Guide for K-12 Educators: SWENext Clubs

Welcome

- What is the Society of Women Engineers (SWE)
  - For more than six decades, SWE has given women engineers a unique place and voice within the engineering industry. Our organization is centered around a passion for our members' success and continues to evolve with the challenges and opportunities reflected in today's exciting engineering and technology specialties.

  We invite you to explore the values, principles, and priorities that guide our initiatives and learn how together, WE can continue to make a lasting impact on the future.

- What is SWENext
  - SWENext is a way to become part of the Society of Women Engineers as a student through the age of 18. Joining is free. Any student 13 or older can become a SWENexter. For those younger than 13, a parent will need to be the primary contact.

- What are SWENext Clubs
  - SWENext Clubs are a way to connect with SWE members and other SWENexters in your area. It’s a fun opportunity to bring our SWENexters and other students together in person to get excited and learn more about STEM! Students of all age and genders are welcome and clubs can be formed from school groups, local friends, already established clubs and more. Your SWENext club can be any size with students in K-12 grades. You can work on projects that use engineering to help people in your community or compete in a competition like Future City Competition or FIRST Robotics Competition. Your club can be all about engineering outreach for younger students. The direction of your club is up to you!
Getting Started

- Registering a club
  - To register a SWENext Club, you must have a SWE member as an advisor. K-12 educators can serve as an advisor by joining SWE for a reduced rate as an Educator Member. Find your local SWE section to contact SWE members near you.
  - Checklist - info you need to register your club
    - Club name and location
    - Club Advisor’s name, email, and SWE member ID
      - You can get your member ID number by logging into SWE.org. If you do not have your login information, then choose "Retrieve a Lost Password" or "Forgot Your Password or Login ID". Enter your e-mail address and you will receive an email to re-set your password. Once you have logged in, your ID will display under your name in the upper right corner of the page. You may want to check your record to confirm your membership is current. If you are still unable to locate your I.D., please email membership@swe.org.
      - Links to club’s website and/or social media page(s)
      - Club description, age and number of members, and club associations
  - For more information, read our guide SWENext Clubs 101 – Let’s Get Started and SWE’s branding policy for SWENext Clubs.

- Finding an existing club
  - You can search for already established SWENext Clubs in your area at Find a SWENext Club

- Recruiting students
  - Reach out to other clubs and organizations that you already have a partnership like Girl Scouts, GEMs (Girls Excelling in Math and Science), NSBE Jr (National Society of Black Engineers), etc.
  - Connect with FIRST robotics and Lego League competitions.
  - Advertise your club (flyers/e-flyers) in local schools, community centers, etc.
  - Create a website with your group’s project
  - Create a social media account
  - Recruit college students for possible mentorship pairing opportunities for the club students

Questions? Contact us at outreach@swe.org
Overview of Responsibilities

- What it means to be a SWENext Club Advisor
  - Must be an adult SWE member (collegiate, professional, affiliate, and K-12 educator SWE membership)
  - The SWENext Club Advisor must support and provide guidance to SWENexters as needed by
    - encouraging club members to sign up for SWENext
    - connecting them with local SWE sections, collegiate and professional and local engineers
    - finding their local SWE section
    - assisting them in finding meeting location(s)
    - leading clubs in developing goals and focus for upcoming year/semester
    - communicating SWE’s resources to the club so they can be successful
  - There is not a fixed time commitment. The advisor specifies the time she will be able to allocate to meet with her club members. Virtual or in-person meetings may be scheduled. Once a month in-person meeting with club members is recommended.
  - The SWENext Club Advisor may seek monetary support for her club by submitting SWE Program Development Grants proposals through their SWE section for Outreach Events. She can also help her club members reach out to other nonprofit or private organizations willing to support them.

- What it means to be a Teacher associated with a SWENext Club that has a local SWE member as their Advisor
  - Teachers can provide a meeting space at the school and help with logistics and administration aspects of the club in terms of recruiting students, school funding, etc.
  - Teachers can facilitate hands-on activities
  - Teachers can identify opportunities for the club including events and competitions

- Time/resource commitment examples
  - This will be dependent on how often the club meets as well as the age range of the students.
  - Clubs will typically meet 1-2 times per month and possibly at a lower frequency during the summer months
  - The SWENext club advisor does not need to be at all meetings

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My SWENext Club is registered, now what?

- Mission statement
  - Define your goals
  - Top 3 next steps/actions

- Determine club logistics and structure:
  - Will there be leadership positions?
  - When will club meet, how often?
  - Where will the club meet?

- Have you leaders join appropriate social media pages

- Contact your local SWE section and start building your “SWE-lationships”

- Look for outreach events in your area
  - [http://societyofwomenengineers.swe.org/calendar](http://societyofwomenengineers.swe.org/calendar)
  - [https://theconnectory.org/](https://theconnectory.org/)

- Work with your school and/or SWE sections to obtain funding for your club

- Host an outreach event
  - Recommended for high school clubs only
  - Connect with your local SWE section for planning
  - Use Outreach Toolkit to assist in planning

- Set a list of activities your club would like to do. Think of all the different kinds of engineering and try those out! Things like:
  - Projects that use engineering to help people in your community
    - [http://pbskids.org/designsquads/](http://pbskids.org/designsquads/)
    - [https://www.engineergirl.org/](https://www.engineergirl.org/)
  - Compete in a competition
    - [Future City Competition](http://www.futurecity.org/)
    - [FIRST Robotics Competition](http://www.firstinspires.org/)
    - [SWE’s annual SWENext Club Challenge](http://www.societyofwomenengineers.swe.org/)

- Invite individuals from your local SWE section and companies to come for an info session, topics could include:
  - What does it look like to be a SWE member?
  - What does it mean?
  - Why stay involved with SWE through college and as a professional?
  - What does SWE offer?
  - How to apply to SWE scholarships and awards, explain how process works
  - How to continue with SWE once in college
  - What are the benefits
  - National/regional conferences

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Resources

- From SWE HQ
  - SWENextEd Facebook group
  - SWENext Facebook Fan Page
  - SWENextEd newsletters
- Getting the most out of a K-12 Educator Membership
  - K-12 outreach resources
  - Advance Learning Center
  - SWE’s blog, All Together
  - The Award-winning SWE Magazine
- From local SWE members
  - Use the SWE member directory to connect with your local SWE section both professional and collegiate
  - Connect with other STEM professionals on FabFems
- From other SWENext Clubs
  - Navigate the SWENext Clubs Map to reach out to other clubs for ideas and/or advice
  - Search for SWENext Clubs on social media to check out what other clubs are working on
    - Remember to tag #swenextclubs in your social media posts
- From partner organizations
  - http://tryengineering.org/lesson-plans
  - https://www.teachengineering.org/
  - http://www.discovere.org/our-activities
  - https://techbridgegirls.org/
  - https://www.engineergirl.org/

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SWE Branding Guide for SWENext Clubs

- The club must be advised by at least one registered member of the Society.
- The club must maintain their operations and images in such a way that is consistent with mission and core values of the Society.
- Any use of the Society of Women Engineers logo, name, or brand must be used in accordance with the Society’s Logo Policy and Guidelines.
  - Access Society of Women Engineers logos and promotional resources
- Any use of the SWENext logo, name, or brand must be used in accordance with the Society’s Logo Policy and Guidelines.
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