

Post Fellowship Reporting is part of the Fund for Teachers fellowship award obligations. Below is a checklist to assist you as you complete these requirements. All Post Fellowship Reporting must be completed online (fft.fundforteachers.org) by **September 14, 2023**.

Have you completed your:

Passport

- Answered questions for all sections
- Proofread for spelling or grammatical errors
- Upload only photos that best reflect your fellowship experience (we encourage photos that include you and/or your students)
- Each Fellow completes their own

Fellow Survey

- Completed in one sitting
- Each Fellow completes their own

Expense report (Teams may submit one report)

- Completed using the FFT Online System
- Upload scanned copies of your receipts, in one PDF file. If you need tips on how to manage this process, please contact FFT.
- All expenses reported in US dollars.
 - You can use the expense report system's conversion calculator, or
 - Hand annotate each receipt with the US dollar amount and clearly indicate on your receipt packet what exchange rate you used.
- All receipts are numbered according to line-item number from the online system report.
- TEAMS: Each team member must login to the system to digitally sign the report.

Fund for Teachers will send you access to update your Passport report in the Spring of 2024 to document how you have implemented your learning in the classroom and community.

Additionally, you will receive annual surveys on the implementation of your fellowship.