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## **Multicultural Awards Program 2019**

### **Submission Instructions**

Submit the application online by June 30<sup>th</sup> which is the end of the SWE fiscal year. Packages **MUST BE RECEIVED** by 11:59 PM, Central Time. No exceptions will be made for late packages

### *Important Information*

1. All packages are to be submitted electronically through the application tool. If sent to any other address, they cannot be forwarded for you and will not be considered for this Award
2. Incomplete nomination packages or nomination packages that do not meet the award requirements will be disqualified

### *Notifications*

- Recipients will be announced at the Society of Women Engineers Annual Conference. Visit the society website for conference information

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## **GENERAL INFORMATION**

The Society of Women Engineers welcomes submissions for Multicultural Committee Awards. Within this packet you will find details on the Motorola Foundation Multicultural Awards and The Boeing Company Multicultural Awards.

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.

All submissions are to be submitted ELECTRONICALLY to <https://app.smarterselect.com/programs/59220-Society-Of-Women-Engineers> . Please note that for each award your SWE Group applies, a separate application must be submitted.

The nomination deadline is **June 30<sup>th</sup> which is the end of the SWE fiscal year. Packages MUST BE RECEIVED by 11:59 PM, Central Time.** Awards will be presented WE19 in Anaheim, CA.

To be considered, your package must be in submitted status. 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 SWE members and strengthening member efforts to meet the goals and objectives of the Society.

Specific questions concerning eligibility or requirements for the Multicultural Awards can be directed to the awards committee at [awards-chair@swe.org](mailto:awards-chair@swe.org).

For all other questions contact [awards@swe.org](mailto:awards@swe.org).

## **MOTOROLA FOUNDATION MULTICULTURAL AWARDS**

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

### Recognition

Awards may be given to Professional SWE Groups.

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

### Submission Format

Please upload all submissions in Word Document or PDF File only to <https://app.smarterselect.com/programs/59220-Society-Of-Women-Engineers> with the subject line Multicultural\_Motorola\_SubmittingOrganization. Receipt will be confirmed via email.

- In **2,000 words or less** please highlight the submitting organization's multicultural program.

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 New Roman 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 'Multicultural\_Motorola\_SubmittingOrganization'
- Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

### Report Content

The Report is limited to 2,000 words and the following sections. Titles of each new section should be bolded, underlined and centered; please title accordingly:

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

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.

Statistics: Include, to the best of your ability, the following statistics about your SWE Group membership and/or audience:

### Membership:

- 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**

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

### Recognition

Awards will be given to Collegiate SWE Group.

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

### Submission Format

Please upload all submissions in Word Document or PDF File only to <https://app.smarterselect.com/programs/59220-Society-Of-Women-Engineers> with the subject line Multicultural\_Boeing\_GroupName. Receipt will be confirmed via email.

In **2,000 words or less** please highlight your SWE Group's multicultural program.

- 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 'Multicultural\_ Boeing\_ SWEGroupName'
- Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

### Report Content

The Report is limited to 2,000 words and the following sections. Titles of each new section should be bolded, underlined and centered; please title accordingly:

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

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 was the Collegiate SWE Group's public visibility raised 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.