

Society of Women Engineers

2020 Call For Nominations

SWE Mission Awards



General Information

The Society of Women Engineers strives to recognize the successes of SWE members who enhance the engineering profession and advocate for women in engineering through contributions to industry, education and the community.

Inside this packet you will find information on the awards offered by the Society for groups of individuals working to further the SWE mission. A 'Nomination Checklist' is included for this award that details the requirements needed to fully complete a nomination package.

The term "SWE group" as used in this packet is defined as any group of Collegiate or Professional SWE members that support the SWE mission. This can include a SWE Section, SWE Affiliate, Members At Large, Affinity group, Corporate Employee Resource Group (ERG), or other group of SWE members.

Contact the Awards & Recognition Committee Chair at awards-chair@swe.org with any questions.

How to Complete the Nomination:

Nominators, follow these steps to successfully complete a nomination package:

- Collect all items listed in the 'Nomination Checklist' for the award selected.
- Fill out the appropriate 'Application' online: <https://app.smarterselect.com/programs/66338-Society-Of-Women-Engineers>
- **Submit the application online by June 30th, at 11:59 PM, Central Time.**
 - All packages MUST BE SUBMITTED by 11:59 PM, Central Time.
 - No exceptions will be made for late packages.
 - If you have issues with the SmarterSelect tool, you MUST contact the Awards Chair (awards-chair@swe.org) and include your completed application documents prior to the deadline in order for your application to be considered.

Important Information:

- All packages are to be submitted electronically through the application tool.
 - If sent to any other address, packages cannot be forwarded for you. It is your responsibility to submit packages per these guidelines.
- All award submissions are subject to be included as "Best Practices."
 - The goal of "Best Practices" is to create an avenue for sharing ideas amongst SWE members and strengthening member efforts to meet the goals and objectives of the Society.
 - A listing of past Best Practice winners may be found on the SWE website at <https://swe.org/awards/swe-mission-awards/>

Disqualification Criteria:

1. Applications that do not meet required minimums as stated in this document.
2. Applications exceeding stated maximum word count.
3. Applications that exceed the number of activities per category (1 key activity, and 3 supporting activities).
4. Applications with the same event listed in multiple categories.
5. Applications that do not use the current year Awards Application Form.
6. Applications with attachments exceeding the Reference Materials maximum page limit.

Notifications:

- Recipients will be presented at the SWE's Annual Conference. Visit [SWE.org](https://swe.org) for more information.

SWE Mission Awards

Objective:

These awards recognize SWE groups that embody SWE core values and demonstrate continuous improvement and growth as they work to achieve the Society's strategic goals.

SWE Core Values:

- Integrity
- Inclusive Environment
- Mutual Support
- Professional Excellence
- Trust

SWE Strategic Goals:

- **Professional Excellence**
 - Goal 1: SWE will be the premier resource for females in engineering and technology seeking growth and advancement at all stages of their careers.
- **Globalization**
 - Goal 2: SWE will be recognized as a global, inclusive organization, empowering females in engineering and technology regardless of geography or career stage.
- **Advocacy**
 - Goal 3: SWE will be the preeminent advocate for females throughout the engineering and technology pipeline.
- **Diversity & Inclusion**
 - Goal 4: SWE will champion diversity in the engineering and technology professions and will promote an inclusive environment.

Eligibility:

To be eligible for any of the SWE Mission awards the SWE Group Point of Contact (POC) must be an SWE member in good standing.

SWE Groups include, but are not limited to: Professional Sections, Collegiate Sections, SWE Affiliates, Members At Larges, Affinity Groups, and Corporate ERGs.

Recognition:

Nominees that demonstrate alignment with SWE core values and continuous improvement and growth, as they work to achieve the Society's strategic goals, will be awarded Gold, Silver, or Bronze for their overall achievements. In addition, nominees will receive Best Practice awards for outstanding actions or activities in a specific goal area(s) that best support SWE core values and strategic goals.

Submission Process:

A single nomination package enters you for consideration for both the General SWE Mission Awards (Gold, Silver or Bronze consideration) and SWE Mission Best Practices Awards.

The nomination tool: <https://app.smarterselect.com/programs/66338-Society-Of-Women-Engineers>

The following information constitutes a completed nomination package:

- A completed nomination form:
 - SWE Group Name
 - SWE Group Type
 - SWE Group Statistics (Total Number of Members, Estimated Number of Active Members, Number of Collegiate Members, Number of Professional Members)
 - Note: Active members are those members participating in activities regularly
 - SWE Group POC Contact Information (Name, Email, Telephone Number, SWE Member Number)
 - Note: The Group POC must be an SWE member in good standing to be considered for this

- award
- SWE Group Reference Materials (Attachment including Screenshots of Media sites, event photos, etc.)
 - Attachment should not exceed 5 pages saved in the following format:
MissionAwardAttachment_GroupName.pdf
- Completed Award Form saved in the following format: MissionAwardForm_GroupName.xls

Award Form Additional Information:

In Section 1 the nominee shall describe how their group embodies SWE Core Values of Integrity, Inclusive Environment, Mutual Support, and Professional Excellence and Trust. (300 Words Max)

Section 2 is organized by SWE Strategic goal and then Category as follows:

- **Professional Excellence**
 - Professional Development
 - SWE Resource Promotion
 - Leadership Development Within Group or SWE
- **Globalization**
 - Global
 - Membership Retention & Engagement **not limited to global activities*
 - Partnerships with Collegiates, Professionals, Industry, & Academia **not limited to global activities*
- **Advocacy**
 - Awards and Recognition
 - Outreach
 - Public Policy
- **Diversity & Inclusion**
 - Multicultural
 - Mentoring
 - Communication **not limited to D&I related activities*

Within each category nominees are required to provide information on up to four activities supporting the category. The Key Activity from each category will be considered for a Best Practice award. In addition, up to three Additional Activities that best demonstrate your support of SWE Core Values and SWE Strategic Goals shall be submitted to provide additional justification.

Each activity requires the following information:

- Date(s) – List the date or dates (if a recurring event)
- Meeting/Project/Program – List the name of the event
- Role of SWE Group
 1. Participated – Another organization hosted or planned the event, SWE members attended.
 2. Co-Sponsor – The event was hosted or planned by SWE in collaboration with another organization.
 3. Sponsor – SWE hosted or planned the event.
- New/Expanded/Continuous – Select whether this is a new event, an event that has been expanded in the current year, or a continuous event held each year.
- Total # of Participants – The total number of SWE and non-SWE event participants (including volunteers and attendees).
- # of SWE Participants – Total number of SWE participants (including volunteers and attendees).

Mission Awards Activity Documentation Sheet

Group Name:		
Section 1 20 points max	Describe how your group embodies SWE Core Values of Integrity, Inclusive Environment, Mutual Support, and Professional Excellence and Trust. (300 Words Max)	Word Count (300 Words Max)

Section 2 SWE Strategic Goal 1: Professional Excellence							
Each category 10 points max SWE will be the premier resource for females in engineering and technology seeking growth and advancement at all stages of their careers.							
Professional Development							
Key Activity							
Date(s)	Meeting/ Project/ Program	Detailed Description & Impact (250 Words Max)	Role of SWE Group 1 = Participated 2 = Co-Sponsor 3 = Sponsor	New/ Expanded/ Continous	Total # of Participants	# of SWE Participants	Word Count (250 Words Max)
Additional Activities							
Date(s)	Meeting/ Project/ Program	Description (30 Words Max)	Role of SWE Group 1 = Participated 2 = Co-Sponsor 3 = Sponsor	New/ Expanded/ Continous	Total # of Participants	# of SWE Participants	Word Count (30 Words Max)

For each activity identified remember to highlight the following:

- An overview and overall goals/objectives of the activity
- Alignment of the activity to the goals of the group and SWE
- Tangible measurements demonstrating the effectiveness of the activity
- Participation (Planning, Event Participants, Event Volunteers, Follow-up)
- Unique and/or innovative aspects of the activity conduct, planning or communication
- Partnerships between other groups (broader SWE community, corporations, STEM organizations, local schools, collegiate and professional members)

Below are some, but not all, things to consider relative to each strategic goal category:

- Professional Development
 - An event can be a single professional development meeting, workshop, a one-day seminar with a variety of workshops, or a series comprised of at least two events that have a common theme
- SWE Resource promotion
 - Use of Outreach Toolkit
 - Use of Program Development Grant
 - SWE Webinar Participation
 - Use of Leadership Competency Model
 - Use of SWE Career Center
- Leadership Development Within Group or SWE
 - Provide example of any ongoing participant tracking, goals vs achievements of the program or number of individuals participating.
 - Describe any review process and frequency of reviews, if any
 - Provide metrics around satisfaction with the program/event
 - Describe achievements in leadership development and sustainment
- Global
 - Do any of your events reach out globally
 - Diversity & Inclusion
 - Multicultural events

- Membership Retention & Engagement
 - Overview of recruitment, retention, engagement activities your group uses
 - Tangible measurements include: Sustained Members, Dropped Members, Engaged Members, Collegiate to Professional Transitioned Members, and Growth
- Partnerships between Collegiate, Professional, Industry, Academia, Other Organizations
 - What activities did you hold where you partnered with another organization
 - Describe the effectiveness of achieving goals
 - Did your group sponsor/lead, co-lead or participate
 - Is this an ongoing relationship or single event
 - Describe how you initiated the relationship/partnership
 - Describe how you defined the stakeholders
- Award & Recognition
 - Does your group have an awards program
 - Does your group submit its members for awards outside of your group
- Outreach
 - Age group of students
 - SWE Next promotion or resources used
 - Was SWE Outreach Toolkit used
 - Number of participants
- Public Policy
 - STEM promotion within the community
 - Local, state and/or federal government activities
 - Promoting STEM in local schools
- Multicultural
 - An event can be a single meeting or a series comprised of at least two events that have a common theme
 - Number of participants
 - How the event relates to Diversity and inclusion
- Mentoring
 - Participation rates in the program. (i.e. % of section/group leadership, % of membership, % of pipeline or mentoring participants actively participating or achieving individual goals.)
 - Number of participants and their roles (attendees, mentors, mentees, organizers, etc.)
 - If ongoing program, number of total events and dates
- Communication
 - Communications program to inform and develop its members and the general public
 - Forms of communications considered for this award include (but are not limited to) brochures, web pages, newsletters, blogs, podcasts, social media, press releases
 - Include examples of positive visibility for SWE

Award Judging Guidelines:

Points shall be awarded as follows:

- Section 1 – 20 points
- Section 2 – 12 categories at 15 points each = 180 points
- Total of 200 points

Award levels will be determined based on the following criteria:

- Bronze Award
 - Activities in 5 or more categories, where each strategic goal must have at least one activity entered.
 - 70 to 89 points earned
- Silver Award
 - Activities in 7 or more categories, where each strategic goal must have at least one activity entered.
 - 90 to 129 points earned
- Gold Award
 - Activities in 8 or more categories, where each strategic goal must have at least one activity entered.
 - > 130 points earned

Best Practice Awards will be determined from the Categories Key activity. A total of 3 awards per category may be awarded for Professional and Collegiate sections.