



West-MEC Central Programs CTE Counselor Rookie* Grant Cover Page
2018-2019

*Rookie denotes counselor/career center specialist with one to three years of experience with career and technical education (CTE).

High School: _____

School District: _____

High School Address: _____

Name of Grant Applicant: _____

Job title: (counselor/career specialist) _____

Phone: _____ Email address: _____

Home address: _____

Grant applications and an outline of the plan of action must be submitted by email:

studentservices@west-mec.org

Upon receipt of grant application and of the plan of action, the West-MEC Counselor Liaison will contact the Grant Applicant to schedule a pre-conference date. The plan of action must address the deliverable as outlined in the rubric.

Grant application, plan of action and pre-conference must be completed no later than Monday, October 1, 2018.

West-MEC Counselor Liaison: _____

West-MEC Staff Signature: _____ Date: _____

Grant Applicant _____ Signature _____ Date _____

Campus Administrator _____ Signature _____ Date _____

CTE Director _____ Signature _____ Date _____

Dept. Chair _____ Signature _____ Date _____

I discussed the CTE professional development plan required by this grant with the applicant. We developed a plan to ensure the successful completion of CTE PD, along with all other professional responsibilities.



**West-MEC Central Programs CTE Counselor Rookie Grant Description
2018-2019**

West-MEC requests applications from counselors/career center specialists in member* and charter schools who have one to three years’ experience with career and technical education (CTE). Our goal is to enable these “rookie” counselors/career center specialists to be better prepared in guiding students to college and career-ready opportunities. Grant applicants are expected to participate in rigorous CTE professional development provided by West-MEC. Grant applicants will then prepare and deliver **one** presentation from a menu of options, including one targeting **sophomore, junior** students or Future Freshman. West-MEC recognizes that counselors/career center specialists work above and beyond their assigned work duties in preparing and delivering these presentations. Some examples of deliverables for this grant are: presentation description and schedules; professional development certificates; student attendance from Central Program tour(s).

A stipend of \$500.00 will be awarded, based on the top rubric scores. This competitive grant will be awarded to no more than 12 counselors/career center specialists** for work performed in preparing and delivering effective presentations and activities, as well as time devoted to CTE professional development. Grant applications are available in August 2018. Applications and supporting documentation outlining the plan of action must be submitted by email to studentservices@west-mec.org. Only complete and timely applications, including the completed pre-conference, will be eligible for the grant.

Stipends are processed after the post-conference is conducted and all deliverables are collected. Stipends may take 6-12 weeks to process after all required paperwork is submitted.

Pre-conference date: No later than Monday, October 1, 2018

Post-conference date: No later than Monday, April 15, 2019

Deliverables: _____ (attached)

* Member school belongs to one of the twelve member districts that voted to join West-MEC.

** Each participating school is eligible for only one (1) CTE Counselor Rookie Grant.

West-MEC’s goal is to award the grant to counseling professionals in several participating schools.

To Be Completed By Grant Committee:

Grant: _____ Granted _____ Not Granted

Funds to be disbursed to individual participant as follows:

Name: _____ Amount: _____

If a counselor participated in the CTE Rookie Grant last year, he/she may participate again, if still a Rookie (1-3 years’ experience), and if there are openings in the grant. New Rookies are given priority within the twelve (12) total grants to be awarded.

NOTE: Counselors may only participate in one West-MEC grant program per school year.