

CENTER *for* FURNITURE CRAFTSMANSHIP

25 MILL STREET ROCKPORT, ME 04856 207-594-5611 www.woodscool.org



Teaching the Teachers Nomination Guidelines

1. Interested organizations should contact Ellen Dyer, the Center's Development Director, at ellen@woodscool.org or (207) 594-5611 to ensure they are good matches for the program. The Center wants to confirm that:
 - a. Organizations reach economically disadvantaged students (examples include Title I eligible schools, non-profits whose mission is to work with at-risk youth, and programs that partner with organizations that serve disadvantaged communities).
 - b. Potential partners' curricula would benefit from the skills taught at CFC.
2. Once approved, a partner organization signs a Memorandum of Understanding with CFC that is valid for 5 years.
3. After the M.O.U. is signed, partner organizations nominate an instructor for a scholarship by using a [nomination form](#) provided by CFC, emailed to ellen@woodscool.org.

For priority consideration for 2021 *Teaching the Teacher* scholarships, institutional partners should email their nominations by December 31, 2020 to ellen@woodscool.org. Notification will be sent by January 15, 2021. After December 31, nominations will be reviewed for acceptance as they arrive, if funds are still available.

Financial Aid Philosophy

Teaching the Teachers is designed to benefit educational and service organizations that teach woodworking to economically disadvantaged communities. In order to assist as many organizations as possible, we ask partner institutions to shoulder as much of their instructors' expenses as their own policies provide for.

MEMORANDUM OF UNDERSTANDING BETWEEN

Center for Furniture Craftsmanship

and

The Center for Furniture Craftsmanship (CFC) in Rockport, Maine and _____ agree to implement this memorandum of understanding effective as of _____.

This agreement is based on the principle of reciprocity and expresses the interest and intent of both parties to strategically collaborate in areas of mutual interest and programming in order to advance the missions of both institutions.

The goal of the proposed collaboration is to strengthen and increase educational opportunities in the field of woodworking for the purposes of vocational training and social and economic development. Toward this goal, CFC and _____ agree to cooperate on the implementation of CFC's *Teaching the Teachers* scholarship program (described in the attached prospectus), as follows:

- CFC will bear full authority and responsibility for the management and delivery of the scholarships, which are to be awarded for courses within its ongoing curriculum.
- _____ will participate as an "Institutional Partner," eligible to nominate for scholarships those individuals from its own teaching staff whose continuing education at the Center would most strengthen its own programs.
- All financial transactions (such as reimbursement and/or stipends for a scholarship recipients' travel, lodging, and meals) are to be conducted directly between CFC and _____.
- CFC will pay for all scholarship-related expenses (such as tuition, housing, transportation, and materials) above and beyond any provided for under the partner institution's own policies. The only exception is that the partner institution will pay CFC's standard registration fee (\$80 for a workshop, \$500 for an Intensive) upon acceptance of its candidate(s).

Any additional collaborative efforts or joint programs between the parties, beyond *Teaching the Teachers*, will be separately negotiated and subject to both institutions' approval.

This agreement is not intended to be a legally binding document. It is meant to describe the nature and to suggest the guidelines of the cooperation described above. Nothing therefore shall diminish the full autonomy of either institution, nor will any constraints be imposed by either upon the other in carrying out the agreement.

The agreement described in this memorandum shall be in effect for a period of five years, and is subject to revision or modification by mutual written agreement. Also, it is understood that either institution may terminate the agreement at any time, although it is assumed that such action would be taken only after mutual consultation in order to avoid any possible inconvenience to the other institution.

Initial liaison officers for activities related to this memorandum will be Peter Korn for CFC and _____ for _____.

Signed on behalf of Center for Furniture Craftsmanship:

Peter Korn, Executive Director

Date

Signed on behalf of: _____

Name, Title

Date

TEACHING THE TEACHERS NOMINATION FORM

(Please print or type answers and add pages as needed.)

Nominating Institution Information:

Name:

Postal Address:

Contact Person:

Telephone:

Email:

Candidate Information:

Name:

Telephone:

Email:

Position:

Years in Position:

- Please describe the candidate's woodworking background and skills:
- Please list the course(s) for which you are applying, in order of preference:
- How will the candidate's participation at CFC benefit your organization/institution?

Financial Aid and Professional Development Information:

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1. Does your organization/institution normally provide financial support for professional development?
2. If yes, please explain if the organization is able to supply any support for the costs of tuition, materials, or travel?
3. Please indicate if the candidate is eligible for education benefits through the VA or another organization.