

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 12, 2024**.

Have you completed your:

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.

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

Fund for Teachers will send you access to **update your Passport report in the Spring of 2025** 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.