

student 13 or older can become a SWENexter. For those younger than 13, a parent will need to be the primary contact. We highly encourage all you SWENext Club Members to also [sign-up](#) to be SWENext Individual Members!

Society of Women Engineers (SWE)

SWENext Clubs 101 Guide

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!

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

This guide is to serve as a reference for how to start, maintain, and grow a SWENext Club in your local area. Please be sure to complete any additional steps that may be outlined by your school or organization when starting a club.

Let's Get Started! Starting Your Club As a SWENexter, how do I start a club? ○ Reach out to local SWENexters in your area or check to see if there is already a [club nearby!](#) Contacting

these Club advisors and student leaders can help give you ideas for your club! You can also search...

- SWENext [Twitter](#)
- SWENext [Instagram](#)
- SWENext [Facebook Group](#) for high school students
- SWENextEd [Facebook Group](#) for K-12 Educators
- [FabFebs!](#) An organization of women in STEM all across the excited to give you ideas or even act as your advisor

• SWENext [Newsletter Archives](#) have spotlights of Clubs and SWENexters! **Recruiting**

students ○ If you are starting a Club with your school, advertise with posters, over morning announcements, through

flyers, talking to people at lunch, or at a club fair! ○ If you are starting a Club in your community, reach out to other organizations like [Girl](#)

[Scouts](#), GEMs ([Girls Excelling in Math and Science](#)), NSBE Jr ([National Society of Black](#)

Engineers), [FIRST Robotics](#), and more! ○ Create a website with your group's project ○ Create a social media account

Registering Your Club ○ Registering Your

SWENext Club Advisor:

Clubs are required to have a SWE member as an advisor, and are encouraged to register their K-12 advisors as [SWE Educator Members](#). If you do not have a SWE Member advisor already, SWE offers a special reduced membership rate for K-12 Educators. Instructions on how to apply can be found [here](#). Alternatively, you can connect with your local SWE Section to find a SWE member to serve as your SWENext Club Advisor. This information will be needed for entries 1-3 of the "Who" section of the SWENext Clubs [registration form](#). Consider using the following email templates when contacting a potential advisor:

****NOTE:** If this potential advisor was referred to you by your principal or another teacher, you should mention it somewhere in this letter. If there is a specific reason why you think this teacher would be a good fit, it would be a nice touch to include that as well. If you are contacting a SWE member, you can edit the template accordingly as they already know what SWE is but might not know what SWENext is!**

Dear [insert potential advisor name],

My name is [insert your name] and I am contacting you because I am trying to start a SWENext Club at [insert school name]. The Society of Women Engineers (SWE) is a national organization that strives to connect and empower women in engineering and other STEM disciplines. SWENext is a SWE program designed specifically for pre-collegiate students that aims to bring together students with like-minded interests, educate and expose students to career opportunities in STEM, and to provide STEM-specific academic resources like scholarships, mentors, etc. SWE has many resources that would help get the club started, including a "SWENext Clubs 101 Guide" and SWENext promotional material. In addition, all SWENext Clubs have access to support from collegiate and professional SWE sections.

I am currently searching for someone to advise this new club. Would you be interested? If not, could you recommend someone else that may be interested in this role?

Thank you for your time and help!

Sincerely,

[insert your name]

○ **Registering Your Club**

In order for clubs to register for competitions and awards and receive the full benefits of the program, they must register for free [here](#). To register, clubs will need to provide basic identifying information, their SWE advisor's information (K-12 Educator Member or SWE Advisor information), a brief description of the club, and the club name. If under 13 years old, please have the advisor register the club.

○ **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 ○ **Registering as a SWENext**: All

SWENext Club members should register as individual SWENext

members to receive the full benefits of the program. Benefits include applying to awards and scholarships, monthly newsletters, and having the entire 40,000+ SWE member network at your fingertips! If members are under 13 years of age, a parent/guardian will need to register their student. Registration is free and can be found [here](#)!

My SWENext Club is registered, now what?

Determine Club Logistics and Structure

Define the leadership positions of your club:

• **President**

- Plan club meetings (with the Vice President). Planning club meetings ahead of time is important! Make sure that meetings occur at a frequency you can handle (weekly, biweekly, monthly, etc.).
- Meetings may require guest speakers, PowerPoint presentations, or supplies. Have these things prepared.
- Run club meetings (unless there is a guest speaker).
-

Check to make sure that other officers are fulfilling their duties. ○
Communicate with the club advisor whenever necessary. ○ Communicate
with school/community organization whenever necessary ○ Address any
arising issues

- **Vice President**

- Plan club meetings (with the President). Planning club meetings ahead of time is important! Make sure that meetings occur at a frequency you can handle (weekly, biweekly, monthly, etc.).
- Meetings may require guest speakers, PowerPoint presentations, or supplies. Have these things prepared.
- Support president when necessary.
- Keep track of club membership and ensure members are registering as SWENexters
- Arrange SWENext in Club Fairs on campus (if necessary)

- **Treasurer**

- Manage funds
- Arrange fundraisers. Fundraiser ideas: Christmas tree fundraiser, Volunteer Sponsorships:
can feature on back of shirts, etc. (Also see funding ideas below.)
- Funding can go towards: T-shirts, Events, Club Meetings

- **Secretary**

- Takes detailed notes at every meeting
- Meeting notes template (if your school has one then use that instead)
 1. Time/Date
 2. Attendance
 3. Speaker (whoever is leading the meeting)
 4. Goals

5. Discussion Items 6. Who's included in the discussion, etc. 7. Notes 8. Action Items 9.

Other ○ Send members updates: Send out emails informing members of upcoming events,

opportunities etc. You can also use email to update members about meetings they may have missed by sending out the meeting notes after each meeting.

- **SWE Liaison (Optional)**

- Maintains communication with SWE
- Works with local professional/collegiate SWE Sections to organize specific activities, field trips, Industry Speakers
- Point-person to email SWE at the HQ-level (swenext@swe.org) with any high-level questions

- **Outreach Director (Optional)**

- SWE Sections hold outreach events all throughout the year for students of various ages. Clubs may consider helping with these events and can ask their local section
- Elementary School Outreach Ideas: Get involved with an after school program (Bright Futures, Rec, etc)! Consider holding an event at your local elementary schools. Encourage students to have

fun with science! Make an interactive presentation. Plan an activity. Do a cool science demo. Programs like FIRST Lego League Robotics start as early as elementary school! Find out if your local elementary school has a team or consider forming one. ○ Middle School Outreach Ideas: Many middle schools also have after school programs that are open to outreach events. The same ideas listed under elementary school outreach can be applied to middle schoolers. Get involved in middle school robotics. Volunteer at a middle school's homework club.

- **Other (Optional)**

- If you find that your club could use another officer, create a position! As your club develops you may find that you require officers specific to meeting planning, contacting industry members, etc.

Define your Goals

Different focuses of SWENext Clubs: Clubs can go in different directions based on the interests of the club members. Here are some ideas of what you can focus or do at your club meetings!

- **Competitions:** There are several clubs that engage their club in local and national STEM based competitions. Here are some websites of fun STEM based competitions!

- [SWE's annual SWENext Club Challenge \(Released Spring each year\)](#) ○ [SWENext Community Engagement Challenge \(Released late Fall each year\)](#) ○ [More SWENext Awards](#) ○ [FIRST Robotics](#) ○ [Future City Competition](#) ○ [Imagine Cup](#) ○ [Google Science Fair](#) ○ [Envirothon](#) ○ [Conrad Spirit of Innovation Challenge](#)

- **Hands on Activities:** There are many hands-on STEM activities that are great in helping students truly understand what engineers do while having some fun! Here are some websites that have several

activities you can browse through and general ideas! Be sure to explain the science concepts behind each activity!

- [Discover E Activities](#) ○ [100 activities for Middle and High School](#) ○ [Coding Introduction](#) ○ [Engineering Girl](#) ○ [Design Squad Global](#)

- **Outreach:** Outreach is such a fun and rewarding experience! It is a great way to give back to the community and inspire younger students to consider a career in STEM. Here are some tips to host a successful outreach event!

- Decide what type of outreach event you want to lead. Do you want to hold a full-day STEM event on the weekend, just an after school event, etc.? ○ Reach out to a teacher or principal at a local elementary or middle school, or Girl Scouts or Boy

Scouts troop to host a STEM based outreach event. ○ Choose fun and suitable hands on activities catered for the age group of your outreach event ○ Plan logistics including volunteers, materials, etc. ○ Some fun activities include:

- Grades K-3:
 - [Balloon Flinker](#)
 - [Clothespin cars](#)
 - [Catapults](#)
- Grades 4-6
 - [Strong paper structure](#)
 - [Egg Drop challenge](#)
 - [Slime](#)
- Grades 7-9
 - [Rube Goldberg machine](#)
 - [Simple Pneumatic machine](#)
 - [Mini Robot](#)

• **College and Career Readiness:** Discussions and panels led by college engineering students or engineering professionals are a great way to help your club members better understand what a career in engineering truly entails and what the day to day life of an engineering looks like. Here are some tips on how to reach out to your local universities and companies!

- Use your SWE-relationships to reach out to local universities or engineering companies. After connecting, you could:
 - Ask several members to come in for a panel discussion to benefit your club
 - Connect with engineers over Skype
 - Ask to tour their company or university ○ Remember to be prepared with several questions that may benefit your club. Some ideas are:
 - Why did you choose engineering? How did you know that engineering was the profession you wanted to go into?
 - What is your current job like and how is it related to your engineering field?
 - How did you foster your STEM passion in middle and high school?
 - What was your college process like?
 - How did being a SWE member help your collegiate and professional career? ○

More ways to engage in mentorship:

- [Fab Fem](#)

• Here is an email template you can use to reach out to collegiate and professionals. Be sure to include a

list of potential topics they can speak about at the end:

Collegiate:

Dear [Speaker's name],

My name is [insert your name] and I am [position] of the [SWENext Club Name] at [School/Community Organization Name] in [City]. The Society of Women Engineers (SWE) is a national organization that strives to connect and empower women in engineering and other STEM disciplines. SWENext is a SWE program designed specifically to bring together K-12 students with like-minded interests, educate and expose students to career opportunities in STEM, and to provide STEM-specific academic resources like scholarships, mentoring, etc. We are contacting you to see if you would be interested in coming to one of our meetings and engage us in a hands on activity or talk to us about STEM in college. We have outlined below some potential ideas for hands on activities and discussion topics. We are eager to learn more about STEM at the collegiate level as we prepare to apply to college and for our futures in STEM!

Thank you very much for your time. We look forward to hearing back!

Best regards,

[Sign name]

Professional:

Dear [Speaker Name],

My name is [insert your name] and I am [position] of the [SWENext Club Name] at [School/Community Organization Name] in [City]. at the SWENext Club at [insert high school name]. The Society of Women Engineers (SWE) is a national organization that strives to connect and empower women in engineering and other STEM disciplines. SWENext is a SWE program designed specifically for pre-collegiate students that aims to bring together K-12 students with like-minded interests, educate and expose students to career opportunities in STEM, and to provide STEM-specific academic resources like scholarships, mentorings, etc. We are contacting you to see if you would be interested in coming to ask you to come to one of our meetings and engage us in a hands on activity or talk to us about your STEM industry. We have outlined below some potential ideas for hands on activities and discussion topics. We are eager to learn more about STEM and your experiences with STEM on a professional level as we prepare to think about potential college majors and our future careers!

Thank you very much for your time. We look forward to hearing back!

Best regards,

[Sign name]

Discussion Topics:

- College choice, application process, narrowing down schools
- Types of engineering courses in college
- Internships and Co-ops
- What to do summers during high school
- How to find balance in school and going into college
- What is your favorite thing about [your university]?
- Why did you choose your major?
- How do you choose a major?
- Why did you choose [your university]?
- What is being a student at [your university] like?
- What are you involved with at [your university]?
- Did you ever work/study abroad/do research while at Tech?
- What has been your favorite class so far?
- If you could tell your high school self anything, what would it be?
- What were your priorities when applying to college?
- What is something no one tells you when applying to college?
- Did you apply early action anywhere? Do you think there is an advantage to applying early action/early decision than regular decision?
- How do you go about writing your essays?
- How did you go about choosing people to write your recommendations?
- How can I find scholarships?

Specifically for professionals:

- Different types of engineering and potential respective jobs
- What is the day to day life like for an engineer/your job?
- How did you know you wanted to be an engineer?
- How did you know what type of job you wanted?
- How did or didn't your college major lead you to your career?
- What is your industry like and how has STEM played a role in it?
- How have mentors played a role in your life?

Specifically for SWE speakers:

- What is your favorite part about SWE?
- What is your favorite SWE memory?
- Why did you join SWE?
- How has SWE helped you in college / professionally?
- What is it like as a woman in a STEM major?

Obtain Funding

Funding through SWE:

- **Program Development Grants [PDG]:** The Society of Women Engineers offers Program Development Grants to clubs that are hosting outreach events and are in need of funding.
 - Funds range from \$250 to \$5,000 based on your event, application and needs. ○ You event must occur 45 days after you submit your PDG application. ○ You must be a member of SWE to submit an application.
- The Society of Women Engineers hosts Design Labs and SWENext Club challenges to inspire and engage SWENexters in engineering.
 - **Design Labs** (Released late fall each year) ○ **SWENext Community Engagement Challenge** (Released fall each year) ○ **SWENext Clubs Challenge** (Released Spring Each year)

Other Sources of Funding:

- **McCarthy Dressman Education Foundation:** The McCarthy Dressman Education Foundation offers grants to enrich the extracurricular experiences of students.
 - You must have an educator [your club advisor] fill out and submit the application. ○ Submissions are accepted between January 15th to April 15th.
- **Elkhart Education Foundation:** The Elkhart Education Foundation has applications to provide extracurricular clubs with funding to help them succeed in their goals
 - You must have an educator [your club advisor] fill out and submit the application. ○ You must

provide a detailed outline of how much money you need and how you plan on using the funds. ○ Applications are due on February 1st.

- Fundraisers: There are plenty of neat fundraisers that your club can organize to gather funds for your club. Here are some ideas:
 - Restaurant partnerships: Several restaurants offer partnerships with clubs/school where they donate a percentage of the proceeds to that cause for a night. Find a local favorite and reach out to see if they will partner up with you!
 - Penny Wars: Have classrooms compete to see who can donate the most money! Offer an incentive to the winning classroom!
 - Bake Sale: Host bake sales at all sports games, pep rallies, and school wide events.
 - Check out this [website](#) for more awesome fundraising ideas!

For more information about SWENext Clubs, please visit our [website](#) or contact us at swenext@swe.org!
Welcome to the SWE Community!