

OVERVIEW

Fund for Teachers Fellows are required to complete, and submit online, the following post fellowship reports:

- Expense Report with receipts
- Passport (Part I due in the fall of 2024 and Part II due in the spring of 2025)
- Fellow Surveys

You may complete your Post Fellowship Reporting (PFR) in the order of your desire and in multiple sittings.

Failure to provide these reports will result in the forfeiture of your remaining 10% grant balance and the issuance of a 1099 to the IRS and you will be ineligible to apply for or receive another Fund for Teachers grant award in the future. Other obligations accompanying this grant include, but are not limited to: Post fellowship meetings, surveys documenting the fellowship impacts on your teaching practice, and requests for fellowship implementation collateral.

EXPENSE REPORT

1. Please prepare your expense report according to the guidelines provided. Failure to adhere to these guidelines will result in the return of your report for proper completion or the forfeiture of your remaining 10% grant balance.
2. Reporting must be completed using the online expense report system.
3. 100% of your awarded funds must be spent and reported by September 12, 2024. If you have not spent your full grant award, you will be reimbursed accordingly.
4. Receipts are required for all fellowship purchases.
 - a. In cases where a receipt cannot be obtained, is lost or ruined, you can use the receipt template provided (for items \$25 or less ONLY) or use a credit card statement or cancelled check (for items over \$25).
 - b. Each receipt must be labeled legibly with the number that corresponds to the receipt's row number on the expense report.
5. All expense reports must be completed in US dollars and the conversion completed within the online system. On your receipt, write the converted US amount to match your expense report.
6. You are required to upload a scanned copy of your receipts as a single PDF to submit the report. Please upload the receipts in numerical order.

- a. Large files may take a long time to load and can time out the system.
 - b. Reduce the size of larger files before uploading. If you are unsure how to do this, contact your program officer.
 - c. Please do not upload multiple files or image files such as .jpg or .png. Fund for Teachers recommends using receipt scanning apps, such as [Cam Scanner](#) to create this type of file.
7. Fund for Teachers will accept the expense of gasoline for car rentals. In the use of a personal vehicle, \$0.67 per mile will be paid. This rate is the IRS approved rate which accounts for gasoline, depreciation of vehicle, etc.
8. Food costs cannot exceed \$50 per day/per person for the total number of fellowship days. Please note: This is not per diem. You must have receipts for food purchases.
 - a. The purchase of alcohol is not prohibited; however, you are limited to one beverage, per Fellow, per meal.
 - b. Groceries count toward the daily allowance.
9. Expense reports should reflect only the expenditures of the grant recipient and not his/her travel companions. If you travel with a companion, you can divide the receipt by the number of consumers or itemize your items.
10. Cell phones, SIM cards, roaming charges and any other telecommunications costs are the responsibility of the Fellow.
11. Fund for Teachers or its designated local partner reserves the right to reject any expense deemed not allowable and request further documentation or reimbursement for said expenses.
12. Requests can be made to use fellowship funds for allowable expenses not included within the original application. Submit a Change Request Form, found on your Fellow homepage to receive approval.
13. TEAMS:
 - a. Teams may submit one expense report OR each team member may prepare a separate report. When you log into the online expense reporting system, you will be asked if you are completing the report as a team or as an individual. FFT advises deciding on how your team will report their expenses prior to your fellowship experience.
 - b. If completing the report as a team, each member must login into the system and certify that the information is correct before the report can be submitted.
14. For a full list of expenses not covered by FFT grant funds, please refer to the Non-Allowable Expenses resource found under Quick Links within the online Post Fellowship Reporting Guidelines.

PASSPORT

You have just returned from a profound learning adventure. Customize this "Passport" to visually share the impact of your journey through words and images. Follow the prompts to document your reflections

on the people, places and activities that shaped your experience. Once you complete your Passport, it will be transformed into a link you can share with your peers, print out for your classroom, and show to your family and friends. Your Passport helps us spread the impact of your fellowship to educators, community leaders and donors.

Section I: Igniting Your Personal and Professional Growth

- What changed because of your fellowship? Why was it vital for you to pursue this opportunity/experience? What learning gaps (yours and/or your students') were/will be filled because of your fellowship?
- How do you see your teaching evolving after your fellowship? Your students' learning?
- What were some unplanned or unexpected experiences or outcomes of your fellowship?

Section II: Impacting your Classroom, School, and Community

- How will your students learn differently because of your new knowledge or skills?
- What specific events, projects or deliverables will your students experience related to your fellowship?
- How, specifically, will your fellowship extend beyond your classroom? (e.g. families, school-at-large, after-school groups, surrounding community, colleagues, etc.)

Section III: Imagining the Future

- Why was this opportunity transformative for your teaching on a macro-level?
- Why do students benefit from this type of teacher learning?
- How would you describe to a friend or donor the fundamental ways in which your fellowship changed your personal and/or professional perspective?

Photos: Pick 6 photos or images that show YOU in action and capture the highlights of YOUR adventure. Consider photos that show:

- People you wish your students could meet.
- Sites that inspired awe.
- Challenges you faced.
- Activities or events that have changed you.
- Captions help tell your story, narrating "why" behind each photo.

TEAMS: A Passport is required for each individual Fellow. While you may have similar responses to the prompts, no two Fellows' experiences are the same.

Passport Part II (Spring 2025 - May): Understanding the Impact of Your Fellowship

- What have you done with your learning since the fall? Please take your time and offer specific examples and stories of implementation.

- We use this information to fundraise and improve our programming. Your input and examples are important so we can continue to fund teacher professional learning grants into the future.

SURVEY

This survey must be completed by each Fellow. Please complete this survey in one sitting.

The survey will take approximately 10-20 minutes to complete. When your survey has been successfully completed you will be directed to a confirmation page.

Note: You will not receive email notification of submission, as the survey site is not connected to the FFT server. Results are entered manually, once a week by FFT staff. We appreciate your patience.

SUBMISSION INFORMATION

The post fellowship reporting submission deadline is September 12, 2024.

When all your post fellowship reports have been submitted, Fund for Teachers, or its designated local partner, will review the reports and may return them for additional information if deemed insufficient. Reports will be reviewed in the order in which they are received.