



Dear Endowed Scholarship Donor:

Thank you for your support of the Society of Women Engineers (SWE) endowed scholarship program. SWE is the driving force that establishes engineering as a highly desirable career aspiration for women. SWE empowers women to succeed and advance in those aspirations and receive the recognition and credit for their life-changing contributions and achievements as engineers and leaders. The scholarship program is one of SWE's most visible and successful programs in inspiring young women to enter and complete undergraduate and graduate engineering programs. This includes candidates who identify as a female/woman.

The CAWMSET study indicates that a lack of financial resources is one of the causes of the weak retention of women in engineering programs. Through a scholarship, your financial support can make the difference for a woman beginning or continuing her engineering studies. Another factor in weak retention of women is low self-confidence. The recognition and "vote of confidence" – an integral component of every scholarship awarded – improves the recipient's self-confidence.

SWE scholarships are promoted to high school and college students throughout the United States. SWE's promotion highlights the opportunities for women in engineering. When young women, parents, teachers, and guidance counselors see the number of scholarships offered through SWE by leading corporations and foundations, as well as individuals and SWE sections, they understand the value sponsors place on increasing the number of women in engineering. Your commitment to a diverse engineering workforce is made visible to engineering students, college faculty and administrators, and the general public by attaching your name to a scholarship.

Attached, please find a form to document the parameters and selection criteria for your SWE scholarship. Multiple scholarships with the same value and same selection criteria can be submitted on one form. Please submit a separate form for each scholarship or set of scholarships with differing criteria or value.

The instruction sheet provides background on how the information on this form will be used to promote the scholarship and select the candidate. There are a number of options for customizing the criteria to meet your specific interests. However, the more restrictive the complete set of criteria becomes, the smaller the pool of candidates.

Please submit the completed scholarship criteria form to the SWE Board of Trustees Scholarship Liaison via email at [bot-scholarships@swe.org](mailto:bot-scholarships@swe.org) for review. Once your criteria have been accepted, please send payment via check with a copy of the agreed criteria form to the SWE Board of Trustees at the following address: SWE-EFI, c/o Mary Studlick, 424 Vanderbilt Lane, Portsmouth, RI 02871. Stock is also transferable; please contact the Board of Trustees through Mary Studlick at [treasurer.trustees@swe.org](mailto:treasurer.trustees@swe.org).

Thank you for your support of the Society of Women Engineers endowed scholarship program.

Sincerely,

Society of Women Engineers Board of Trustees

## SOCIETY OF WOMEN ENGINEERS ENDOWED SCHOLARSHIP PROGRAM SPONSOR INFORMATION AND CRITERIA INSTRUCTIONS

Please complete a separate form for each endowed scholarship with different value or different selection criteria. If submitting this form electronically, please mark the appropriate selections with an "x" in the boxes or lines provided and fill in the blanks.

The following descriptions of the fields in the attached Endowed Scholarship information form are provided to ensure we best match your objectives to our endowed scholarship description and selection.

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### **Steps to Endowing a SWE Scholarship:**

1. Contact [bot-scholarships@swe.org](mailto:bot-scholarships@swe.org) to communicate your interest in endowing
2. Send the funds to the BOT Treasurer
  - a. Send a payment via check with a copy of the endowed scholarship criteria form to the SWE Board of Trustees at SWE-EFI, c/o Mary Studlick, 424 Vanderbilt Lane, Portsmouth, RI 02871.
  - b. Transfer of stock: Stock is also transferable; please contact the Board of Trustees Treasurer at [treasurer.trustees@swe.org](mailto:treasurer.trustees@swe.org) for more information.
3. Submit the Endowed Scholarship Criteria Form for review:
  - a. Upon completion please send to the SWE Board of Trustees Scholarship Liaison via email at [bot-scholarships@swe.org](mailto:bot-scholarships@swe.org) by June 30 of the year you endow.
4. Submit a biography and send a photo:
  - a. Send a biography and photo via email at [bot-scholarships@swe.org](mailto:bot-scholarships@swe.org) by June 30 the year you endow.
  - b. Complete this online form <https://forms.gle/mJ4wvN4gLk9q4vJN8> or send a word document that includes the year, city, and state where honoree was born, year of passing or if living, degrees (university names, years graduated, degrees awarded), description career, description of SWE leadership, description of other achievements/affiliations, and other notes about honoree's life.
  - c. If this scholarship is named after a section or organization and not an individual, please contact us for a different format.

### **Endowed Scholarship Specification**

***Change for a continuing endowed scholarship:*** If a continuing scholarship's criteria are being modified or are incorrect, please mark the changes directly on the form or edit the electronic form.

***Additional donation for existing endowed scholarship:*** If adding to the endowment for an existing scholarship, please select this option and note the donation amount below.

***Scholarship Name:*** This is the exact designation that will be used in promotion of the scholarship. Scholarships are typically named either for the sponsor or in memory of an individual.

***# of scholarships if donation is \$50,000 or more (place # in box):*** Specify the number of scholarships if the donation is US\$50,000 or more as each \$25,000 donation endows a \$1,000 scholarship.

***# of years renewable (0-5 years) (place # in box):*** Indicate the number of years up to 5 that a candidate will be awarded the annual value of the scholarship, if she continues to meet the scholarship criteria. Leave blank or set to 0 if not renewable.

***Applying matching gifts from a corporation. Name of Corporation:*** If you are applying matching gifts to the endowment, please x the box, and note the name of the corporation/organization providing the matching gift

***Enclosed corporate matching gifts form. Amount of matching gift \$:*** Note if you are enclosing the matching gift form or will send it separately. Also specify the amount of the match, as some corporations have a maximum.

***Amount of original endowment or additional donation for an existing endowment: \$\_\_\_\_\_:*** Please fill in the original dollar value submitted to endow the scholarship(s), or the additional donation for an existing endowment.

## **SOCIETY OF WOMEN ENGINEERS ENDOWED SCHOLARSHIP PROGRAM SPONSOR INFORMATION AND CRITERIA INSTRUCTIONS**

***Class and Student Status:*** All students must have full-time student status, which is determined by their university or college. Incoming freshmen have no college record, therefore SWE uses different judging processes for freshmen from other (i.e., upper class and graduate) students and different application deadlines for applications for freshmen from other students. Therefore, scholarships designated for freshmen can only be for freshmen. Other scholarships can be designated for any single class or any combination of classes for students entering sophomore, junior, senior or graduate year. Reentry and non-traditional candidates may be in any year and may be part time students. Reentry candidates are pursuing an engineering education after having been out of school and out of the workforce for 2 years, while non-traditional candidates are only required to have been out of school for two years.

***Community College Students:*** Students attending ABET accredited engineering programs at community colleges and earning a general degree that will transfer to an ABET accredited engineering program are eligible; the student may be asked to provide a signed statement with their intent to transfer to an ABET accredited engineering program. High school students who will not be Freshman the following academic year are not eligible for community college scholarships.

***Endowed Scholarship Donor Information:*** If the donor is an entity, such as a SWE group or a corporation, please complete the first two lines. Individual donors should begin at the third line. This information will be used to contact and recognize the donor.

### **Endowed Scholarship Selection**

The selection criteria are used to identify the pool of candidates for a specific scholarship. Although these criteria are valuable to targeting specific groups, if the criteria become extremely restrictive, then the candidate pool will be very small. If the complete set of criteria does not generate a qualified candidate, SWE reserves the right to adjust the preferences categories.

***Scholarship selection method:*** All scholarships will be selected at the Society level unless they are endowed by a Recognized SWE Section. If the scholarship is being endowed by a Recognized SWE Section, please select either Society Level Selection or Local Selection.

### **Candidate Attributes**

***Minimum GPA:*** No less than 3.5 GPA for freshmen applicants and 3.0 for all other applicants. If a scholarship is designated for re-entry students only, then there is no minimum GPA requirement. If this field is left blank, a GPA minimum of 3.0 will be assumed.

***Under-represented groups preferred:*** If this is selected, the preferred candidate pool will be from applicants who self-identified as being from an under-represented ethnic group in engineering (i.e., African Americans, Hispanic, Native American, Alaskan Native, Hawaiian Native, or Pacific Islander).

***SWE collegiate membership required:*** This option is not valid for freshmen scholarships.

***Major subjects:*** These are limited to engineering, engineering technology, and computer science majors. Multiple majors can be selected.

***Specific colleges/universities:*** If left blank, all schools will be considered. If indicating preferred schools, please submit a minimum of five schools to help ensure sufficient qualified candidates apply. You may designate one preferred school and have the rest as backups that are only considered if a qualified candidate at your school of choice is not found. SWE scholarships can only be awarded to students studying in U.S. ABET accredited programs (including community colleges if specified). Note that this is a preference, if no candidates are found at the listed schools, additional candidates will be considered, with sponsor's approval. Schools outside the U.S.A. are not currently accepted.

***Geographic region:*** Choose if scholarship recipients can be from any geographic location in the United States of America, or if you have a preference for the recipient's geographic region. For example, this could be a U.S. state, zip code(s) or SWE Section. Selection can be based on a student's home address, school address, or both. If left blank, all students will be considered.

**SOCIETY OF WOMEN ENGINEERS ENDOWED SCHOLARSHIP CRITERIA FORM**  
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***Endowed Scholarship Specification***

**Choose one (x)**

- Submittal for new endowed scholarship
- Change to existing endowed scholarship
- Additional donation for existing endowed scholarship

**Scholarship Name:** \_\_\_\_\_

- # of scholarships if donation is \$50,000 or more [\$25,000 endows a \$1,000 scholarship] (place # in box)
- # of years renewable (0-5 years) (place # in box)
- Applying matching gifts from a corporation. Name of corporation \_\_\_\_\_
- Enclosed corporate matching gifts form. Amount of matching gift \$ \_\_\_\_\_

**Amount of original endowment or additional donation for an existing endowment:** \$ \_\_\_\_\_

**Scholarship Recipient Class Status:** (select with an "x" within either Group A or B, and/or C)

- Group A:       Freshmen
- Group B:       Sophomore       Junior       Senior       Graduate
- Group C:       Reentry       Non-Traditional       Community College

***Endowed Scholarship Donor Information:***

**Primary contact:**

SWE Section, Corporation or Organization (if applicable): \_\_\_\_\_

Organization URL (if applicable): \_\_\_\_\_

Primary donor or group contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Second contact:** \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Third contact:** \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**SOCIETY OF WOMEN ENGINEERS ENDOWED SCHOLARSHIP CRITERIA FORM**  
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***Endowed Scholarship Recipient Selection Criteria***

**Scholarship Selection Method:**

- Society Level Selection
- Local Selection by recognized SWE Section ONLY

**Candidate Attributes (fill in minimum GPA requirement, "x" criteria which apply to this scholarship)**

**Minimum GPA:** \_\_\_\_ / 4.0 [Note: if left blank, 3.0 will be applied]

- |   |   |
|---|---|
| <input type="checkbox"/> U.S. citizenship required  | <input type="checkbox"/> Disabled candidate preferred |
| <input type="checkbox"/> SWE collegiate membership required<br>(not applicable for incoming Freshmen) | <input type="checkbox"/> Financial need preferred     |
| <input type="checkbox"/> Under-represented groups preferred.<br>Please specify: _____                 | <input type="checkbox"/> Veteran candidate preferred  |

**Major Subjects**

- Any engineering, engineering technology, or computer science major
- |  |                                     |
|--|-------------------------------------|
| ___ Aeronautical/Aerospace Engineering | ___ Engineering Technology          |
| ___ Architectural Engineering          | ___ Environmental Engineering       |
| ___ Automotive Engineering             | ___ Industrial Engineering          |
| ___ Chemical Engineering               | ___ Manufacturing Engineering       |
| ___ Civil Engineering                  | ___ Materials Science & Engineering |
| ___ Computer Engineering               | ___ Mechanical Engineering          |
| ___ Computer Science                   | ___ Petroleum Engineering           |
| ___ Electrical Engineering             | ___ Other: _____                    |

**Specific colleges/universities (all schools with ABET-accredited engineering programs if blank):**

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**Geographic region preferred (Choose all that apply with an "x"):**

- Any location
- Geographic location preference:  
Accepted: Please specify state name(s), zip code(s), or SWE Section(s). If more than 3 zip codes are included please attached a spreadsheet with this information. Template available.)  
Not Accepted: Counties, metropolitan areas, and cities.
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**Geographic selection based on (select one or both with an "x"):**

- College location                       Home address

**Today's Date:** \_\_\_\_\_ **Name of Person Completing This Form:** \_\_\_\_\_