

# SWE NEXT CLUBS



## Guide for SWE Sections: SWENext Clubs

SWE Section members should use their connections (people, companies, engineering experience) to support SWENext clubs and demonstrate to girls their importance and the need for girls in engineering.

### Welcome

- 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!

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## Getting Started

- Registering a club
  - To register a SWENext Club, you must have a SWE member as an advisor. Professionals, collegiates and educator members can all serve as advisors. 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](mailto: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 schools you already have contact with or teachers you know
  - 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](mailto:outreach@swe.org)

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## Overview of Responsibilities

- What it means to be a SWENext Club Advisor
  - 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
- SWENext Club Advisor's role
  - The main roles of a SWENext Club Advisor are: to support the club, to represent SWE and to communicate SWE's resources to the club
  - There is a not 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.
    - 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
  - Being an advisor could be a partnership between the SWE Member and the club's K-12 educator—the educator is the hand on day to day support
  - The SWENext Club Advisor may seek monetary support for her club by submitting [SWE Program Development Grants](#) proposals for Outreach Events. She can also help her club members reach out to other nonprofit or private organizations willing to support them.

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## Overview of Responsibilities cont'd

- SWE section members may also support a club without being an advisor by hosting a SWE info session. Topics may 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
- SWE Sections may host events for multiple clubs in the area around:
  - Information- providing information about SWE or their collegiate/ professional section
  - Competitive- a 1 day or more competition between clubs in a near-by area
    - [Check out our current national club challenge](#)
  - Logistics & Leadership- for club leaders on succession planning and how to structure your club roles for the best results
  - [Promote your section event](#) to local SWENext Clubs and members!

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## My SWENext Club is registered, now what?

- Mission statement
  - Defining goals
  - Top 3 next steps/actions
- 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
- Look for outreach events in your area
  - <http://societyofwomenengineers.swe.org/calendar>
  - <https://theconnectory.org/>
- Helping the club to host an outreach event
  - Recommended for high school clubs only
  - Use [Outreach Toolkit](#) to assist in planning
- Setting a list of activities that the club may do by thinking of all the different kinds of engineering like:
  - Projects that use engineering to help people in your community
    - <http://pbskids.org/designsquad/>
    - <https://www.engineergirl.org/>
  - Compete in a competition
    - [Future City Competition](#)
    - [FIRST Robotics Competition](#)
    - [SWE's annual SWENext Club Challenge](#)

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## Resources

- From SWE HQ
  - [SWENext Facebook Fan Page](#)
  - [SWENextEd newsletters](#)
  - [K-12 outreach resources](#)
  - [Advance Learning Center](#)
  - [SWE's blog, All Together](#)
  - [The Award-winning SWE Magazine](#)
- 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](#)
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