allow you to view the application once you return to your home screen in SmartSimple.

Once you verify your profile information, you’ll be able to apply for a Teacher Fellowship. You will need to select “Teacher Fellowship” in the Funding Opportunities window, upper left side of home screen. That will open an application for you. Once opened and saved, you’ll be able to return to the same application until the deadline for submission, or until you hit “Submit”.

## Eligibility

Please answer the three eligibility questions in order to move forward. Previous recipients are not eligible to receive a second Fellowship, but if you’ve been nominated in the past and NOT received a Fellowship, you remain eligible.

Note: If you received a Student Excellence or Student Initiative award in the past, but not a Teacher Fellowship, you are still eligible for a Fellowship.

The screenshot shows a mobile application interface for a 'New Grant' application. At the top, there is a header with the logo for 'Herb Kohl Educational Foundation, Inc.' and navigation icons for 'Home', a notification bell, and a user profile icon. The main title is 'New Grant' followed by 'ELIGIBILITY QUESTIONNAIRE'. There are three questions, each with radio button options for 'Yes' and 'No':

- \* Are you employed by a Wisconsin school?
  - Yes
  - No
- \* Are you a previous Teacher Fellowship Recipient?
  - Yes
  - No
- \* Do you plan to continue in your current profession during the next school year?
  - Yes
  - No

At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit'.

## Tabs

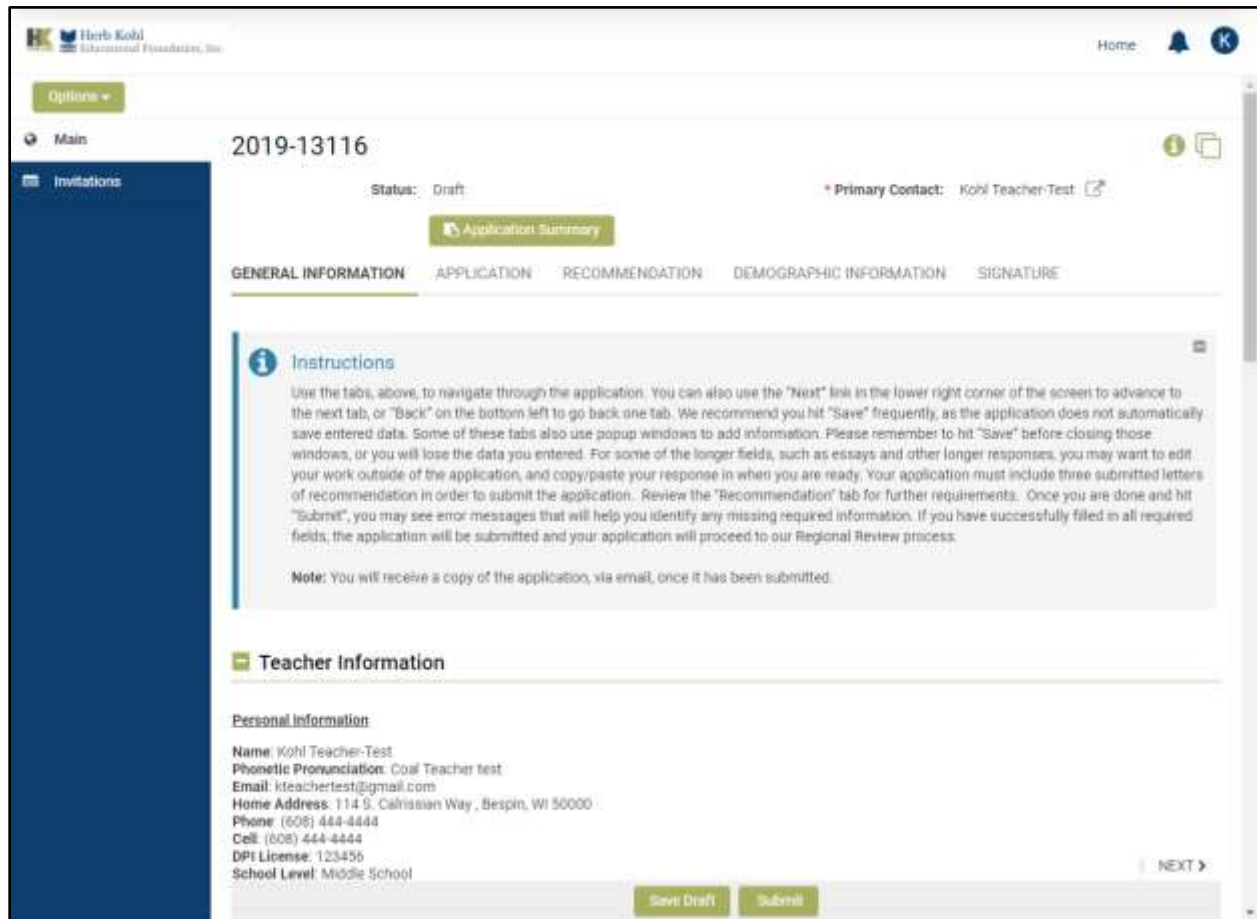
The Teacher Fellowship application asks you to work your way through using a series of five (5) tabs, which you can follow in sequential order, or click through to jump from section to section.

The five tabs are: **General Information, Application, Recommendation, Demographic Information, and Signature.** On each tab are fields to fill out. Just as in the Personal Profile, fields marked with a red asterisk are required.

Each tab, and the information required for each tab, is explained in detail, below.

## General Information Tab

The information you entered into your profile, along with some of the information from your nomination, will automatically populate most of the fields on this tab. However, there are some additional fields you must complete to move forward.



The screenshot displays the '2019-13116' application page. At the top, it shows the 'Herb Kohl Educational Foundation, Inc.' logo and navigation links for 'Home', a notification bell, and a user profile icon. A left sidebar contains 'Main' and 'Invitations' options. The main content area features a status of 'Draft' and a primary contact of 'Kohl Teacher-Test'. A green 'Application Summary' button is visible. Below this is a horizontal navigation bar with five tabs: 'GENERAL INFORMATION' (selected), 'APPLICATION', 'RECOMMENDATION', 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The 'GENERAL INFORMATION' tab contains an 'Instructions' section with a blue information icon and a 'Note' about email delivery. Below the instructions is the 'Teacher Information' section, which includes a 'Personal Information' subsection with the following details: Name: Kohl Teacher-Test; Phonetic Pronunciation: Coal Teacher test; Email: kteacherest@gmail.com; Home Address: 114 S. Calhoun Way, Bespin, WI 50000; Phone: (608) 444-4444; Cell: (608) 444-4444; DPI License: 123456; School Level: Middle School. At the bottom right of the form, there is a 'NEXT >' button. At the bottom center, there are two buttons: 'Save Draft' and 'Submit'.

- In what type of school are you teaching?: (this should read “Public”)
- Describe your current teaching assignment
- Certificate of Indian Blood Status: Y/N
- Tribal Nation Affiliation
  - This need not be one of the 11 federally recognized tribal nations of Wisconsin, but applicants must upload and provide supporting documentation of affiliation or eligibility for membership for any tribal nation.
- School Information
- School (lookup)
  - Please do not choose the District Office option, unless that is where you are housed. If you work in more than one school, pick one (unless you happen to work in two different school districts. If that is the case, please reach out to Kim Marggraf at the Herb Kohl Foundation. Her contact information is located at the end of this document.)
- School main office telephone
- Number grades served in this school (Check all that apply)
- Enrollment
  - Number of students served in the building, based on 3<sup>rd</sup> Friday count from this year.
- Principal’s Name
- Principal’s Email address
- Principal’s School Phone
- Superintendent’s Name
- Superintendent’s Email address
- Superintendent’s Phone
- School Social Media Presence (Check all that apply; list account names)
- District Social Media Presence (Check all that apply; list account names)

## Application Tab

There are two sections to this tab: Professional Experience, Preparation, Activities and Awards; and Professional Reflections.

The screenshot displays a web application interface for an application process. At the top, the user ID '2019-13116' is visible. The navigation menu includes 'Main', 'Invitations', and 'Application Summary'. The main content area is divided into sections: 'GENERAL INFORMATION', 'APPLICATION', 'RECOMMENDATION', 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The 'APPLICATION' section is active and contains two main parts: 'Professional Experience, Preparation, Activities, and Awards' and 'Professional Reflections'. The first part includes a prompt to click the 'Add Experience and Activities' button. The second part, 'Professional Reflections', provides tips for answering questions and a specific prompt: 'What is your personal educational philosophy, and how is this philosophy demonstrated in your teaching?'. A large text input area is provided for the response. At the bottom, there are navigation buttons for 'BACK', 'NEXT', 'Save Draft', and 'Submit'.

Professional Experience, Preparation, Activities and Awards Section:

- Click the “Add Experience and Activities” button to expand this section.

Click the 'Add Experience and Activities' button below to list your professional preparation, education experience, and service, civic, and citizenship based activities - Google Chrome

nkf.smartsample.com/h\_view.html?page\_id=1751150&codeid=103P210LwNIUUnEUUNF4PH10cGC0f923cU0Zf9c&mode=0&izarno=0

## Experience and Activities

**i** Use the (+) button below each section to add as many rows as needed for each section.  
If you are currently participating in one of these programs or activities, please leave do not select an end date and mark it as Present?

### Professional Preparation

Institution Name	Location	Degrees or Certifications Earned	Start Date	End Date	Present?
+					

### Educational Experience

School	Location	Position/Subject/Grades Taught	Start Date	End Date	Present?
+					

### Service, Civic, and Citizenship Based Activities

Organization or Event	Location	Description of activities and the impact you made	Start Date	End Date	Present?
+					

### Awards and Honors

Award Name	Description	Year Received
+		

Save Close

You will see four different sub sections: Professional Preparation; Educational Experience; Service, Civic and Citizenship Based Activities; and Awards and Honors.

- **Professional Preparation** addresses any education, certifications, professional development or other learning you have completed to support your role as an educator.
- **Educational Experience** addresses the places you have worked as an educator, including non-traditional employment that is also relevant to your role as an educator.
- **Service, Civic and Citizenship Based Activities** is your personal volunteerism, service, and citizenship activities that you have engaged in that inform your role as a teacher leader. Consider highlighting the activities that most thoroughly demonstrate the leadership you've shown or the impact you have made, rather than just the things you participated in.
- **Awards and Honors** addresses any other awards or recognitions you have received related to your role as an educator leader.

Each section has character limitations, so please keep your descriptions brief and concise. Don't forget to hit "Save" before you hit "Close", or you may lose your work!

## Professional Reflections Section:

Please respond as fully as possible to the six writing prompts, without exceeding 500 words for each essay. The prompts are:

1. What is your personal educational philosophy, and how is this philosophy demonstrated in your teaching?
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? (*\*See note, below*)
3. How do you inspire your students' love of learning and engage parents in the educational process?
4. What innovative projects/programs have you developed for and with students that are models to emulate?
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?

Advice for this section:

- Compose, revise and edit your responses in a word processing program (ex. Google Docs, Microsoft Word) and then copy/paste the final version into your application.
- Proofread your work! Reading it out loud to yourself will help you locate errors.
- Write truthfully and tell your story with humility, but take credit for your actions and the impact of your decisions as an educator.
- If you are going to describe an activity that several people collaborated on, specifically address your role in that work, and how your work impacted the outcomes of the group's work together.
- Consider how each of the six responses, when read together, can form a larger, more cohesive body of work that describes your leadership and impact (like chapters in a book).
- Give real-life examples when you can.
- Consider protecting any specifically identifiable information about others when possible.
- Consider addressing how your context affects your decisions and impacts your words and actions (including things like geographic location, student populations, role and duties, relative affluence of the school and community, and proximity/availability of resources).
  - Consider describing the challenges you have faced, or the barriers you've overcome, in becoming the educational leader you are today.
- Focus on speaking to things like innovation, leadership, impact/results, and equity through your words and actions.
- Consider how the letters of recommendation you request will support and deepen the evidence for the things that you share in your professional reflections.
- The 86 public school Kohl Teacher Fellows will go on to be considered as candidates in the Wisconsin Teacher of the Year process.

\*Note: With regard to question 2, please consider focusing your answer on how you are addressing racial differences and gaps through your work with your students, including how you are leveraging equity-based strategies in closing achievement and opportunity gaps for students of color. There are only 8 school districts in the state of WI whose student population is 100% white/Caucasian, so readers will expect you to speak to how you address the gaps between students of color and other students within your context.

## Recommendation Tab

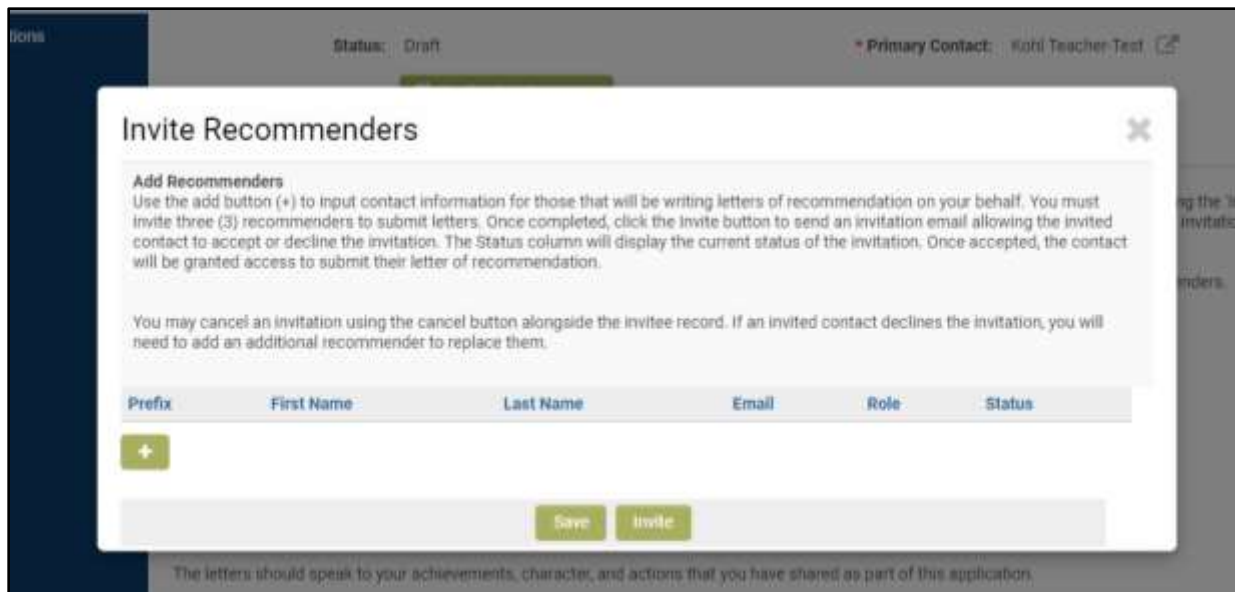
You will need to secure three (3) letters of recommendation before you can submit your application as complete. You will use the application to invite your recommenders to complete a letter of recommendation form on your behalf. You will be able to see if they have been invited, have accepted and are drafting a letter, have completed their letter, or declined the invitation from within this tab. You will NOT be able to see what they have written or shared about you.

The screenshot shows the 'Recommendation' tab of an application for the Herb Kohl Educational Foundation. The application ID is 2019-13116 and its status is 'Draft'. The primary contact is 'Kohl Teacher-Test'. The interface includes a navigation menu with 'Invitations' selected, a 'Main' header, and a 'Status: Draft' indicator. A 'Primary Contact: Kohl Teacher-Test' is listed. Below this, there is an 'Application Summary' button and a series of tabs: 'GENERAL INFORMATION', 'APPLICATION', 'RECOMMENDATION' (which is active), 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The main content area contains instructions: 'Your application requires the submission of three (3) letters of recommendation from people who can recommend you for this award. Using the 'Invite Recommenders' button below, you will be able to add the contact information for your recommenders. Once invited, and if they accept the invitation, they will be able to submit their letter of recommendation.' A 'Please Note' states: 'You will not be able to submit your application until you have three submitted letters of recommendation from your recommenders.' There is an 'Invite Recommenders' button. Below this, there are two tables. The first table has columns 'Invited Contact' and 'Invitation Status'. The second table has columns 'Recommender' and 'Letter Status'. Below the tables, there is a note: 'The letters should speak to your achievements, character, and actions that you have shared as part of this application. Letters should come from these three (3) sources:'. A numbered list follows: 1. One letter from a person within your school community. a. Good sources include teachers, administrators, students (current or former), coaches, mentors, principals, counselors, pupil services staff, and support staff. 2. One letter from a person who is not a part of your immediate PK-12 school community, including school board members, and has not been employed as a staff member in your school district previously or currently. a. Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders. 3. A third letter, from any source of your choosing, other than from a family member. At the bottom, there are 'BACK' and 'NEXT' navigation buttons, and 'Save Draft' and 'Submit' action buttons.

Letters must come from different sources:

- One from a person within your school community
  - Other teachers, administrators, students and parents (current or former), coaches, mentors, principals, counselors, pupil services staff, and support staff. Retired faculty would be included in this category.
- One from a person outside of your immediate school community
  - Non-school employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.
- One from anyone of your choosing, including but not limited to the above two categories, other than from an immediate family member.





Recommender statuses:

Once you invite a person to recommend you, their status will change to “Invited”. They will receive an email with an invitation to “Accept” or “Decline” the invitation to submit a letter. Once they respond, their status will update to whichever option they chose (“Accepted” or “Declined”).

Once their letter has been submitted, their recommender status will change to “Submitted” in your application.

If someone declines, or is generally unresponsive, you can also “Cancel Invite” using the green button with an “X” on it in the Invite Recommender submenu, and then you can add another recommender.

Advice for this section:

- Actively manage your invitations and completion of letters of recommendation!
  - A packet will not be considered if it has fewer than the three required letters of recommendation.
  - Check in with the people you have asked to write you letters often. If they did not receive the invitation, don’t wait until the end of the application period to try to solve that problem.
  - No extensions of time will be granted to applicants or recommenders. Please plan accordingly.
  - The most common error made by applicants is entering incorrect email addresses for recommenders. Please check addresses carefully.
- Consider being strategic in your invitations, and clear in what you hope a recommender can speak to about your leadership and the impact of your words and actions.
- Reach out to recommenders personally before you invite them using the SmartSimple platform, so they know to look out for the request. This also allows you to decide whether or not they might be a good reference for you.
- Encourage recommenders to give evidence and examples in their recommendations.
- Letters written in a language other than English will be shown to reviewers in the language in which they were written, to preserve as much of the authentic word selection and intent of the writing. However, English translations will also be made available to reviewers. We will use commonly available services (ex. Google Translate) unless a recommender is able to provide a translation. Please contact

Kim Marggraf at (920) 457-1727 or via email at [marggraf@excel.net](mailto:marggraf@excel.net) with any questions about this provision.

## Demographic Information Tab

The following information is not part of the scoring or selection process, nor will it be considered as eligibility criteria. It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

- Household Income (dropdown menu of choices)
- Race (Check all that apply)
- School Context (Check all that apply)

The screenshot shows the 'Demographic Information' tab of an application form for the Herb Kohl Educational Foundation. The form is titled '2019-13116' and has a status of 'Draft'. The primary contact is 'Kohl Teacher-Test'. The form is divided into several sections: 'GENERAL INFORMATION', 'APPLICATION', 'RECOMMENDATION', 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The 'DEMOGRAPHIC INFORMATION' section is currently active and contains the following content:

**Optional Demographic Personal Information**

The following information is **not part of the scoring or selection process, nor will it be considered as eligibility criteria**. It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

**Household Income**

Please select one

-Select One-

**Race**

Check all that apply

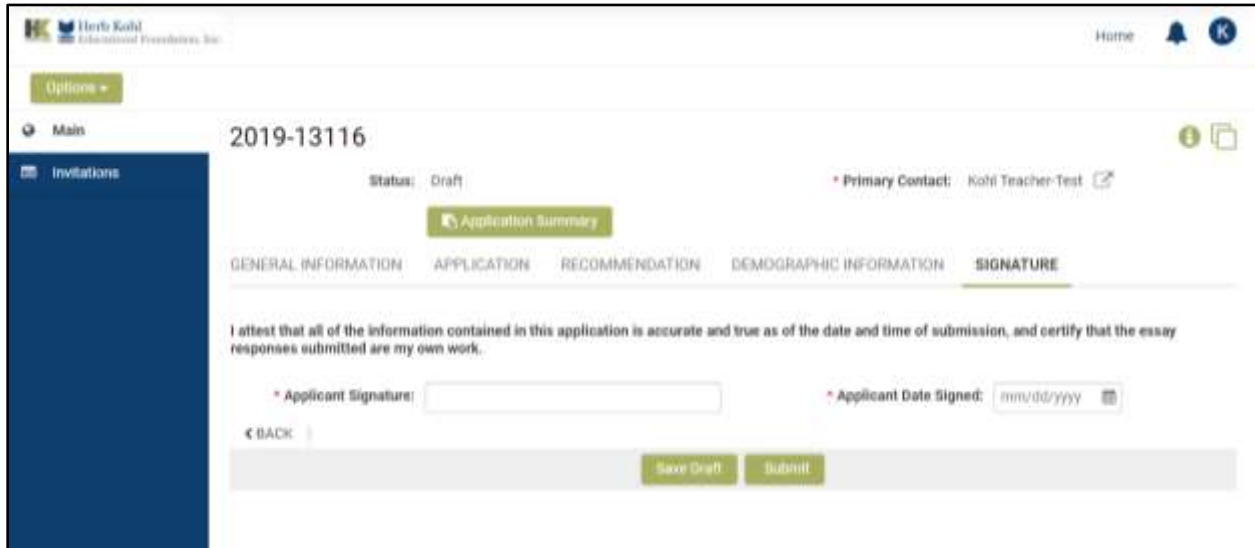
- White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
- Black/African American (A person having origins in any of the Black racial groups of Africa.)
- Hispanic or Latino/a
- American Indian/Alaska Native/Native American (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.)
- Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Isl.)

Navigation buttons: BACK, NEXT, Save Draft, Submit.

## Signature Tab

Once you have completed the application, have filled in content for all required fields, and received back three letters of recommendation, you will be able to submit your application for consideration at the Regional level.

- Applicant Signature (You must type your full name in the field)
- Application Date Signed



The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo and name of the foundation, along with 'Home', a notification bell, and a user profile icon. Below this is a sidebar with 'Main' and 'Invitations' options. The main content area displays the application ID '2019-13116' and the status 'Draft'. A 'Primary Contact' field shows 'Kohl Teacher-Test'. A green 'Application Summary' button is visible. Below this are tabs for 'GENERAL INFORMATION', 'APPLICATION', 'RECOMMENDATION', 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The 'SIGNATURE' tab is active, showing a declaration: 'I attest that all of the information contained in this application is accurate and true as of the date and time of submission, and certify that the essay responses submitted are my own work.' Below the declaration are two input fields: '\* Applicant Signature:' and '\* Applicant Date Signed:' with a date picker icon. At the bottom, there are buttons for 'Save Draft' and 'Submit', along with a 'BACK' link.

## Submitting your Application

Click “Submit” at the bottom of the Signature tab to send it in for consideration. If there are any required fields left empty or letters of recommendation missing, you will receive error messages with links to click that will take you directly to the error.

Once you submit, you cannot re-open your application for editing.

The deadline for Teacher Fellowship Applications to be submitted is listed on the Herb Kohl Educational Foundation website. Late applications will not be considered, even if the reason that it is late is not the applicant’s fault.

## Questions

If you have any questions, please contact Kim Marggraf, Herb Kohl Educational Foundation, (920) 457-1727, [marggraf@excel.net](mailto:marggraf@excel.net).

*The Herb Kohl Educational Foundation, and program co-sponsors, Association of Wisconsin School Administrators, Cooperative Educational Service Agencies, Wisconsin Department of Public Instruction, Wisconsin Newspaper Association and Wisconsin Parents Homeschooling Association do not discriminate against any student, teacher or principal award applicant on the basis of age, color, disability, gender, gender identity or expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, religion, sex, or sexual orientation in the administration of the foundation's educational programs and activities.*