



## National Council of Teachers of English Small Meeting Fund Request

Proposal Submitted by:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Office Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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**Guideline: Please use the following categories to prepare your proposal.**

- I. Aims and Rationale:** Provide a detailed description of the proposed topic(s), emphasizing the importance, relevance, and attractiveness of topic(s) to the intended audience. Include program objectives, a working title for the meeting, and the general set-up such as concurrent sessions, workshops, etc..
- II. Audience:** Specify probable audience and anticipated attendance. If another organization is cosponsoring this meeting, please list it here.
- III. Meeting Schedule:** Describe the meeting format, including the number and kinds of sessions and general timeline or outline of your daily program schedule.
- IV. Potential Keynote and Featured Speakers:** List persons in the field who would be affordable, available, and suitable to lead presentations.
- V. Dates, Locations, and Facilities:** List your suggestions for dates, locations, and facilities. Dates and locations must not conflict with any NCTE affiliate programming.
- VI. Budget:** Please complete the Budget Worksheet.

Please mail your proposal to:  
Kent Williamson, Executive Director  
National Council of Teachers of English  
1111 W. Kenyon Road  
Urbana IL 61801-1096  
**Questions: 1-800-369-6283, ext 3672**



## Guidelines for Small Meeting Fund

In an effort to increase the opportunities for professional development, an NCTE Executive Committee subcommittee will bi-annually review requests for small meeting fund allocations with a maximum total of \$10,000 to be awarded in a fiscal year. This is a “seed money” fund that will be replenished from the proceeds of the meetings. A post-meeting evaluation will be filed listing attendance figures, financial results, and programmatic highlights from the meeting. Within three months after the meeting, the original fund allocation will be repaid, plus an additional 20% of the net profit derived from the meeting.

### WHO IS ELIGIBLE TO RECEIVE FUNDS?

Organizations or individuals who uphold the NCTE values regarding teacher professional development for teachers of the English language arts and those who do not already hold an annual meeting.

### MEETING PROPOSOR RESPONSIBILITIES

- Provides the meeting program theme and orchestrates the program
- Formulates a budget
- Checks regional calendars to avoid potential conflicts
- Recruits volunteers to help with registrations and general meeting management
- Distributes news releases, preannouncements, brochures, and other promotional materials
- Negotiates and signs the contract for a hotel/conference facility.
- Invites speakers
- Collects registration and fees
- Duplicates conference handouts/materials
- Prints name badges and program schedule
- Manages the meeting on-site
- Provides a post-meeting evaluation report to NCTE detailing final count of attendees, income/expense report, programmatic highlights, and meeting artifacts (e.g., copy of final program, promotional pieces)

### NCTE RESPONSIBILITIES

- Provides seed money to help finance the program in the amount decided by the subcommittee
- Promotes the meeting electronically through the NCTE Inbox and the NCTE website
- Lists the meeting on the NCTE website on the Cosponsored Small Meetings List
- Lists the meeting in the Council Chronicle
- Provides up to 2,000 labels for a mailing list of members within a 200-mile radius
- Provides limited use of the NCTE logo according to Council guidelines
- Provides a handbook for managing a meeting, complete with timelines, sample speaker letters, and general meeting management.
- Offers guidance on any questions of negotiations and meeting management
- Supplies a sales kit containing journal articles and NCTE publications for display at the meeting