



# INVOICE

## Superintendent Study Council

### COLLEGE OF EDUCATION AND HUMAN SERVICES

1871 Old Main Drive (SPH352)

Shippensburg, PA 17257

Phone 717-477-1373

DATE: JUNE 17, 2026

Attn: Business Administrator

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | AMOUNT                         |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------|--------------------------------------------|----------------------|------------|---|----------------------|-----------|---|----------------------|-----------|---|--------------------|-----------|---|----------------------------|-----------|---|--|
| <b>Fees for 2026-2027 for the Shippensburg University Superintendent Study Council</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| Please select the fee applicable to your district from the schedule below:                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| <table border="1"><thead><tr><th><u>STUDENT ENROLLMENT</u></th><th><u>FEE</u><br/><u>STRUCTURE</u></th><th><u># OF SLOTS</u><br/><u>INCLUDED W/Fee</u></th></tr></thead><tbody><tr><td><b>7,000 or more</b></td><td>\$1,100.00</td><td>5</td></tr><tr><td><b>5,000 or more</b></td><td>\$ 950.00</td><td>4</td></tr><tr><td><b>3,000 or more</b></td><td>\$ 700.00</td><td>3</td></tr><tr><td><b>500 or more</b></td><td>\$ 350.00</td><td>2</td></tr><tr><td><b>Minimum (IU/VoTech)</b></td><td>\$ 350.00</td><td>2</td></tr></tbody></table> | <u>STUDENT ENROLLMENT</u>      | <u>FEE</u><br><u>STRUCTURE</u>             | <u># OF SLOTS</u><br><u>INCLUDED W/Fee</u> | <b>7,000 or more</b> | \$1,100.00 | 5 | <b>5,000 or more</b> | \$ 950.00 | 4 | <b>3,000 or more</b> | \$ 700.00 | 3 | <b>500 or more</b> | \$ 350.00 | 2 | <b>Minimum (IU/VoTech)</b> | \$ 350.00 | 2 |  |
| <u>STUDENT ENROLLMENT</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>FEE</u><br><u>STRUCTURE</u> | <u># OF SLOTS</u><br><u>INCLUDED W/Fee</u> |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| <b>7,000 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$1,100.00                     | 5                                          |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| <b>5,000 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 950.00                      | 4                                          |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| <b>3,000 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$ 700.00                      | 3                                          |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| <b>500 or more</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$ 350.00                      | 2                                          |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| <b>Minimum (IU/VoTech)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$ 350.00                      | 2                                          |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| The fee continues to include the session slots along with participation in the Outstanding Teacher and Exemplary Programs. Please note that any participants above the number of slots included in your fees will be charged an additional \$20 fee to attend each session.<br>(NOTE: Non-members will be charged \$40 per participant per session.)                                                                                                                                                                                           |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| Please fill in the applicable fee for your District and submit to your Accounts Payable department for processing. THANK YOU.                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| Please make all checks payable to <b>SUSSC, Shippensburg University, 1871 Old Main Dr. (SPH127), Shippensburg PA 17257.</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| If you have any questions concerning this invoice, please contact <b>Ms. Cindy Poe at <a href="mailto:sussc@ship.edu">sussc@ship.edu</a>.</b>                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |
| Please remit by <b>September 30, 2026.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |                                            |                                            |                      |            |   |                      |           |   |                      |           |   |                    |           |   |                            |           |   |  |

## **Nomination Form**

### ***Shippensburg University Superintendent Study Council*** **2026-2027**

#### **Outstanding Teacher Award Program**

**Award Luncheon will be held Wednesday, November 4, 2026**

#### **General Instructions for Completing Nomination Form**

1. Each member district may nominate two individuals for recognition.
2. Please complete the nomination form completely. Each section of the application is part of the rating system used by the selection committee.
3. One letter of recommendation is required. This recommendation should be written by the individual's immediate supervisor or building administrator.  
*Note: Comments in the nomination form and recommendation letter may be used in the verbal recognition of the nominee during the luncheon.*
4. All nominations should be submitted by **Monday, August 31, 2026.**
5. Electronic submissions are preferred (susssc@ship.edu), but US Postal Service submissions are accepted.

Please note: You **do not** have to submit this cover sheet.

**SHIPPENSBURG UNIVERSITY**  
**SUPERINTENDENT STUDY COUNCIL**  
**Outstanding Teacher**

(Please type or print information)

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

(Dr., Mr., Mrs., Ms. – Circle One)

Email: \_\_\_\_\_

School District: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**I. Professional Preparation:**

Undergraduate School/ Major / Degree

Graduate School / Major / Degree

Graduate School / Major / Degree

Certifications:

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**II. Professionally Related Coursework, Conferences, Training**

**Workshops/Digital Badges**

within the past five years. (Note: Please list no more than ten, including those which are particularly related to current assignment)

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III. Professional Work Experience (list most recent first):

| School/Organization | Date | Describe Assignment |
|---------------------|------|---------------------|
|                     |      |                     |
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|                     |      |                     |
|                     |      |                     |
|                     |      |                     |
|                     |      |                     |

IV. Educational Leadership - Please describe educator's school activities/dates that demonstrate exemplary professional educational leadership to include, but not limited to, the following: excellence in teaching, curriculum and program development, extracurricular school related activities, and participation on committees and task forces.

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V. Innovative School Projects:

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VI. Community Service:

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VII. Research, Publications, Affiliation with Professional Organizations:

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*Please attach/submit a letter of recommendation to support this nomination.*

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Signature of Candidate

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Date

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Signature of Nominator

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Date