

Society of Women Engineers

2020 Call For Nominations

SWE Multicultural Awards



General Information

The Multicultural Awards celebrate a group of SWE members that demonstrate the strongest diversity advancement and inclusion. 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.

The Motorola Foundation Multicultural Awards are presented to professional SWE Groups and the Boeing Company Multicultural Awards are presented to collegiate SWE Groups for efforts to recruit/retain a diverse membership.

How to Complete the Nomination:

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

- Collect all required materials for the award selected.
- Fill out the ‘Application’ online using the SmarterSelect link listed under the appropriate award.
- **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.

Disqualification Criteria:

1. Applications that do not meet required minimums as stated in this document.
2. Applications exceeding stated maximum word count.
3. Applications with attachments exceeding the Reference Materials maximum page limit.
4. File type and naming conventions not properly followed.
5. Application includes graphics, charts, or pictures.

Important Information:

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 SWE members and strengthening member efforts to meet the goals and objectives of the Society.

Cash grants based on funds available will be distributed at the discretion of the Board of Directors.

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

MOTOROLA FOUNDATION MULTICULTURAL AWARDS

Objective:

These awards recognize Professional SWE Groups that have developed and implemented the best multicultural program that does one or more of the following:

- Increases or retains a diverse SWE membership
- Increases the exposure of engineering and the SWE organization to a diverse professional audience
- Increases the exposure of engineering and the SWE organization to the community through K-12 outreach programs.

A focus on diversity is defined as inclusion of individuals who add variety to the demographics of the target audience or SWE Group membership from its original makeup. Examples of demographic diversification include the increase and retention of:

- Individuals of color and various nationalities
- Individuals of gay, lesbian, bisexual, and transgender orientation (GLBT)
- Individuals of various age ranges
- Individuals with disabilities

Eligibility:

Awards may be given to Professional SWE Groups. This can include a SWE Section, SWE Affiliate, Members At Large, Affinity group, Corporate Employee Resource Group (ERG), or other group of SWE members.

Submission Process:

Prepare a report highlighting the submitting organization's multicultural program.

- Create Report in a Word Document or PDF File ONLY
- Save File as 'Multicultural_Motorola_OrganizationName'
- Format the document as follows:
 - 1.5 Line Spacing
 - 12-Point Times New Roman Font
 - 1-inch margins on all sides (top, bottom, left, right)
 - Titles of each new section should be bolded, underlined and centered
- Review the Disqualification Criteria listed on page 2.

Upload all submissions to <https://app.smarterselect.com/programs/66337-Society-Of-Women-Engineers>

Report Content:

The Report is limited to 2,000 words and should include the following sections. Titles of each new section should be bolded, underlined and centered, and in the following order:

- Title Page
- Executive Summary
- Membership Statistics
- Program Activities

Each section should include the following:

- Title Page
 - Include Title (Motorola Foundation Multicultural Award), submitting organization (SWE Group 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 SWE Group intends to implement.
- Membership Statistics
 - Include, to the best of your ability, the following statistics about your SWE Group membership and/or audience:
 - The number of members in your SWE Group
 - 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 Audience
- The number of attendees
- The number of attendees in each diversity group
- The total increase of diverse group attendance, as compared to previous years
- Program Activities
 - Describe the program differences from previous years' activities. Provide the types of recruiting and/or retention methods used which enhanced the SWE Group's diversity, or SWE's visibility. Also explain which methods were most successful.
 - Describe the potential benefits of this program. What benefits have already been achieved? How was the SWE Group's public visibility raised due to the recruiting and/or programming activities?
 - Describe any additional multicultural projects or programs outside SWE in which the SWE Group was involved during the year. Was the SWE Group involved in any joint events with a community and/or professional organization that enhanced the SWE Group's diversity? Are the SWE Group's recruiting and/or retention programs adaptable by other SWE Group?
 - Describe how this diversity program is adaptable.

THE BOEING COMPANY MULTICULTURAL AWARDS

Objective:

These awards recognize Collegiate SWE Group that have 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 SWE Group 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

Eligibility:

Awards may be given to Collegiate SWE Groups. This can include a SWE Section, SWE Affiliate, Members At Large, Affinity group, or other group of SWE members.

Submission Process:

Prepare a report highlighting the submitting organization's multicultural program.

- Create Report in a Word Document or PDF File ONLY
- Save File as 'Multicultural_Boeing_OrganizationName'
- Format the document as follows:
 - 1.5 Line Spacing
 - 12-Point Times New Roman Font
 - 1-inch margins on all sides (top, bottom, left, right)
 - Titles of each new section should be bolded, underlined and centered
- Review the Disqualification Criteria listed on page 2.

Upload all submissions to <https://app.smarterselect.com/programs/66337-Society-Of-Women-Engineers>

Report Content:

The Report is limited to 2,000 words and should include the following sections. Titles of each new section should be bolded, underlined and centered, and in the following order:

- Title Page
- Executive Summary
- Membership Statistics
- Program Activities

Each section should include the following:

- Title Page
 - Include Title (The Boeing Company Multicultural Award), SWE Group name, 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 SWE Group intends to implement.
- Membership Statistics
 - Include the following statistics about your SWE Group membership:
 - The number of members in your Collegiate SWE Group
 - 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 Collegiate SWE Group's diversity. Also explain which methods were most successful.
 - Describe the potential benefits that increased diversity provides your Collegiate SWE Group. What

benefits have already been achieved? How did the group's public visibility increase due to the recruiting and/or retention activities?

- Describe any additional multicultural projects or programs outside SWE in which the Collegiate SWE Group was involved during the year. Was the Collegiate SWE Group involved in any joint events with a community and/or professional organization that enhanced the Collegiate SWE Group's diversity? Are the Collegiate SWE Group's recruiting and/or retention programs adaptable by other Collegiate SWE Group?
- Describe how the Collegiate SWE Group's diversity program is adaptable.