



CALL FOR SUBMISSIONS

Region E Awards Program

*Outstanding Collegiate Section Award
Communication Media Award
Governor's Choice Award
Outstanding Mentor Award
Employee Resource Group (ERG) Award
Membership Awards*

Submission Deadline: January 28, 2017

Submission Address: regionewardprogram@gmail.com



Society of Women Engineers Region E Awards Program FY2017

General Information:

The Region E Awards Program consists of a variety of awards. Below are basic application and award parameters for each honor (more detail on the application requirements are provided in the individual award sections).

- Outstanding Collegiate Section Award
 - Open to collegiate sections in Region E
 - 1st and 2nd place awards will be given
- Communication Media Award
 - Open to collegiate and professional sections in Region E
 - One award will be given
- Governor's Choice Award
 - Open to collegiate and professional sections in Region E
 - One award will be given
- Outstanding Mentor Award
 - Open to individual SWE Region E members
 - One award will be given
- Membership Award
 - Open to collegiate and professional sections in Region E
 - Four awards will be given, two professional and two collegiate
- SWE Employee Resource Group (ERG) Award
 - Open to professional sections in Region E
 - One award will be given

All submissions are to be submitted ELECTRONICALLY to regioneawardprogram@gmail.com. Please note that if your section or MAL group applies for more than one award, then a separate application must be submitted for each award. The nomination deadline is **January 28, 2017**. Awards will be presented at the 2017 Region Conference.

Incomplete packages, packages that do not follow the specified format or those that exceed the word count requirements will be removed from consideration. Please note that in the event of a tie for any region award, any honors and/or cash prizes will be split between the submissions included in the tie.

Specific questions concerning Region E Award Program can be directed to the Region E Awards Chair, Masroor Khan, at regioneawardprogram@gmail.com.



OUTSTANDING REGION E COLLEGIATE SECTION AWARD

This award recognizes the collegiate sections that have exemplified the SWE mission. The following requirements must be met prior to a nomination being presented to the Region E Award Judging Committee:

- Annual Report and financial report for the previous fiscal year must have been submitted to HQ by July 31
- Collegiate Section President must be a member in good standing
- Collegiate Section Treasurer must be a member in good standing
- SWE Counselor must be a member in good standing
- All Region E reports submitted in a timely manner

Recognition:

- Awards will be given to Collegiate Sections (not individual members)
- Cash prize – \$250 for 1st place; \$100 for 2nd place

Submission Format:

- Please email all submissions to regioneawardprogram@gmail.com with the subject line Outstanding_Collegiate_SectionName. Receipt will be confirmed via email.
- Follow the guidelines outlined below for the Report Content of the submission. The submission will be judged based on the requirements listed in Report Content section below.
- Format for the Report must be as follows:
 - Create in a Word Document or PDF File Only
 - 1.5 line Spacing
 - 11-point Calibri font
 - 1-inch margins on all sides (top, bottom, left right)
 - Titles of each new section should be bolded, underlined and centered
 - Do not include graphics, photos, program booklets, brochures, etc. within your report
 - Save files as Outstanding_Collegiate_SectionName
 - Incomplete packages or those that exceed/do not follow the requirements will not be considered

Report Content:

- The submission is limited to 1,000 words (not including the Cover Page submission Checklist or the Activity Table Submission). Additional appendices can be provided but are not required.
- Cover Page Submission Checklist. Please use the attached cover page for submission.
- Activity Table Submission. Please use the attached table for submission.
- Description of Section Activities.
 - Describe up to **three** events that the collegiate section has planned and implemented between January 1, 2016 and December 31, 2016 that best exemplify at least two of the following SWE Strategic Priorities:
 - Professional Excellence
 - Examples: An event with a focus on such items as “how to dress for success”, “interviewing coaching / strategies”, or “how to negotiate”.



- Advocacy
 - Examples: An event with a Girl Scout troop that introduces girls to engineering concepts or an awards banquet that promotes the accomplishments of engineers in your SWE section.
- Globalization
 - Example: An event that promotes or highlights diversity on your campus or an event with another SWE Section (professional or collegiate). [Note: “Diversity” is not limited to ethnic diversity. It can be diversity among disciplines, gender, ethnicities, or any metric that ensures a wide range of viewpoints are represented at your event. Do you engage participants who are not SWE members?]
- Note: University common events (such as career fairs) are not considered eligible for submission. Events that receive partial or full university or corporate funding, but are SWE section sponsored events, are eligible for inclusion.

In writing the Report Content, please consider the following questions (all questions do not need to be answered for each event, but a quality submission will seek to answer as many as possible):

- What made the program or event unique? Was this a new or expanded activity?
- What were your challenges?
- How was this team effort? What was the percentage of member participation?
- Why was this event significant for your section and/or university?
- How does this event support the SWE mission and strategic goals?
- What benefit did your section receive from this activity?
- If the event was an outreach event, discuss how many people attended the event and their age group
- Describe the section’s involvement in Region E (i.e. conference participation, members in region leadership positions, etc) and society-level SWE (i.e. participation in WE15, Program Development Grant). Describe the sections involvement with other collegiate SWE sections in Region E and with the local professional section/MAL group within Region E.

Judging Basis

40% Events Programs

15% SWE involvement outside of section (i.e. Region E, society-level)

15 % Member Retention

15 % Member Recruitment

10% Member Involvement

5 % Report Format



REGION E OUTSTANDING COLLEGIATE SECTION AWARD

COVER PAGE SUBMISSION CHECKLIST

Section name: _____

Phone number: _____

Mailing address: _____

Email address: _____

Section President Name: _____ SWE member #: _____

Section Treasurer Name: _____ SWE member #: _____

Faculty Advisor Name: _____ SWE member # (if member): _____

SWE Counselor name: _____ SWE member #: _____

Number of members who attended 2016 Society conference (WE16): _____

Number of members attended 2016 Region E conference (Newport News, VA): _____

Number of women enrolled in Engineering at your school, in current school year: _____

Number of total students enrolled in Engineering at your school, in current school year: _____

Number of paid SWE members in the section as of December 31, 2016: _____

Please check the applicable boxes.

- An Annual Report and a financial report for the previous fiscal year (FY16) was submitted to HQ by July 31, 2016
- Collegiate Section President is a SWE member in good standing
- Collegiate Section Treasurer is a SWE member in good standing
- SWE Counselor is a professional SWE member in good standing
- All section president reports (for FY16 to date) have been submitted to the Region Collegiate Representatives (RCRs)



Region E Outstanding Collegiate Section Award

Activity Documentation Sheet

<u>Meeting/Project/Program</u>	<u>Strategic Priority*</u>	<u>Date</u>	<u>Organized by SWE**</u>	<u>New/Expanded</u>	<u>Total # of Participants</u>	<u># of SWE Participants</u>	<u>Degree of Success***</u>

*Strategic Priority Codes: PE – Professional Excellence, A - Advocacy, G - Globalization

*Organized by SWE Codes: C = completely organized by the section members, P = partially organized by the section members, O = organized by someone else/SWE members attended

**Scale where 1 = not very successful in meeting the objectives for the Strategic Priority to 5 = highly successful in meeting the objectives of the Strategic Priority. Each activity is rated separately against the objectives of the Strategic Priority.



COMMUNICATION MEDIA AWARD

These awards recognize Professional Sections, Collegiate Sections, and MAL Groups that have developed the best communication via a Web Site.

Recognition

Award can be given to Collegiate Sections, Professional Sections and/or MAL Groups.

Cash prize - \$250

Submission Format

Send an email to regioneawardprogram@gmail.com with the subject line Communications_Website_SectionName with the link to your group's website. Receipt will be confirmed via email.

Website Content:

The following information will be used to score each website:

- Format:
 - The ease of finding information on the site (Who, What, Why, How and Where)
- Written Content:
 - Section or MAL information
 - Newsletters (current and archived)
 - Up-to-date calendar of events
 - Rosters of key personnel (i.e. officers)
 - Contact information
 - Upcoming meeting/event descriptions or information
 - Use of SWE logo
 - Information about SWE/links to SWE HQ site/link to Region site
 - Information about SWE's mission
 - Links to information about engineering or outreach materials for all ages
 - Links to section social media (i.e. Facebook, Twitter)
- Layout:
 - Style – content & location and placement of content
 - Use of pictures, graphics, etc.
 - Esthetics – font size, use of white space, flow, etc.
- Originality:
 - Innovative use of online features (such as forums or bulletin boards)
 - Does the site keep you engaged? Do you want to find out more about SWE from viewing it?

Judging Criteria

20% Format

50% Content

15% Layout

15% Originality



GOVERNOR'S CHOICE AWARD

This award recognizes Professional Sections, Collegiate Sections, and MAL Groups that have a best practice that aligns with the society's strategic goals.

Recognition

Award may be given to Collegiate Sections, Professional Sections and MAL Groups.

Cash prize - \$250

Submission Format:

- Please email all submissions to regioneawardprogram@gmail.com with the subject line `Governors_Choice_SectionName`. Receipt will be confirmed via email.
- Format for the Report must be as follows:
 - Create in a Word Document or PDF File Only
 - 1.5 line Spacing
 - 11-point Calibri font
 - 1-inch margins on all sides (top, bottom, left right)
 - Titles of each new section should be bolded, underlined and centered
 - Do not include graphics, photos, program booklets, brochures, etc. within your report
 - Save files as `Governors_Choice_SectionName`
 - Incomplete packages or those that exceed/do not follow the requirements will not be considered

Report Content:

- The report is limited to 500 words.
- Description of one Section Event or Section Best Practice that aligns with one or more of the society's current strategic goals and occurred between January 1, 2016 and December 31, 2016.
 - **Professional excellence:** SWE will develop women engineers at all stages of their personal and professional lives.
 - **Globalization:** SWE will be recognized as a global, inclusive organization, promoting diversity and inclusion and serving women engineers wherever they are.
 - **Advocacy:** SWE will advocate for the inclusion and success of women, present and prospective, in engineering and technology.
- The event must be an activity planned and executed primarily by the SWE section or MAL group. Include the number of SWE and non-SWE volunteers and participants.
- The report must include description of how the event or practice met the strategic goal(s) and the impact to the section.
- The report is limited to one event or best practice. Reports that review more than one event or best practice will not be considered.
- The report should contain feedback from the event or best practice.

Judging Criteria:

60% Event or best practice alignment with SWE strategic goal(s)
30% Impact of event or best practice on section or MAL group
10% Report format



OUTSTANDING MENTOR AWARD

This award recognizes one member of Region E for his or her outstanding contributions to the helping others “aspire, advance, achieve” through mentoring. The individual must be nominated by a section or MAL group and must be a SWE member in good standing. Self-nominations will not be considered.

Recognition

Award can be given to an individual SWE member in Region E.

Cash prize - \$100

Submission Format:

- Please email all submissions to regioneawardprogram@gmail.com with the subject line Mentor_Award_LastName_SectionName. Receipt will be confirmed via e-mail.
- Format for the Report must be as follows:
 - Create in a Word Document or PDF File Only
 - 1.5 line Spacing
 - 11-point Calibri font
 - 1-inch margins on all sides (top, bottom, left right)
 - Titles of each new section should be bolded, underlined and centered
 - Do not include graphics, photos, program booklets, brochures, etc. within your report
 - Save files as Mentor_Award_LastName_SectionName
 - Incomplete packages or those that exceed/do not follow the requirements will not be considered

Report Content:

- The report is limited to 500 words.
- Description of the individual’s mentoring activities within the region. This may include the Region E Mentoring Program, mentoring of professionals or collegiate in or outside of SWE, attendance at outreach events where the individual serves as a mentor, and similar activities. While the report should focus on events and activities between January 1, 2016 and December 31, 2016, historic information supporting the depth and breadth of the individual’s mentoring may also be submitted (i.e. individual has been a mentor to so-and-so for 5 years, individual has attended XYZ event for high school students for 3 years).

In writing the Report Content, please consider the following questions (all questions do not need to be answered, but a quality submission will seek to answer as many as possible):

- What impact has the nominee’s mentoring had on the community, SWE sections, or the region?
- What direct outcomes have resulted from their mentoring?
- What types of individuals has the nominee mentored (i.e. professionals, collegiate, high school students, SWE members, non-SWE members)?
- Does the nominee encourage others to mentor or become involved in mentoring activities? If so, how?

Judging Criteria:

60% Impact of nominee’s mentoring on individuals, SWE section/region, and their community
30% Nominee’s level of participation in activities related to mentoring
10% Report format



SWE EMPLOYEE RESOURCE GROUP (ERG) AWARD

The ideal section will have partnerships with one or more employee resource groups (ERGs) that mutually benefits both parties. This award collects best practices that can be featured in SWE Media.

Recognition

Award can be given to one section in Region E.

Submission Format:

- Please email all submissions to regioneawardprogram@gmail.com with the subject line ERG_Award_SectionName. Receipt will be confirmed via e-mail.
- Format for the Report must be as follows:
 - Create in a Word Document or PDF File Only
 - 1.5 line Spacing
 - 11-point Calibri font
 - 1-inch margins on all sides (top, bottom, left right)
 - Titles of each new section should be bolded, underlined and centered
 - Do not include graphics, photos, program booklets, brochures, etc. within your report; up to two (2) photos may be included in a separate document
 - Save files as ERG_Award_SectionName
 - Incomplete packages or those that exceed/do not follow the requirements will not be considered

Report Content:

- The report is limited to two pages.
- Description of the section's partnership and engagement with an ERG. Employee Resource Groups (ERGs) can be any organization at a company that organizes people from the workplace around a common goal. The partnership can be in any form such as a joint professional development event, sharing speakers, co-planning outreach events, or any type of support for a common goal.

In writing the Report Content, please consider the following questions (all questions do not need to be answered, but a quality submission will seek to answer as many as possible):

- What type of partnership was involved (joint event, shared training, etc)?
- What was SWE responsible for planning and what did the ERG plan? Include information on roles (for example if the SWE Section President is also the Events Chair on the ERG).
- How did the partnership benefit both SWE and the ERG? What percentage of the ERG are SWE members?
- What made the event successful? What would you change? How does the partnership plan to grow?

Judging Criteria:

45% SWE Participation: How SWE has helps the ERG

45% ERG Participation: How the ERG's participation helps SWE

10% Best Practice Sharing



This award recognizes sections with outstanding growth and retention of membership.

Recognition:

Certificates will be presented on behalf of Region E. Four awards in total will be given: two professional sections, large and small, and two collegiate sections, large and small.

Submission Format:

- No submission is required. All sections in the region will be evaluated.

Judging Criteria:

- Judging will be based on:
 - Professional Sections:
 - Retention: 75%
 - Growth: 25%
 - Collegiate Sections:
 - Retention: 45%
 - Growth: 55%