Society of Women Engineers
2022 Mission Award Training

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awards@swe.org
**Please Note: The current SWE Mission and Multicultural Award Packet requirements override any statements in this presentation.**
SWE’s Mission
SWE’s MISSION

Thank you for supporting SWE’s Mission!

SWE MISSION

EMPOWER WOMEN to achieve full potential in CAREERS AS ENGINEERS AND LEADERS, EXPAND THE IMAGE OF THE ENGINEERING AND TECHNOLOGY PROFESSIONS as a positive force in improving THE QUALITY OF LIFE, AND DEMONSTRATE THE VALUE OF diversity and inclusion.
Submission Guidance
https://swe.org/awards/swe-mission-awards/
Submission Guidance

Applications must be submitted electronically through the awards application platform, SmarterSelect. No email submissions will be accepted.

DEADLINE: June 30th at 11:59 PM, Central Daylight Time (UTC-5)

• An automated email from SmarterSelect will be sent once the application is submitted.
• Package completeness feedback will NOT be provided.
• Exception will NOT be made for late packages.
Note on SWE Outreach Events
SWE Outreach Events

The **Outreach Metric Tool (OMT)** is a survey that reports STEM outreach events for K-12 students, or their adult advocates (parents/educators/scout leaders/etc.). The STEM events that should be logged in this report directly impact K-12 students, parents, and educators to help them explore and understand engineering disciplines and careers. 

https://www.surveymonkey.com/r/Y7Y5K3S

The **SWE Youth Protection Code of Conduct** describes the minimum expectations that SWE holds for personnel who interact with youth in SWE-sponsored youth programs. All volunteers must review and act in accordance with this code of conduct.

https://advancelearning.swe.org/pages/MyProfile_CourseDetails.aspx?source=catalog&contentid=376aab9c-51a2-4b6f-ac33-594d2a9031ff&_gl=1*1kc14bo*_ga*NzQzNjM4MDQzLjE2NDYxNjUwNTU._ga_KCQQGFW5SB*MTY0ODk1NzY2Ny4zMC4xLjE2NDg5NTc3MDAuMA..&_ga=2.7917110.522898578.1648839268-743638043.1646165055
SWE Outreach Events

• Completion of the Outreach Metric Tool survey and the SWE Youth Protection Code of Conduct does not impact the result of the award submission.

• However, it is required that groups submit the survey for their SWE outreach events and that volunteers for SWE-sponsored outreach events complete the SWE Youth Protection Code of Conduct training.
Award Objective and Eligibility
SWE Mission Award

Objective
The Mission Award Program strives to recognize SWE groups that embody SWE core values and demonstrate continuous improvement and growth as they work to achieve the Society’s strategic goals.

Eligibility
To be eligible for any of the SWE Mission Awards, the SWE Group Point of Contact (POC) must be an SWE member in good standing.

SWE Group
Any group of Collegiate or Professional SWE members that support SWE’s mission. This can include a SWE Section, SWE Affiliate, SWE Members At Large, Affinity group, Corporate Employee Resource Group (ERG), or other group of SWE members.
Application Instructions
Application Link in SmarterSelect

An application must be completed in SmarterSelect
https://app.smarterselect.com/programs/77493-Society-Of-Women-Engineers

- SWE Group Name
- SWE Group Type
- SWE Group Statistics
  - Estimated Total Number of Members (can be estimated if formal membership data are not available)
  - Estimated Number of Active Members (active members are those members participating in activities regularly)
  - Number of Collegiate Members and/or Professional Members
- SWE Group POC Contact Information (Name, Email, Telephone Number, SWE Member Number)
  - The Group POC must be an SWE member in good standing to be considered for this award

Award Form must be completed and uploaded into the application in SmarterSelect.

- An award form (an Excel spreadsheet) can be downloaded at https://swe.org/awards/swe-mission-awards/
• A single nomination package enters you for consideration for
  - SWE Mission Award (Gold, Silver or Bronze)
  - SWE Mission Best Practices Award
Award Form

Section 1:
Describe how the SWE Group embodies SWE’s Core Values (Integrity, Inclusive Environment, Mutual Support, Professional Excellence, Trust)

- Do not exceed the word count limit. A packet exceeding the word count limit on any field will be disqualified.
- The Core Values must be explicitly stated in Section 1.
- Use the current year’s award form. A packet not using the current year’s award form will be disqualified.
Award Form (cont.)

Section 2:
- Includes sections for all (4) SWE Strategic Goals
- Each Strategic Goal has (3) sub-categories, each with (1) Key Activity, and (3) Supporting Activities

<table>
<thead>
<tr>
<th>Goal</th>
<th>Category</th>
<th>Key Activity/Highlight</th>
<th>Additional Activities/General</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWE Strategic Goal 1: Professional Excellence</td>
<td>SWE will be the premier resource for females in engineering and technology seeking growth and advancement at all stages of their careers.</td>
<td>Professional Development</td>
<td>Detailed Description &amp; Impact (250 Words Max)</td>
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<td></td>
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<td>Word Count (250 Words Max)</td>
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- Do not exceed the word count limit. A packet exceeding the word count limit on any field will be disqualified.
- All fields must be filled out, including dates. Event date must be between July 1, 2021, to June 30, 2022.
Word count will automatically calculate in the box on the right of each activity description.

Word count in Excel may differ slightly from Word, the Awards Committee will use the Excel word count, so make sure the box is green.
## Award Form Categories

<table>
<thead>
<tr>
<th>Strategic Goal #1: SWE will be the premier resource for females in engineering and technology seeking growth and advancement at all stages of their careers.</th>
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</thead>
<tbody>
<tr>
<td>• Professional Development</td>
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<tr>
<td>• SWE Resource Promotion</td>
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<tr>
<td>• Leadership Development Within Group or SWE</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>SWE Strategic Goal #2: SWE will be recognized as a global, inclusive organization, empowering females in engineering and technology regardless of geography or career stage.</th>
</tr>
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<tbody>
<tr>
<td>• Global &amp; Multicultural</td>
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<tr>
<td>• Membership Retention &amp; Engagement</td>
</tr>
<tr>
<td>• Partnerships with Collegiate, Professional, Industry, Academia, Other Organization</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>SWE Strategic Goal #3: SWE will be the preeminent advocate for females throughout the engineering and technology pipeline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Awards and Recognition</td>
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<tr>
<td>• Outreach</td>
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<tr>
<td>• Public Policy</td>
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</tbody>
</table>

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<tr>
<th>SWE Strategic Goal #4: SWE will champion diversity in the engineering and technology professions and will promote an inclusive environment.</th>
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</thead>
<tbody>
<tr>
<td>• Diversity &amp; Inclusion</td>
</tr>
<tr>
<td>• Mentoring</td>
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<tr>
<td>• Communication</td>
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</tbody>
</table>
Activity Details

• Within each category nominees are required to provide information on up to four activities supporting the category.

• (1) **Key Activity** that best demonstrates how the section supported the category.
  - Best Practice Awards are given to the top Collegiate and top Professional groups in each category. All Key Activities will be considered for Best Practice Awards.

• Up to (3) **Additional Activities** that best demonstrate your support of SWE Core Values and SWE Strategic Goals shall be submitted to provide additional justification.
  - Not all additional activities have to be filled out.

**Disqualification criteria**

Do not list the same activity or event in multiple categories.
Do not exceed 1 key activity and 3 additional activities in each category.
Activity Details

• **Date(s)** – List the date or dates (if a recurring event)

• **Meeting/Project/Program** – List the name of the event

• **Role of SWE Group**
  - Participated – Another organization hosted or planned the event, SWE members attended.
  - Co-Sponsor – The event was hosted or planned by SWE in collaboration with another organization.
  - Sponsor – SWE hosted or planned the event.

• **New/Expanded/Continuous** – Select whether this is a new event, an event that has been expanded in the current year, or a continuous event held each year.

• **Total # of Participants** – Estimated total number of SWE and non-SWE event participants (including volunteers and attendees).

• **Total # of SWE Participants** – Estimated total number of SWE participants (including volunteers and attendees).
Activity Guidelines

For each activity identified keep in mind to highlight the following:

• Overall goals/objectives of the activity
• Activity planning and execution
• Participation (Event Participants, Event Volunteers, Follow-up)
• Alignment of the activity to the goals of the group and SWE
• Tangible measurements demonstrating the effectiveness of the activity (see Appendix B)
• Unique and/or innovative aspects of the activity conduct, planning or communication
• Partnerships between other groups (broader SWE community, corporations, STEM organizations, local schools, collegiate and professional members)

Additional Details to Note:

• N/A is not an acceptable answer for any category; if an event is listed, all related fields must be filled out
• If an event series is used as one (1) activity, list all dates, but only provide average number of participants. Alternatively, a group can use individual events from an event series as separate activities; however, events cannot be double counted as both the event series and an individual event.
Disqualification Criteria
Disqualification Criteria

1. Applications that do not meet required minimums as stated in this document.
2. Applications exceeding stated maximum word count.
3. Applications that exceed the number of activities per category (1 key activity, and 3 supporting activities).
4. Applications with the same event listed in multiple categories.
5. Applications that do not use the current year Awards Application Form.
Point System
Point System

Points shall be awarded as follows:

- Section 1 - 20 points
- Section 2 – has 12 categories at 15 points each = 180 points
- Total of 200 point maximum

Award levels will be determined based on the following criteria:

- **Bronze Award**
  - Activities in 5 or more categories, where each strategic goal must have at least one activity entered.
  - 70 to 89 points earned

- **Silver Award**
  - Activities in 7 or more categories, where each strategic goal must have at least one activity entered.
  - 90 to 129 points earned

- **Gold Award**
  - Activities in 8 or more categories, where each strategic goal must have at least one activity entered.
  - > 130 points earned
How to Apply in SmarterSelect?
Group Information

SWE Group Name *

SWE Group Type *

- Professional Section
- Collegiate Section
- SWE Affiliate
- Members At Large
- Other (Affinity Groups, Committees, ERGs)

If "Professional Section," please specify. *

If "Collegiate Section," please specify. *

If "SWE Affiliate," please specify. *

If "Other," please specify. *

SWE Group Type for Best Practices Award *

- Collegiate
- Professional
The Outreach Metric Tool (OMT) is a survey that reports STEM outreach events for K-12 students, or their adult advocates (parents/educators/scout leaders/etc.). The STEM events that should be logged in this report directly impact K-12 students, parents, and educators to help them explore and understand engineering disciplines and careers.

Link to the OMT survey is here https://www.surveymonkey.com/r/Y7Y5K3S
Has the SWE group filled out an Outreach Metric Tool survey for its STEM outreach events? *

☐ Yes
☐ No

The following Code of Conduct describes the minimum expectations that SWE holds for personnel who interact with youth in SWE-sponsored youth programs. All volunteers must review and act in accordance with this code of conduct.

Link to SWE Youth Protection: Code of Conduct and Standards for Interacting with Youth can be found in the award packet.

Have volunteers in the SWE group completed the SWE Youth Protection training in SWE-sponsored youth programs? *

☐ Yes
☐ No
SWE Group Statistics

Estimated Number of Active Members *

Note: Active members are those members participating in activities regularly

Estimated Total Number of Members *

Estimated Number of Collegiate Members *

Estimated Number of Professional Members *

Group in existence for less than two years *

☐ Yes
☐ No
Contact Information

Point of Contact Name *

Point of Contact Email Address *

Point of Contact Telephone Number *

Point of Contact SWE Membership Number *

Note: The Group POC must be an SWE member in good standing to be considered for this award.
Application

Upload SWE Mission Award form saved in the following naming convention:
MissionAwardForm_GroupName_FY22.xlsx. Excel form can be found at https://swe.org/awards/swe-mission-awards/

Select File  Choose File  No file selected

Maximum File Size: 10MB, Accepted file types: .xlsx
No file attached
Confirmation

Confirmation

Check below if you agree that the application is complete. *

☐ I agree
Thank you!

Contact: awards@swe.org