



Society of Women Engineers

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Outreach Awards Program 2009

Submission Instructions

Submission Deadline: July 1, 2009

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GENERAL INFORMATION

The Society of Women Engineers welcomes nominations for Outreach Awards. There are a variety of different outreach awards available for both professional and collegiate sections and Members at Large (MAL). Within this packet you will find details on the Outreach Event/Series Award, Girl Scouts Award, and the Connecting Educators to Engineering Award.

The Outreach Awards are sponsored by Kimberly Clark for collegiate sections and Corning for professional sections and MALs.

All submissions are to be submitted **ELECTRONICALLY** to awards@swe.org. Please note that for each award your section applies, a separate application must be submitted.

The nomination deadline is **July 1, 2009**. Awards will be presented at WE09 in Long Beach, CA.

Incomplete packages or those that exceed the requirements will be removed from consideration.

All award submissions are subject to be included as “Best Practices” in the future. The goal of the “Best Practices” is to create an avenue for sharing ideas amongst Sections and strengthening Sections’ efforts to meet the goals and objectives of the Society.

Specific questions concerning Outreach Awards can be directed to Tricia Walker at patricia.walker@swe.org

EVENT/SERIES AWARD

These awards recognize Professional and Collegiate Sections and MALs that have an outstanding event/series program. The Event/Series Award is not limited to a one-time only activity. It may be a series of programs with the same theme. Sections and MALs 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.

Recognition

Awards will be given to Collegiate Sections, Professional Sections, and MALs.

Note: Cash grants based on funds available will be distributed at the discretion of the Awards Committee.

Submission Format

- Please email all submissions in Word Document or PDF File only to awards@swe.org with the subject line **Outreach_EventSeries_SectionName**. Receipt will be confirmed via email.
- In 1,000 words or less please highlight your section’s outreach event/series program.
- Content for the Report should cover the **Report Content** of the award. The Report will be judged based on the requirements listed in **Report Content**.
- Format for the Report must be as follows:
 - Create Report in a Word Document or PDF File ONLY
 - 1.5 Line Spacing
 - 12-Point Times Roman New 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 File as ‘Outreach_EventSeries_SectionName’
 - Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

Report Content

- The Report is limited to 1,000 words and the following sections. Additional appendices can be provided. Titles of each new section should be bolded, underlined and centered; please title accordingly:
 - Title Page
 - Description of Overall Program
- 1. **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).
- 2. **Description of Event/Overall Program**:
 - a. Describe in detail your event/program.
 - b. Include the relevance of your event/program to SWE’s mission and goals.
 - c. Describe the program audience and the impact of the event on the participants, if applicable.
 - d. Describe how effective the program was in meeting its intended goals, if applicable.
 - e. Describe how the event was communicated, if applicable.

Judging Basis

- Quality of the program
- Relevance of the program to the mission and goals of SWE
- Effort expended and amount of preparation by the section or MAL region
- Participation in the program
- Effectiveness of the program
- Communication of the event

Additional Information

Any relevant publications about the event/program can be emailed in PDF Format to awards@swe.org with the subject line **Outreach_EventSeriesPubs_SectionName**. Please save files as ‘Outreach_EventSeriesPubs_SectionName’. Receipt will be confirmed via email.

GIRL SCOUTS AWARD

This award recognizes Professional and Collegiate Sections and MALs that have an outstanding Girl Scout 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.

Recognition

Awards will be given to Collegiate Sections, Professional Sections, and MALs.

Note: Cash grants based on funds available will be distributed at the discretion of the Awards Committee.

Submission Format

- Please email all submissions in Word Document or PDF File only to awards@swe.org with the subject line **Outreach_GirlScouts_SectionName**. Receipt will be confirmed via email.
- In 1,000 words or less please highlight your section’s Girl Scout program.
- Content for the Report should cover the **Report Content** of the award. The Report will be judged based on the requirements listed in **Report Content**.
- Format for the Report must be as follows:
 - Create Report in a Word Document or PDF File ONLY
 - 1.5 Line Spacing
 - 12-Point Times Roman New 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 File as ‘Outreach_GirlScouts_SectionName’
 - Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

Report Content

- The Report is limited to 1,000 words and the following sections. Additional appendices can be provided. Titles of each new section should be bolded, underlined and centered; please title accordingly:
 - Title Page
 - Description of Girl Scouts Program
- 1. **Title Page:** Include Title (Outreach 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).
- 2. **Description of Girl Scouts Program:**
 - a. Describe in detail your event/program.
 - b. Include the relevance of your event/program to SWE’s mission and goals.
 - c. Describe the program audience and the impact of the event on the participants, if applicable.
 - d. Describe how effective the program was in meeting its intended goals, if applicable.
 - e. Describe how the event was communicated, if applicable.

Judging Basis

- Quality of the program
- Relevance of the program to the mission and goals of SWE and MOU with the Girl Scouts
- Effort expended and amount of preparation by the section or MAL region
- Participation in the program
- Effectiveness of the program

Additional Information

Any relevant publications about the event/program can be emailed in PDF Format to awards@swe.org with the subject line **Outreach_GirlScoutPubs_SectionName**. Please save files as ‘Outreach_GirlScoutPubs_SectionName’. Receipt will be confirmed via email.

CONNECTING EDUCATORS TO ENGINEERING AWARD

This award recognizes Professional and Collegiate Sections and MALs that have an outstanding Connecting Educators to Engineering 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.

Recognition

Awards will be given to Collegiate Sections, Professional Sections, and MALs.

Note: Cash grants based on funds available will be distributed at the discretion of the Awards Committee.

Submission Format

- Please email all submissions in Word Document or PDF File only to awards@swe.org with the subject line **Outreach_ConnectingEducators_SectionName**. Receipt will be confirmed via email.
- In 1,000 words or less please highlight your section’s Connecting Educators to Engineering program.
- Content for the Report should cover the **Report Content** of the award. The Report will be judged based on the requirements listed in **Report Content**.
- Format for the Report must be as follows:
 - Create Report in a Word Document or PDF File ONLY
 - 1.5 Line Spacing
 - 12-Point Times Roman New 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 File as ‘Outreach_ConnectingEducators_SectionName’
 - Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

Report Content

- The Report is limited to 1,000 words and the following sections. Additional appendices can be provided. Titles of each new section should be bolded, underlined and centered; please title accordingly:
 - Title Page
 - Description of Connecting Educators to Engineering Program
- 1. **Title Page:** Include Title (Outreach Connecting Educators to Engineering 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).
- 2. **Description of Connecting Educators to Engineering Program:**
 - a. Describe in detail your event/program.
 - b. Include the relevance of your event/program to SWE’s mission and goals.
 - c. Describe the program audience and the impact of the event on the participants, if applicable.
 - d. Describe how effective the program was in meeting its intended goals, if applicable.
 - e. Describe how the event was communicated, if applicable.

Judging Basis

- Quality and innovation of the program
- Relevance of the program to the mission and goals of SWE
- Effort expended and amount of preparation by the section or MAL region
- Participation in the program
- Effectiveness of the program

Additional Information

Any relevant publications about the event/program can be emailed in PDF Format to awards@swe.org with the subject line **Outreach_ConnectingEducatorsPubs_SectionName**. Please save files as ‘Outreach_ConnectingEducatorsPubs_SectionName’. Receipt will be confirmed via email.