

Society Of Women Engineers

2010 CALL FOR SUBMISSIONS

Region D Conference and Section Awards

CONFERENCE

Scrapbook

Most Attendees

Furthest Traveled

Most Miles Driven

SECTION

Communication Awards

Newsletter, Web Site

Membership Awards

Retention, Recruitment

Multicultural Awards

Outreach Awards

Event/Series, Girl Scout, Connecting Educators

Professional Development Awards

Program/Event/Series



Society of
Women Engineers

ASPIRE • ADVANCE • ACHIEVE

Region D Award Program Coordinator

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General Information

Inside this packet you will find information and eligibility requirements for Region D Conference Awards. Each award has specific selection criteria and submission requirements.

For information or specific questions on the Region D Conference Awards, please contact the Region D Award Program Coordinator at RegionDAwards@swe.org.

How To Complete the Submission

Follow these steps to successfully complete a nomination package:

- ❑ Use the 'Award Guide' to select the award.
- ❑ Verify the section meets the 'Selection Criteria' requirements.
- ❑ Follow the 'Submission Process'.
- ❑ Submit by the deadline: February 12, 2010.

Important Information:

1. All packages are to be submitted electronically.
2. Incomplete submissions or submissions that do not follow the submission process or requirements will be disqualified.

Notifications & Feedback

Recipients for the 2010 SWE Region D Awards Program will be announced at the 2010 SWE Region D Regional Conference in Memphis, TN in March.

To request feedback after the conference, please send an email to the Region D Awards Program Coordinator at RegionDAwards@swe.org.

CONFERENCE AWARDS

Scrapbook Award

This award will be presented to the Region D Collegiate Section with the best section scrapbook.

Statistical Awards

These awards will recognize Professional and Collegiate Sections in the categories of Most Attendees, Furthest Traveled, and Most Miles Driven.

SECTION AWARDS

Communication Awards

Newsletter Award

This award will recognize a Professional and Collegiate Section that has developed the best communication in a newsletter.

Website Award

This award will recognize a Professional and Collegiate Section that has developed the best communication in a web site.

Membership Awards

Membership Retention Award

This award recognizes successful Collegiate Section membership retention programs.

Membership Recruitment Award

This award recognizes successful Collegiate Section membership recruitment programs.

Multicultural Awards

Multicultural Award

This award will recognize a Collegiate Section that has developed and implemented the best multicultural program to increase and retain a diverse membership.

Outreach Awards

Event/Series Award

This award will recognize one Professional and Collegiate Section that has an outstanding event/series outreach program.

Girl Scout Award

This award will recognize one Professional and Collegiate Section that has an outstanding Girl Scout outreach program.

Connecting Educators Award

This award will recognize one Professional and Collegiate Section that has an outstanding Connecting Educators outreach program.

Professional Development Awards

Program/Event Award

This award will recognize a Professional Section that has developed the best professional development program or event. A program is a one-day seminar with a variety of workshops or a series of at least two events that have a common theme. This program must support the professional development goals of the Society. An event can be a single professional development meeting or workshop.

Scrapbook Award

A \$50 cash prize will be awarded.

Objective

This award will be presented to the Region D Collegiate Section with the best section scrapbook.

Submission Process

Collegiate Sections can submit scrapbook one of two ways:

1. Scrapbook albums must be turned in by 10AM Saturday, March 6, 2010 at the Registration Table.
2. Web-based scrapbook web-links must be emailed to RegionDAwards@swe.org by February 12, 2010.

Selection Criteria

- The following criteria will be used to score each scrapbook submission:
 - Content – *must be current year material only, including Section Newsletters, Officer/Executive Board photographs, events and activities throughout the year (such as meetings, speakers, outreach, conferences, etc).*
 - Layout – *consistent theme throughout, eye appeal, easy to read and follow*
 - Originality

Judging Criteria

- 40% Content
- 25% Layout
- 35% Originality

Conference Statistical Awards

A \$50 cash prize will be awarded.

Objective

These awards will recognize Professional and Collegiate Sections in the categories of Most Attendees, Furthest Traveled, and Most Miles Driven.

Most Attendees Award

This award will be presented to the Region D Professional and Collegiate Sections with the most attendees at Regional Conference. There are no submission requirements for this award, all Sections that attend the Regional Conference are eligible and the tabulation will be done at Regional Conference.

$$\text{Result} = (\# \text{ of SWE members in attendance} / \# \text{ of SWE members in section as of February 1, 2010}) \times 100\%$$

Furthest Traveled Award

This award will be presented to the Region D Professional and Collegiate Section that traveled the furthest to attend the Regional Conference. There are no submission requirements for this award, all Professional and Collegiate Sections that attend the Regional Conference are eligible and the tabulation will be done at Regional Conference.

$$\text{Result} = \text{Mileage traveled city to city}$$

Mileage Award

This award will be presented to the Region D Professional and Collegiate Section that drove the most collective miles to attend the Regional Conference. There are no submission requirements for this award, all Professional and Collegiate Sections that attend the Regional Conference are eligible and the tabulation will be done at Regional Conference.

$$\text{Result} = (\# \text{ of SWE members in attendance}) \times (\text{Mileage traveled city to city})$$

Objective

These awards recognize Collegiate and Professional Sections that have developed the best communication in a newsletter in either print or web.

Submission Format – Print/Electronic Newsletters

A Print Newsletter is a newsletter formatted in a way that is intended to be printed as a whole. This version can be downloaded and printed and it will look like a mailed newsletter. This version can also be easily printed and mailed to anyone without an email address to receive it embedded as an email or as a link or download.

- Please email all submissions to RegionDAwards@swe.org.
- All submissions must be made in Word Document or PDF File only.
- Your best 3 newsletters should be submitted for this award.
- Insufficient packages or those that exceed the requirements will be removed from consideration.
- Please label submission: "NewsletterX_SectionName", where 'X' is 1, 2, 3 etc for each required submission.

Submission Format – Web Newsletters

A Web Newsletter is a newsletter created in HTML and distributed in an email with links to the information online (on the section website) just like the National SWE News is distributed. This is not formatted for printing as a whole and is not intended to be printed or mailed.

- Please email all submission links to RegionDAwards@swe.org.
- Your best 3 links to your web-based newsletters should be submitted for this award.
- Insufficient packages or those that exceed the requirements will be removed from consideration.
- Please label submission: "NewsletterX_SectionName", where 'X' is 1, 2, 3 etc for each required submission.

Selection Criteria

The following criteria will be used to score each newsletter submission:

- Format:
 - Legibility
 - Material well written
 - Meeting announcement and future events included
 - Some tasteful humor
- Content:
 - Letterhead, masthead or logo identification
 - Section (or Region) Name and Editor's Name on Front Page
 - Key people roster (officers)
 - Upcoming Meetings
 - Section/MAL, Region and Society news reported
 - Committee Reports
 - Member Profiles
 - Calendar of Events
 - President Letter
- Layout:
 - Style – content materials, location, and placement of content materials, use of pictures, graphics, etc.
 - Readability – font size, use of white space, flow, editing, etc.
 - Easy identification of regular features (event calendar, president's letter)
- Inclusiveness:
 - Regular publications schedule
 - High quality – information contained within newsletter is informative and useful to members
 - Originality – innovative news reporting, features, artwork, etc.
- Other
 - The email notification (link) or distribution is sent to over 75% of the membership
 - Access is available through an active link in an email to a web site.
 - Active links throughout the newsletter (such as links to officers or other organizations)
 - Articles are displayed to take advantage of the computer display (left to right, rather than top to bottom)

Judging Criteria

- 10% Format
- 35% Content
- 25% Layout
- 20% Inclusiveness
- 10% Links and Display

Web Site Award

A \$50 cash prize will be awarded.

Objective

To recognize a Professional and Collegiate Section that has developed the best communication in a web site.

Submission Process

- Email web site link to RegionDAwards@swe.org.

Selection Criteria

- The following criteria will be used to score each web site submission:
 - Format:
 - Legibility
 - Material well written
 - Content:
 - Section or Committee/Region/MAL information
 - Calendar of Events
 - Key people roster (Officers)
 - Contact information
 - Upcoming Meetings/Events
 - Use of SWE logo
 - Information about SWE National
 - Information about SWE's mission
 - Layout:
 - Style – content materials, location, and placement of content materials, use of pictures, graphics, etc.
 - Eye appeal – font size, use of white space, GAow, etc.
 - Link to SWE National
 - Link to Membership page
 - Originality
 - Innovative use of online features (such as forums or bulletin boards)

Judging Criteria

- 20% Format
- 40% Content
- 30% Layout
- 10% Originality

Membership Retention Award

A \$50 cash prize will be awarded.

Objective

This award recognizes successful Collegiate Section membership retention programs.

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 1,250 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page, Retention Activities and Programs; Sustained Members (professional sections only); Dropped Members; Corporate Members (professional sections only)
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
- Please label submission: "Retention_SectionName"

Selection Criteria

- Title Page: Include Title (Membership Retention Program Award), section name, and name, address, and phone number of person filing report.
- Retention Activities and Programs: Explain all retention activities/programs your section provides to encourage current members. This section should include exclusive meetings for current members, member incentives, recognition programs, communications (including use of media, to retain members), etc. Provide link to your website.
- Sustained Membership: Explain how your section in GAuences life, senior, and fellow grades of membership. Include here information on if your section has recognized members for SWE Awards, including Fellow Grade and Distinguished Service Award.
- Dropped Members: Explain your sections efforts to retain dropped members.
- Corporate Members: Describe the local industry in your area. How do you retain corporate members? What do you do to integrate corporate members into your section & its activities?

Judging Criteria

- Professional Sections
 - 30% Retention Activities and Programs
 - 35% Member Retention Score (see below)
 - 10% Sustained Members
 - 15% Dropped Members
 - 10% Corporate Members
- Collegiate Sections
 - 50% Retention Activities and Programs
 - 35% Member Retention Score (see below)
 - 15% Dropped Members

Member Retention Score = ((Base-Drop)/Base)*100

Base = total paid members as of June 30th of prior fiscal year

Drop = total number of paid members in prior fiscal year who did not pay dues for the current fiscal year

Membership Recruitment Award

A \$50 cash prize will be awarded.

Objective

This award recognizes successful Professional and Collegiate Section membership recruitment programs.

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 1,250 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page, Recruitment Activities and Programs; New Member Involvement; Joint Section Activities; Corporate Involvement (professional sections only)
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
- Please label submission: "Recruitment_SectionName"

Selection Criteria

- Title Page: Include Title (Membership Retention Program Award), section name, and name/address/phone of person filing report.
- Recruitment Activities and Programs: Explain all recruitment activities/programs your section provides to solicit potential members. This section should include exclusive meetings for new members, incentive programs/opportunities, communications (including use of media, to welcome new members and newly transferred members), etc. Provide link to your website.
- New Member Involvement: Explain how you get potential members involved in section activities.
- Joint Section Activities: Describe activities and events held throughout the year to encourage collegiate members to join the local professional section. Include details on your collegiate upgrade program and include details on the interaction between professional and collegiate members throughout the year.
- Corporate Involvement: Describe the local industry in your area. How do you recruit to this industry? What percentage of companies are you targeting? What is your trend in recruiting from these companies?

Judging Criteria

- Professional Sections
 - 30% Recruitment Activities and Programs
 - 35% Member Recruitment Score (see below)
 - 10% New Member Involvement
 - 15% Joint Section Activities
 - 10% Corporate Involvement
- Collegiate Sections
 - 40% Recruitment Activities and Programs
 - 35% Member Recruitment Score (see below)
 - 10% Joint Section Activities
 - 15% New Member Involvement

Member Recruitment Score = ((Base-Drop)/Base)*100

Base = total paid members as of June 30th of prior fiscal year

New = new members who joined in the current fiscal year

Multicultural Award

A \$50 cash prize will be awarded.

Objective

This award will recognize a Collegiate Section that has developed and implemented the best multicultural program to increase and retain a diverse membership.

A diverse membership is defined as inclusion of individuals who add variety to the demographics of the Section membership from its original makeup.

Examples of demographic diversification include the increase and retention of:

- People of color and various nationalities (cultural diversity)
- Gay and lesbian members (diversity in sexual orientation)
- A range of ages in the membership (age diversity)
- Differently-abled members

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 2,000 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page; Executive Summary; Membership Statistics; Program Activities
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
- Please label submission: "Multicultural_SectionName"

Selection Criteria

- Title Page: Include Title (Motorola Foundation Multicultural Award), section name and size, and name, address, and phone number of person filing report.
- Executive Summary: Include the effects and/or results of the multicultural program thus far, the level of innovation and creativity used in order to implement the program, and the significance of the program and future aspects of multicultural program the Section intends to implement..
- Membership Statistics: Include the following statistics about your section membership:
 - The number of members in your Section
 - Original number of members in each diversity group enhanced by the program
 - The total increase in membership of diverse groups as a result of the program
 - Demographic representation before implementing the multicultural program
 - Demographic representation after implementing the multicultural program.
- Program Activities: Describe the program differences from previous years' successful recruiting activities. Provide the types of recruiting and/or retention methods used which enhanced the Section's diversity. Also explain which methods were most successful. Describe the potential benefits that increased diversity provides your Section. What benefits have already been achieved? How was the Section's public visibility raised due to the recruiting and/or retention activities? Describe any additional multicultural projects or programs outside SWE in which the Section was involved during the year. Was the Section involved in any joint events with a community and/or professional organization that enhanced the Section's diversity? Are the Section's recruiting and/or retention programs adaptable by other Sections? Describe how the Section's diversity program is adaptable.

Judging Criteria

- 20% Membership Statistics
- 80% Program Activities

Event/Series Outreach Award

A \$50 cash prize will be awarded.

Objective

This award will recognize one Professional and Collegiate Section that has an outstanding event/series outreach program. The Event/Series Program Award is not limited to a one-time only activity. It may be a series of programs with the same theme. Sections are encouraged to submit as many entries as desired for the event/series awards. Sections are encouraged to submit programs that can be used by other sections ("Best Practices"), thus the program does not need to be new to the section.

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 1,000 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page; Description of Event and Overall Program
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
 - Any relevant publications about the program can be emailed in PDF Format to RegionDAwards@swe.org.
- Please label submission: "Outreach_EventSeries_SectionName"

Selection Criteria

- Title Page: Include Title (Outreach Event/Series Award), section name, and name, address, and phone number of person filing report. Also include the number of members who worked on program, the approximate number of hours in planning by members, and the number of participants at event (if applicable).
- Description of Event and Overall Program:
 - Describe in detail your event/program.
 - Include the relevance of your event/program to SWE's mission and goals.
 - Describe the program audience and the impact of the event on the participants, if applicable.
 - Describe how effective the program was in meeting its intended goals, if applicable.
 - Describe how the event was communicated, if applicable.

Judging Criteria

- 35% Quality of the program
- 15% Relevance of the program to the mission and goals of SWE
- 15% Effort expended and amount of preparation by the section
- 15% Participation in the program
- 10% Effectiveness of the program
- 10% Communication of the event

Girl Scout Outreach Award

A \$50 cash prize will be awarded.

Objective

This award will recognize one Professional and Collegiate Section that has an outstanding Girl Scout outreach program. The Girl Scout Program Award is not limited to a one-time only activity. It may be a series of programs with the same theme. Sections are encouraged to submit programs that can be used by other sections (“Best Practices”), thus the program does not need to be new to the section.

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 1,000 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page; Description of Girl Scout Program
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
 - Any relevant publications about the program can be emailed in PDF Format to RegionDAwards@swe.org.
- Please label submission: “Outreach_GirlScout_SectionName”

Selection Criteria

- Title Page: Include Title (Career Guidance Girl Scouts Program Award), section name, and name, address, and phone number of person filing report. Also include the number of members who worked on program, the approximate number of hours in planning by members, and the number of participants at event (if applicable).
- Description of Girl Scouts Program:
 - Describe in detail your event/program.
 - Include the relevance of your event/program to SWE’s mission and goals.
 - Describe the program audience and the impact of the event on the participants, if applicable.
 - Describe how effective the program was in meeting its intended goals, if applicable.
 - Describe how the event was communicated, if applicable.

Judging Criteria

- 35% Quality of the program
- 25% Relevance of the program to the mission and goals of SWE and MOU with the Girl Scouts
- 15% Effort expended and amount of preparation by the section
- 15% Participation in the program
- 10% Effectiveness of the program

Connecting Educators Outreach Award

A \$50 cash prize will be awarded.

Objective

This award will recognize one Professional and Collegiate Section that has an outstanding Connecting Educators outreach program. Sections are encouraged to submit programs that can be used by other sections ("Best Practices"), thus the program does not need to be new to the section.

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 1,000 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page; Description of Connecting Educators Program
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
 - Any relevant publications about the program can be emailed in PDF Format to RegionDAwards@swe.org.
- Please label submission: "Outreach_ConnectEducators_SectionName"

Selection Criteria

- Title Page: Include Title (Connecting Educators Outreach Award), section name, and name, address, and phone number of person filing report. Also include the number of members who worked on program, the approximate number of hours in planning by members, and the number of participants at event (if applicable).
- Description of Connecting Educators Program:
 - Describe in detail your event/program.
 - Include the relevance of your event/program to SWE's mission and goals.
 - Describe the program audience and the impact of the event on the participants, if applicable.
 - Describe how effective the program was in meeting its intended goals, if applicable.
 - Describe how the event was communicated, if applicable.

Judging Criteria

- 35% Quality of the program
- 25% Relevance of the program to the mission and goals of SWE
- 15% Effort expended and amount of preparation by the section
- 15% Participation in the program
- 10% Effectiveness of the program

Professional Development Program/Event Award

A \$50 cash prize will be awarded.

Objective

This award will recognize a Professional Section that has developed the best professional development program or event. A program is a one-day seminar with a variety of workshops or a series of at least two events that have a common theme. This program must support the professional development goals of the Society. An event can be a single professional development meeting or workshop.

Submission Process

- Email submission in a Word Document or PDF File only to RegionDAwards@swe.org.
- The submission is limited to 750 words that addresses each of the selection criteria *and* includes the following sections:
 - Title Page; Program Description
- The submission format must be as follows:
 - Use a Word Document or PDF File ONLY with 1.5 line spacing, 12-point Times Roman New font, and 1-inch margins on all sides (top, bottom, left, right). The submission must contain a new section for each of the Selection Criteria below with each new section title bolded, underlined and centered. DO NOT include graphics or photos.
 - Any relevant publications about the program can be emailed in PDF Format to RegionDAwards@swe.org.
- Please label submission: "ProfDev_SectionName"

Selection Criteria

- Title Page: Include Title (Professional Development XXX Award), section name, section size, and name, address, and phone number of person filing report. *XXX is Program or Event– please specify*
- Program Description: Describe the professional development program/event and the purpose it was held. Include if this program/event was new to your section or an expanded event from a previous year. Include details on how well the program/event met mission and strategic goals of the Society, as well as the professional development goals of the section. Include any tangible measurements from the program/event (surveys, etc.) that show its effectiveness. Also include the percentage of membership involved in planning the program/event and the percentage of membership participation.

Judging Criteria

- 35% Program Description and Purpose
- 25% Attainment of Society and Section Goals
- 15% Effectiveness
- 15% Participation (Planning and Attendance)
- 10% Innovative/Expansion of Program