

# Society of Women Engineers

## 2020 CALL FOR NOMINATIONS

### WE Local Awards

#### **PROFESSIONAL**

*WE Local Legacy*  
*WE Local ELiTE*  
*WE Local New ELiTE*  
*WE Local Integrator*  
*Engaged Advocate*

#### **COLLEGIATE**

*Rising Star*  
*Guiding Star*

#### **GROUP**

*Outstanding Outreach Event*  
*Outstanding Professional Development Event*  
*Joint Professional/Collegiate Event*  
*Diversity & Inclusion Partner*  
*Sustaining Benefactor*  
*Group Growth*  
*Group Retention*

#### **PUBLIC POLICY AWARD**

**CHICAGO REGIONAL SECTION  
SPONSORED GRANT**

*WE Local Pieronek Memorial Public Policy  
Grant Award*



# General Information

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The Society of Women Engineers strives to recognize the successes of SWE members and individuals 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 recognized at the WE Local Conferences. Eligibility information is specific to each award and is included on the following pages. A 'Nomination Checklist' is included for each award that details the requirements needed to fully complete a nomination package.

Contact the Awards & Recognition Committee Chair at [awards-chair@swe.org](mailto:awards-chair@swe.org) with any questions.

## Steps to successfully complete a nomination package:

- Use this Award Guide to select the award that best suits the candidate.
- Verify the candidate meets the Objective and Qualification requirements for the award selected.
- Collect all items listed in the Nomination Checklist for the award selected.
- Fill out the appropriate application online at the link provided for the award selected.
- **Submit the application online by September 30<sup>th</sup> at 11:59 PM, Central Daylight Time.**
- **NO EXCEPTIONS WILL BE MADE FOR LATE PACKAGES.**

## Important Information:

- All packages are to be submitted electronically on-line as one compiled document.
  - *If sent to any other address, packages cannot be forwarded for you. It is your responsibility to submit packages per these guidelines.*
- Individuals are allowed to receive only **one** WE Local award per year. Groups are allowed to win more than one group award.
- Society level award winners are not eligible to receive the equivalent WE Local award (<https://welocal.swe.org/about/we-local-awards/>). However, WE Local Award winners **are** eligible to receive the equivalent Society level award.
- Incomplete nomination packages or nomination packages that do not meet the award requirements will be disqualified. Make sure all items in the Nomination Checklist are included in the award packet. See the Disqualification Criteria below for examples of grounds for disqualification.
- Packets shall be submitted with 12-point font, 1" margins, 1.5 line spacing. Resumes may be single spaced, but the font size and margin requirements apply.
- Several of our awards have requirements for years of experience. It is the responsibility of the nominator to calculate this information prior to submitting a nomination and ensuring that your candidate meets the requirement for the award. It is also recommended that this is clearly called out in their resume. **Packages will be disqualified if the nominee's resume appears to exceed the maximum experience level and there is no explanation of unemployment gaps.**
  - *Years of experience are counted as full and part-time work experience as of **June 30<sup>th</sup> of the current year.***
    - *For example: Packages submitted in September 2019 would count experience through June 30<sup>th</sup>, 2019.*
  - *Each year of part time work will count as one year of experience.*
  - *Periods of unemployment employment are not counted toward years of experience.*
  - *Each advanced technical degree obtained while not working full or part time counts as an additional year of experience toward this calculation.*
- **All letters of recommendation require some form of authentication from the author.**
  - *This can be a signature from the author, or an email header/chain showing that the letter originated from the author. This is considered an electronic signature.*
  - *Any letter without signature will be dropped from the package and may cause disqualification*

## Disqualification Criteria:

Applications may be disqualified based on the following:

- Applicant does not meet requirements listed in the Qualifications section, including years of experience.
- Application does not include the required documentation provided in the Nomination Checklist.
- Formal statement or supporting documents include graphics or pictures, unless specified in award description.
- Resumes and supporting documents exceed stated page limits.
- Supporting Letters do not include relationship of the recommender to the applicant.
- Supporting Letters do not include the proper authentication from the author.
- Award packages will only be accepted when submitted to their corresponding award-specific link provided with each award description in this Nomination Packet.

- For group award purposes, section size will be determined by the following:
  - *Small Section: ≤ 30 current SWE members in good standing*
  - *Medium Section: ≤ 100 current SWE members in good standing*
  - *Large Section: >100 current SWE members in good standing*

## Notifications:

- Recipients will be presented at one of the WE Local conferences.
  - *Recipients may choose which WE Local conference they would like to attend.*
  - *Conference location options can be found at [welocal.swe.org](http://welocal.swe.org).*
  - *If recipient fails to declare which WE Local for award presentation by December 15th then it will default to the location chosen in SmarterSelect*
  - *Due to the number of award recipients, WE Local cannot guarantee that the recipient will be recognized individually at the WE Achieve banquet.*
- Notifications will be made to nominators starting mid-November. If notification is not received by the middle of December, nominators are asked to contact the Awards Program Coordinator at [awards@swe.org](mailto:awards@swe.org).
  - *Upon notification, the nominator may announce the award selection to the award recipient, SWE section, company, family, and friends.*
- SWE Staff will request a high-resolution photograph of the award recipient (or team) upon notification of award selection. **Please do not submit individual photos with your submission.**

**NOTE:** It is important that nominators confirm that the phone number and email address provided on the nomination form is current and correct for both the nominee and nominator.

## Nominator Responsibilities:

- Submit each application online by September 30, 11:59pm CST. Please do not submit to an email address; your package cannot be forwarded. Your automated confirmation from the application system, Smarter Select, will be the receipt of your submission. We will not provide feedback on packages.
- Accurately complete the appropriate application online, confirming that the phone number and email address provided for both the nominee and nominator are current and correct. This information will be used for notification purposes (starting mid-November).
- Retain documentation for package including authentication for letters of recommendation (i.e. electronic signature - email chain of recommendation letters coming from source) should SWE inquire verification.
- Contact SWE Staff at [awards@swe.org](mailto:awards@swe.org) if the nominator's contact information changes after submittal.
- Inform the nominee of the result of their nomination.

# Award Guide

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Use this guide to select the award that is best suited for your nomination.

## PROFESSIONAL AWARDS

### [WE Local Legacy Award](#)

The WE Local Legacy Award recognizes SWE members who have made a significant contribution(s) to the Society of Women Engineers at all levels of the Society and the engineering profession for at least fifteen (15) years. A maximum of five (5) awards may be presented annually. *Only SWE Members are eligible for this award.*

### [WE Local ELiTE \(Emerging Leader in Technology & Engineering\) Award](#)

The WE Local ELiTE Award honors engineers who have been actively engaged in an engineering or technology profession and have ten (10) to fifteen (15) years of cumulative engineering experience. A maximum of fifteen (15) awards may be presented annually. *Only SWE Members are eligible for this award.*

### [WE Local New ELiTE \(Emerging Leader in Technology & Engineering\) Award](#)

The WE Local New ELiTE Award honors women or those who identify as women / female who have demonstrated outstanding technical performance, as well as leadership in SWE and the community, in the first ten (10) years of their career. A maximum of fifteen (15) awards may be presented annually. *Only SWE Members are eligible for this award.*

### [WE Local Integrator Award](#)

The WE Local Integrator Award honors individuals who have been instrumental in establishing a program for their organization to improve the ability of women engineers and other employees to integrate or balance work and family responsibilities. In so doing, the nominee has demonstrated recognition of the need for employees to integrate work, family and personal interests. A maximum of five (5) awards may be presented annually.

### [Engaged Advocate Award](#)

The Engaged Advocate Award honors individuals within the following categories contributed to the advancement or acceptance of women in engineering: K-12 Educator; Collegiate Educator/SWE Faculty Advisor/SWE Counselor; Entrepreneur, or STEM Professional. A maximum of twelve (12) awards may be presented annually.

## COLLEGIATE AWARDS

### [Guiding Star Award](#)

The Guiding Star Award recognizes exceptional collegiate leaders with at least two (2) years of SWE membership at the end of the previous fiscal year who have made outstanding contributions to SWE, the engineering community, their campus, and the community. A maximum of fifteen (15) awards will be presented annually. *Only SWE Collegiate Members are eligible for this award.*

### [Rising Star Award](#)

The Rising Star Award recognizes SWE collegiate members with less than 2 years of SWE membership at the end of the previous fiscal year who have made outstanding contributions to SWE, the engineering community, their campus, and the community. A maximum of fifteen (15) awards will be presented annually. *Only SWE Collegiate Members are eligible for this award.*

# Award Guide

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Use this guide to select the award that is best suited for your nomination.

## **GROUP AWARDS**

For the purpose of these awards, the term “SWE Group” as used in this packet is defined as any group of Collegiate or Professional SWE members that supports the SWE mission. This can include a SWE Section, SWE Affiliate (including community college affiliate groups and sections), Members At Large, Affinity Group, Corporate Employee Resource Group (ERG), or other group of SWE members.

### Outstanding Outreach Event Award

The Outstanding Outreach Event Award recognizes a group or groups who plan and carry out a high quality outreach event to inspire future engineers. A maximum of twelve (12) awards will be presented annually, two each to small, medium, and large professional sections or groups and two each to small, medium, and large collegiate sections or groups.

### Outstanding Professional Development Event Award

The Outstanding Professional Development Event Award recognizes a group or groups who plan and carry out a high quality professional development event to help women achieve their professional goals. A maximum of twelve (12) awards will be presented annually, two each to small, medium, and large professional sections or groups and two each to small, medium, and large collegiate sections or groups.

### Joint Professional/Collegiate Event Award

The Joint Professional/Collegiate Event Award is jointly bestowed upon a professional SWE Group and a Collegiate SWE group who have planned and implemented a joint SWE event between the two groups. A maximum of five (5) awards may be presented annually.

### Diversity & Inclusion (D&I) Partner Award

The Diversity & Inclusion (D&I) Partner Award recognizes groups that promote diversity and inclusion and shows commitment to SWE’s mission and goals. Nominees must fit one of the following categories: Diversity partner group (such as AISES, NSBE, SHPE, etc.); Employee Resource Group; and Small Company. Collegiate and Professional SWE sections are not eligible for this award. A maximum of twelve (12) awards may be presented annually.

### Sustaining Benefactor Award

The Sustaining Benefactor Award recognizes organizations that have provided significant support to SWE members and/or a SWE group through either financial methods and/or through volunteerism. A maximum of ten (10) awards may be presented annually.

### Group Growth Award

The Group Growth Award recognizes SWE groups that have demonstrated exceptional membership growth over the past year. No application process is necessary, as this award is determined based on SWE membership data. This award only recognizes SWE Sections, Affiliates, and MAL groups.

### Group Retention Award

The Group Retention Award recognizes SWE groups that have demonstrated exceptional membership retention over the past year. No application process is necessary, as this award is determined based on SWE membership data. This award only recognizes SWE Sections, Affiliates, and MAL groups.

## **PUBLIC POLICY AWARDS:**

### **Chicago Regional Section Sponsored Grant**

#### WE Local Pieronek Memorial Public Policy Grant Award

This award commemorates a long-time Chicago Regional Section member and includes a grant to be utilized for public policy programs, including but not limited to congressional visit days, training workshops, or visits to local legislators.

# WE Local Legacy Award

*Only SWE Members are eligible for this award*

## Objective

This award recognizes:

- Dedicated SWE members with 15+ years of service to SWE.

## Qualifications

The candidate will:

- Have a minimum of fifteen (15) years of increasingly important engineering experience indicating outstanding competency and achievement.
- Have at least fifteen (15) years of continuous SWE service and membership.
- Should be or have been active in Society activities at all levels of SWE.
- Have a current SWE membership in good standing.

## Judging Criteria

- 65% Career Technical and Leadership Achievements: Discuss the significance of the achievements cited on behalf of the nominee and the contributions of the nominee to the field of engineering. Describe how the nominee has impacted both the company that they work within as well as the teams they have led. Include discussion on the variety of leadership experiences across the organization, if applicable, and the impact on those teams.
- 35% SWE Leadership: Discuss the nominee's involvement in community or other organizations that promote the mission of SWE, positions within organizations, and SWE leadership experience.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60215-Society-Of-Women-Engineers>
- Formal statement (maximum 2500 words)
  - Must include the following sections with section headers:
    - Introduction
    - Career Technical and Leadership Achievements
    - SWE Leadership
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional Resume (maximum 3 pages)
- SWE Resume (maximum 3 pages)
- At least 2 (up to a maximum of 3) supporting letters:
  - One letter should be from an individual who can speak to the applicant's technical or professional expertise (such as a boss, colleague, client, etc.)
  - One letter should be from a SWE member who can address the applicant's contributions to SWE
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level Distinguished Service Award, Suzanne Jenniches Upward Mobility Award, or Achievement Award are not eligible to win this award.*

# WE Local ELITE (Emerging Leader in Technology & Engineering)

*Only SWE Members are eligible for this award*

## **Objective**

This award recognizes:

- A woman or individual who identifies as a woman / female with 10-15 years of experience who demonstrate technical excellence; and
- Consistent SWE involvement, including formal and informal leadership roles.

## **Qualifications**

The candidate will be:

- A SWE member in good standing for a minimum of 4 years.
- An individual who has been actively engaged in an engineering or technology profession for 10 -15 years.
- Someone who has demonstrated outstanding technical excellence resulting in significant accomplishments.
- A member who has demonstrated leadership excellence within the community.
- An individual who has demonstrated consistent SWE membership and participation with SWE activities.

## **Judging Criteria**

- 50% Professional Achievements Demonstrating Technical Leadership: Discuss the nominee's active engagement in an engineering or technology profession and achievements demonstrating leadership in their profession. This should include details on leadership roles, the responsibilities of this role, and tangible results of the project/team.
- 25% SWE Leadership: Discuss the nominee's involvement in the SWE community including events and/or activities and leadership roles. Emphasis should be given to activities in which the nominee was leading an event or activity.
- 25% Community Involvement and Leadership Activities: Discuss the nominee's involvement in the community including the leadership roles held in community activities. Emphasis should be given to activities in which the nominee was leading an event or activity.

## **Nomination Checklist**

- A completed application: <https://app.smarterselect.com/programs/60216-Society-Of-Women-Engineers>
- Formal statement (maximum 2500 words)
  - Must include the following sections with section headers:
    - Introduction
    - Professional Achievements Demonstrating Technical Leadership
    - SWE Leadership
    - Community Involvement and Leadership Activities
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional Resume (maximum 3 pages)
- SWE Resume (maximum 3 pages)
- At least 2 (up to a maximum of 3) supporting letter(s):
  - One letter may be from an individual who can speak to the applicant's technical or professional expertise (such as a boss, colleague, client, etc.)
  - One letter may be from a SWE member who can address the applicant's contributions to SWE
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level Emerging Leader Award are not eligible to win this award.*

# WE Local New ELiTE (Emerging Leader in Technology & Engineering)

*Only SWE Members are eligible for this award*

## Objective

This award recognizes:

- A woman or individual who identifies as a woman / female with less than 10 years of engineering experience who demonstrate technical excellence; and
- Strong SWE and community involvement.

## Qualifications

The candidate will:

- Be an active SWE member with less than 10 years of professional experience.
- Actively demonstrate leadership in SWE and their community.

## Judging Criteria

- 40% Professional Achievements: Discuss the nominee's active engagement in an engineering or technology profession and achievements demonstrating leadership in their profession. Include significant work experience and accomplishments.
- 40% SWE Leadership: Discuss in detail any applicable leadership experiences that demonstrate their leadership in SWE.
- 20% Community Involvement and Leadership: Discuss the organizations, positions within organizations, and specific activities that demonstrate the nominee's leadership efforts in the community.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60219-Society-Of-Women-Engineers>
- Formal statement (maximum 2500 words)
  - Must include the following sections with section headers:
    - Introduction
    - Professional Achievements
    - SWE Leadership
    - Community Involvement and Leadership Activities
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional Resume (maximum 3 pages)
- SWE Resume (maximum 3 pages)
- At least one (up to a maximum of 3) supporting letter(s), which can address the following topics, with a maximum of one letter dedicated per category below:
  - One letter may be from an individual who can speak to the applicant's technical or professional expertise (such as a boss, colleague, client, etc.)
  - One letter may be from a SWE member who can address the applicant's contributions to SWE
  - One letter may be from a leader who can address the applicant's contributions to the community
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level SWE Distinguished New Engineer Award are not eligible to win this award.*



# WE Local Integrator

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## Objective

This award recognizes:

- Individuals who have established a program for their organization promoting work/life integration.

## Qualifications

The candidate will:

- Have established a program for an organization to improve the ability of engineers and other employees to integrate or balance work and family responsibilities.

## Judging Criteria

- 35% Purpose of the Program: Discuss the program details, including considerations for implementation, assessment of managerial support, and obstacles to implementation. Include a description of the organization benefitted, including number of employees. Also include a discussion on the perceived and actual benefits. The nominee's leadership and initiative in introducing a new work life integration policy should also be discussed.
- 35% Impact of the Program: Provide the percentage of employees eligible for the specified benefit and include evidence of organizational support of advancing employees who have taken advantage of work- life options. Also discuss the program's potential to increase the retention and promotion of women in technical and technical management positions in the organization.
- 20% Successes and Challenges: Discuss areas that were most successful and any challenges the nominee had to overcome during the establishment and implementation of the program. Provide any personal anecdotes in this section.
- 10% Leadership and Community Involvement: Describe participation in business, professional, community, and/or civic organizations.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60218-Society-Of-Women-Engineers>
- Formal statement (maximum 1500 words)
  - Must include the following sections with section headers:
    - Introduction
    - Purpose of the Program
    - Impact of the Program
    - Successes and Challenges
    - Community Involvement and Leadership Activities
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional Resume (maximum 3 pages)
- SWE Resume (optional, maximum 3 pages)
- At least 1 (up to a maximum of 3) supporting letter(s), including at least one of the following:
  - One letters may be from an employee who has benefited from the program
  - One letter may be from a SWE member or workplace leader and should discuss the positive impact on women in engineering in the organization
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level Work/Life Integration Award are not eligible to win this award.*

# Engaged Advocate

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## Objective

This award recognizes:

- Individuals who have contributed significantly to the advancement or acceptance of women in engineering and belong to one of the following categories:
  - K-12 Educator
  - Collegiate Educator, SWE Faculty Advisor, or SWE Counselor
  - Entrepreneur
  - STEM Professional
- An effort will be made to recognize groups in each category.

## Qualifications

The candidate will:

- Have made a personal impact in the acceptance and advancement of women in engineering or an engineering related field.
- Have developed or contributed to programs to promote, advance, and encourage women in STEM related fields.

## Judging Criteria

- 10% Career Achievements: Discuss the nominee's active accomplishments in the field of engineering, engineering management, engineering education, or relevant STEM field.
- 60% Advancement of Women: Discuss the nominee's activities and significance in advocating objectives consistent with SWE's mission within their business organization, educational institute and/or organizations in their community, such as local schools, Girl Scouts, etc. Provide evidence of their accomplishments serving as a role model and where the individual's efforts have made a difference and left a positive impression of women and engineering as a profession of choice. Include any contributions to the public's awareness of engineering as a profession for women. Also include how the nominee has informed the public, the engineering profession, and employers of women's contributions to the fields of engineering and/or engineering management.
- 30% Program Involvement: Discuss the specific programs developed under the nominee's direction or participated in by the nominee.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60212-Society-Of-Women-Engineers>
- Formal statement (maximum 2500 words)
  - Must include the following sections with section headers:
    - Introduction
    - Career Achievements
    - Advancement of Women
    - Program Involvement
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional resume (maximum 3 pages)
- At least 1 (up to a maximum of 3) letter(s) of support, with at least one of these coming from a woman who has been impacted by the nominee's contributions to advance women in STEM
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level Advocating Women in Engineering Award are not eligible to win this award.*

# Guiding Star (Exceptional Collegiate Leader)

*Only SWE Members are eligible for this award*

## Objective

This award recognizes:

- Collegiate SWE members for more than 2 years in good standing; and
- Leaders in SWE, whether holding a formal position or not.

## Qualifications

The candidate will:

- Have been a SWE member for at least 2 years as of June 30 of the application year.
- Be a current undergraduate or graduate student studying engineering, engineering technology, or computer science.
- Have a minimum GPA of 3.0/4.0.
- Be engaged on their campus and in their community.

## Judging Criteria

- 50% SWE Involvement: Include details about the nominee's outstanding leadership in SWE activities at all levels of the Society.
- 20% Engineering Society Involvement: Include details about the nominee's leadership and participation in other engineering societies.
- 10% Campus Activities: Include details about the nominee's leadership and participation in other organizations at the academic institution.
- 10% Community Involvement: Include details about the nominee's leadership and participation in other organizations in the community.
- 10% Academic and Technical Achievements: Academic information should include school name, location, degree, and expected graduation date. Include any previous degrees, if applicable. Technical information should include specific examples of applicable technical accomplishments. Also include any examples of recognition, honors, and awards that support the nomination.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60213-Society-Of-Women-Engineers>
- Formal statement (maximum 1500 words)
  - Must include the following sections with section headers:
    - Introduction
    - SWE Involvement
    - Engineering Society Involvement
    - Campus Activities
    - Community Involvement
    - Academic and Technical Achievements
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional resume (maximum 1 pages)
- SWE Resume (optional, but recommended, maximum 3 pages)
- At least 1 (up to a maximum of 3) letter(s) of support
  - May be from a leader in the applicant's SWE group, a professor or administrator at the applicant's school, SWE counselor or faculty advisor, a professional SWE member or another member of the applicant's SWE group
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level Outstanding Collegiate Member Award are not eligible to win this award.*

# Rising Star (Future Collegiate Leader)

*Only SWE Members are eligible for this award*

## Objective

This award recognizes:

- Collegiate SWE members for less than 2 years in good standing.
- Leaders in SWE, whether holding a formal position or not.

## Qualifications

The candidate will:

- Be a SWE member with less than 2 years of experience in SWE as of June 30 of the application year.
- Be a current undergraduate or graduate student studying engineering, engineering technology, or computer science.
- Have a minimum GPA of 3.0/4.0.
- Be engaged on their campus and in their community.

## Judging Criteria

- 50% SWE Involvement: Include details about the nominee's outstanding leadership in SWE activities at all levels of the Society.
- 20% Campus Activities: Include details about the nominee's leadership and participation in other organizations at the academic institution.
- 15% Community Involvement: Include details about the nominee's leadership and participation in other organizations in the community.
- 15% Academic and Technical achievements: Academic information should include school name, location, degree, and expected graduation date. Include any previous degrees, if applicable (particularly for graduate student nominees). Technical information should include specific examples of applicable technical accomplishments. Also include any examples of recognition, honors, and awards that support the nomination.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60210-Society-Of-Women-Engineers>
- Formal statement (maximum 1500 words)
  - Must include the following sections with section headers:
    - Introduction
    - SWE Involvement
    - Campus Activities
    - Community Involvement
    - Academic and Technical Achievements
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Professional resume (maximum 1 pages)
- SWE Resume (optional, but recommended, maximum 3 pages)
- At least 1 (up to a maximum of 3) letter(s) of support
  - May be from a leader in the applicant's SWE group, a professor or administrator at the applicant's school, SWE counselor or faculty advisor, a professional SWE member or another member of the applicant's SWE group
- Biography (maximum 100 words)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

*Past winners of the Society-level Outstanding Collegiate Member Award are not eligible to win this award.*

# Outstanding Outreach Event

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## Objective

This award recognizes:

- A group or groups who plan and carry out high quality outreach events that inspire young people to see engineering as a force for good.

## Qualifications

- Must be a group, as defined in the Award Guide
- Event must have occurred during the previous fiscal year.

## Judging Criteria

- 25% Originality: Discuss the event, including the history of the event and whether it was new or legacy. Discuss the preparation and planning required to execute the event.
- 50% Impact: Discuss the total number of youth impacted, including the percentage of girls overall and other relevant statistics to demonstrate the impact of the event.
- 25% Sustainability: Discuss the ability for the group to continue this event in future years, its repeatability, and its standardization as a model. Discuss the ability for students to connect to it on a regular basis.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60289-Society-Of-Women-Engineer>
- Formal statement (maximum 2000 words)
  - Must include the following sections with section headers:
    - Introduction
    - Originality
    - Impact
    - Sustainability
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Photos and/or supporting documentation (optional, 5 pages maximum)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

# Outstanding Professional Development Event

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## Objective

This award recognizes:

- A group or groups who plan and carry out high quality professional development events that help SWE members achieve their professional goals and aspire to professional success.

## Qualifications

- Must be a group (as defined in the Award Guide) in good standing with SWE.
- Event must have occurred during the previous fiscal year.

## Judging Criteria

- 25% Originality: Discuss the event, including the history of the event and whether it was new or legacy. Discuss the preparation and planning required to execute the event.
- 50% Impact: Discuss the total number of people impacted, including the percentage of women or individuals who identify as women / female overall and other relevant statistics to demonstrate the impact of the event.
- 25% Sustainability: Discuss the ability for the group to continue this event in future years, its repeatability, and its standardization as a model.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60217-Society-Of-Women-Engineers>
- Formal statement (maximum 2000 words)
  - Must include the following sections with section headers:
    - Introduction
    - Originality
    - Impact
    - Sustainability
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Photos and/or supporting documentation (optional, 5 pages maximum)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

# Joint Professional/Collegiate Event

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## Objective

This award recognizes:

- An outreach, professional development, or other SWE event or events planned and implemented by both a professional and collegiate SWE group.

## Qualifications

- Held an event with planning and member support provided by both a professional and collegiate SWE group.
- Each group must contribute at least 25% of the effort of planning and volunteer support.
- Award is presented to both the professional and collegiate group.

## Judging Criteria

- 20% Program Description: Describe the program, the schedule of the program, and the goals of the program.
- 30% Relevance of the Program: Describe how the program relates to the core values or goals of SWE.
- 30% Effort Expended by SWE Members: Discuss the planning and implementation of the program by SWE members
- 20% Participation and Effectiveness of the Program: Discuss the number of attendees, the percentage that were women or those identify as women / female, and the impact of the program on all who attended.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60220-Society-Of-Women-Engineers>
- Formal statement (maximum 2000 words)
  - Must include the following sections with section headers:
    - Introduction
    - Program Description
    - Relevance of the Program
    - Effort Expended by SWE Members
    - Participation and Effectiveness of the Program
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Photos and/or supporting documentation (optional, 5 pages maximum)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

# Diversity & Inclusion (D&I) Partner

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## Objective

This award recognizes:

- Groups that promote diversity and inclusion and show commitment to SWE and/or SWE's mission and goals.
- Organizations must fit in one of the following categories (an effort will be made to recognize groups in each category):
  - Diversity Partner Group (such as chapters or sections of AISES, NSBE, SHPE, etc.)
  - Employee Resource Group (ERG)
  - Small Company

## Qualifications

The organization will:

- Have made significant impacts in the acceptance and advancement of women and those who identify as women / female and in the promotion of diversity and inclusion in engineering or an engineering-related field.
- Have developed or contributed programs to promote, advance, and encourage women in STEM related fields.
- For Employee Resource Groups: ERG members exhibit strong ties to SWE and SWE's mission, including SWE membership.
- For small companies: A small company with 500 or fewer employees.
- For diversity partner groups: A group from an organization or professional society designed to promote inclusion and diversity.

## Judging Criteria

- 15% Diversity of Membership/Employees: Discuss the methods used to retain a diverse membership or workforce. Include the approximate percentage of the group who are SWE members.
- 40% Exposure to Students and Professionals: Discuss the exposure of group members or employees to student groups (K-12 and collegiate) and/or professionals and the influence they have on those groups, particularly with SWE- or STEM-related events and events geared towards promoting a diverse workforce.
- 45% Advancement of Women: Discuss the nominee's contributions toward advancing women in engineering. In particular, initiatives and contributions to change in the corporate culture and how it has impacted the acceptance and/or advancement of women in the engineering field. Include supporting metrics where available and relevant.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60209-Society-Of-Women-Engineers>
- Formal statement (maximum 2000 words)
  - Must include the following sections with section headers:
    - Introduction
    - Diversity of Membership
    - Exposure of Students and Professionals
    - Advancement of Women
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Photos and/or supporting documentation (optional, 5 pages maximum)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*



# Sustaining Benefactor

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## Objective

This award recognizes:

- Organizations that have provided significant support to SWE members and/or a SWE group.

## Qualifications

- A company or organization that has provided ongoing support (in more than one instance) to SWE (e.g. section, MALs, SWE Next, etc.), either financially or through volunteerism.

## Judging Criteria

- 60% Support: Describe the type of support that the organization has provided, including details on if it is financial, in-kind donations, or other forms of support.
- 40% Impact to SWE: Outline the impact that the support has had to SWE, noting whether it is a SWE section, MAL, SWE Next club, or the Society.

## Nomination Checklist

- A completed application: <https://app.smarterselect.com/programs/60204-Society-Of-Women-Engineers>
- Formal statement (maximum 2000 words)
  - Must include the following sections with section headers:
    - Introduction
    - Support
    - Impact to SWE
    - Conclusion
  - Headers are required for the formal statement
  - Headers are included in the word count.
- Photos and/or supporting documentation (optional, 5 pages maximum)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

*All above nomination materials must be compiled into one document and saved using the following naming format: AwardTitle\_NomineeLastName.*

# Group Growth

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## **Objective**

This award recognizes:

- SWE groups that demonstrate exceptional growth.

## **Qualifications**

- Must be a SWE group (section, affiliate, or MAL) in good standing.
- Group growth for the previous fiscal year must be in the top 1% for all SWE groups.

## **Judging Criteria**

- Based on membership numbers pulled by SWE HQ.

## **Nomination Checklist**

- No application or nomination required.

# Group Retention

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## **Objective**

This award recognizes:

- SWE groups that demonstrate exceptional membership retention.

## **Qualifications**

- Must be a SWE group (section, affiliate, MAL) in good standing.
- Group retention for the previous fiscal year must be in the top 1% for all SWE groups.

## **Judging Criteria**

- Based on membership numbers pulled by SWE HQ.

## **Nomination Checklist**

- No application or nomination required.

# **WE Local Pieronek Memorial Public Policy Grant Award**

*Only SWE Members are eligible for this award*

## **Objective**

This award is utilized to issue a grant that will be used for a public policy event. The grant will be awarded to:

- A SWE member who has identified a means of promoting diversity via public policy programs, including but not limited to congressional visit days, training workshops, or visits to local legislators, with the intent that the funds will be used toward the program or travel.

## **Qualifications**

The candidate will be:

- A SWE member in good standing.
- Planning or have planned within the last year a public policy outreach event or a visit day with a legislator/legislators.

## **Judging Criteria**

- 50% Use of Funds: The impact these funds will have on public policy for the promotion of diversity. Discuss this in the “How would you use the funds?” question in the application.
- 50% Need: The need for these funds to implement the event, program, or visit. Discuss this in the “How much do you expect to spend on this event” question in the application.

## **Nomination Checklist**

- A completed application: <https://app.smarterselect.com/programs/60211-Society-Of-Women-Engineers>
- Answers to the following questions (located within the application link):
  - How would you use the funds? (250 words max)
  - How much do you expect to spend on this event? What is the rough breakdown? (250 words max)
  - What cost-minimizing actions are you taking? (250 words max)
  - Additional info (250 words max)
- **Check the list of Disqualification Criteria on page 2 before submitting the application.**

## **Additional Information**

Cathy Pieronek was a SWE Fellow and Chicago Regional Section member who was passionate about public policy and a nationally-recognized expert in Title IX issues. An endowment was established in her memory after her sudden passing in 2015. Up to \$500 a year can be granted to support the outlined activities noted in this award description. The recipient of the grant will be recognized at a WE Local of his or her choosing. Upon receiving the award, further instruction will be provided by the Awards and Recognition Committee to receive the grant funds.