



The TWHS Class of '67 Teaching Award

- Donor:** Dr. Carl McFarland, Ms. Cynthia Schmidt Heath, Dr. Judy Joss, Dr. Neal Satten, Dr. David J. Reibstein, primary donors, will initially provide \$16,500 to create the TWHS Class of '67 Teaching Award. This account will be "open-ended" and any donor(s) may make additional contributions to the principal balance at any time in the future. If for any reason, the funds in this account are depleted no new scholarships will be awarded.
- Preface:** This Memorandum of Understanding sets down for all time an agreement between the donors and the Topeka Public Schools Foundation for the use of the funds.
- Owner:** The Topeka Public Schools Foundation.
- Name:** This account shall be the TWHS Class of 67 Teaching Award
- Purpose:** Account is established to extol the virtues of teachers and specifically to annually provide a financial reward and public recognition of outstanding TWHS teaching faculty. TWHS is to include the TWHS Class of '67 Teaching Award presentation at the annual spring TWHS awards ceremony. Remarks from the recipient are required at the ceremony annually. Members of the award's endowment group shall annually be given notice and invited to the TWHS scholarship/awards ceremony.
- Amount:** Annually a \$500 unrestricted award and a plaque commemorating the award is to be presented to a select TWHS teacher. In addition, one large master plaque shall be purchased. The master plaque is to annually include all subsequent teacher recipient names. This master plaque is to hang in perpetuity in TWHS.
- Eligibility:** The award(s) from this fund will be open to any full-time TWHS instructor. Instructor award recipients will be ineligible as repeat award recipients for a period of three years. See amount above.

Manner and time of choice:

Each spring, TWHS students will be provided with a ballot to identify their most effective teacher. This teacher would not necessarily be the student’s “favorite” teacher, but the instructor who is most successful at instilling knowledge, explaining difficult concepts, and encouraging learning. In short, it is hoped that students will choose the teacher who had the greatest positive impact on their education.

The three teachers receiving the most votes will be invited to complete an application describing their approach to instruction including basic philosophy, class preparation, communication effectiveness, student motivation, long-term goals, etc. In addition, nominated teachers should include three or more support letters from students, former students, and faculty. The selection committee shall make the final choice of the recipient of the TWHS Class of ‘67 Teaching Award.

Selection:

This committee will consist of the TPS General Director of Instructional Services (or designee), the Director of the Topeka Public Schools Foundation (or TPSF board member), a minimum of one original endowment group donor, and beginning the second year, the previous year’s award recipient.

Custody of Funds:

The Topeka Public Schools Foundation or its successor ages to act as the custodian of all funds in connection with this scholarship, to manage and invest the same to the best of its ability, and to make appropriate payment as prescribed by this document. The account established under this agreement shall be the property of the Topeka Public Schools Foundation, owned and held by it subject to the terms of agreement.

Acknowledgment:

The Donor recognizes and acknowledges that this is a request to establish a donor-advised scholarship with the Topeka Public School Foundation and that all requests made by the Donor shall be advisory only.

Donor

for the Topeka Public School Foundation