

Society of Women Engineers

2023 Call for Nominations

SWE Mission Awards



General Information

The Society of Women Engineers strives to recognize the successes of SWE members 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 offered by the Society for groups of individuals working to further the SWE mission. A 'Nomination Checklist' is included for this award that details the requirements needed to fully complete a nomination package.

The term "SWE group" as used in this packet is defined as any group of Collegiate or Professional SWE members that support the SWE mission. This can include a SWE Section, SWE Affiliate, Members At Large, Affinity group, Corporate Employee Resource Group (ERG), or other group of SWE members.

Contact the Awards & Recognition Committee Chair at awards-chair@swe.org with any questions.

Nominator Responsibilities:

Follow these steps to successfully complete a nomination package:

- Collect all items listed in the 'Nomination Checklist' for the award selected.
- Fill out the appropriate 'Application' online: <https://app.smarterselect.com/programs/89365-Society-Of-Women-Engineers>
 - Ensure that the submission uses the current year's Awards Application Form (Excel file).
- Confirm that the phone number and email address provided for the nominator are current and correct. Contact SWE Staff at awards@swe.org if the nominator's contact information changes after submittal.
- All packages MUST BE SUBMITTED by June 30th, at 11:59 PM, US Central Daylight Time (UTC-5).
 - No exceptions will be made for late packages.
 - If you have issues with the SmarterSelect tool, you MUST contact the Awards Chair (awards-chair@swe.org) and include your completed application documents prior to the deadline in order for your application to be considered.

Important Information:

- All packages are to be submitted electronically through the application tool.
 - If sent to any other address, packages cannot be forwarded for you. It is your responsibility to submit packages per these guidelines.
- All award submissions are subject to be included as "Best Practices" in the future.
 - The goal of "Best Practices" is to create an avenue for sharing ideas amongst SWE members and strengthening member efforts to meet the goals and objectives of the Society.
- Applications submitted in 2023 must be for activities held between July 2022¹ - June 2023² *(referred from here onwards to as the Fiscal Year/FY)*
- Award Application form will highlight if word count is within limits (green cell) or exceeds maximum count (red cell). Please note that this count may differ slightly from Google sheets given certain characters; please check the .xlsx file before submitting. Files with red word count cells will be Disqualified.

Notifications:

- Recipients will be presented at the SWE's Annual Conference. Visit [SWE.org](https://www.swe.org) for more information.

Disqualification Criteria:

Application may be disqualified based on (but not limited to) the following:

1. Applications that do not meet required minimums as stated in this document.
2. Applications exceeding stated maximum word count (see Important Information).
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.

SWE Mission Awards

Objective:

These awards recognize SWE groups that embody SWE core values and demonstrate continuous improvement and growth as they work to achieve the Society's strategic goals.

SWE Core Values:

- Integrity
- Inclusive Environment
- Mutual Support
- Professional Excellence
- Trust

SWE Strategic Goals:

- **Advocacy & Collaboration**
 - Goal 1: SWE will expand access for, and strengthen the inclusion and retention of, girls and women in engineering and technology.
- **Diversity, Equity, Inclusion & Belonging**
 - Goal 2: SWE will champion intersectional diversity within engineering and technology and model an inclusive and equitable environment.
- **Global Community**
 - Goal 3: SWE will be a global, inclusive community, empowering women in engineering and technology from all locations and life stages.
- **Growth & Excellence**
 - Goal 4: SWE will be the global authority on and a resource for women in and aspiring to careers in engineering and technology to develop their talents, personally define success, and achieve excellence throughout their life journeys.

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.

Recognition:

Nominees that demonstrate alignment with SWE core values and continuous improvement and growth, as they work to achieve the Society's strategic goals, will be awarded Gold, Silver, or Bronze for their overall achievements. In addition, nominees will receive Best Practice awards for outstanding actions or activities in a specific goal area(s) that best support SWE core values and strategic goals.

Award Judging Guidelines:

Points shall be awarded as follows:

- Section 1 – 5 core values at 4 points each = 20 points
- Section 2 – 12 categories at 15 points each = 180 points
- Total of 200 point maximum

Award levels will be determined based on the following criteria (**Point Range Changed in 2023 to make award more prestigious/selective**):

- Gold Award: from 160 to 200 points
- Silver Award: from 120 up to, but less than, 160 points
- Bronze Award: from 80 up to, but less than, 120 points

Best Practice Awards will be determined from the Key Activity of each Category. A total of 3 awards per category may be awarded for Professional and Collegiate sections. Maximum of 3 best practice awards per SWE group will be awarded.

SWE Mission Awards

Submission Process:

A single nomination package enters you for consideration for both the General SWE Mission Awards (Gold, Silver, or Bronze consideration) and SWE Mission Best Practices Awards.

Nomination Checklist: the following information constitutes a completed nomination package:

A completed application submitted online		https://app.smarterselect.com/programs/89365-Society-Of-Women-Engineers
SWE Group Name		Required
SWE Group Type		Professional Section, Collegiate Section, SWE Affiliate, Members At Large, Affinity Group, Corporate ERG, Other
SWE Group Statistics		Total Number of Members
		Estimated Number of Active Members (Active members are those members participating in activities regularly)
		Number of Collegiate and/or Professional Members
SWE Group POC Contact Information		Name
		Email
		Telephone Number
		SWE Member Number
SWE Group POC Membership		Yes, the Group POC should be an SWE member in good standing to be considered for this award.
Within Smarter Select	Section 1 Maximum Length	100 words per prompt
Completed Award Form	Section 2 - Key Activity Maximum Length	Up to 12 categories, 250 words each
	Section 2 - Additional Activities Maximum Length	Up to 3 additional activities per category, 30 words each
	Content (All Sections)	<ul style="list-style-type: none"> • Date(s) – List the date or dates (if a recurring event) • Meeting/Project/Program – List the name of the event • Role of SWE Group <ol style="list-style-type: none"> 1. Participated – Another organization hosted or planned the event, SWE members attended. 2. Co-Sponsor – The event was hosted or planned by SWE Group in collaboration with another organization. 3. 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 – The total number of SWE and non-SWE event participants (including volunteers and attendees). • # of SWE Participants – Total number of SWE participants (including volunteers and attendees).
	Format	MissionAwardForm_GroupName.xlsx

SWE Mission Awards

Award Form Additional Information:

Change in 2023: Section 1 Core values will now be described and judged independently instead of collectively. Section 1 will be completed in SmarterSelect instead of the Excel file. In Section 1, SWE asks that the SWE group reflects on how their group embodies each of the SWE Core Values of Integrity, Inclusive Environment, Mutual Support, Professional Excellence, and Trust. Events/examples can be reused from Section 2. Examples are provided in Appendix A.

In the SmarterSelect application, you will be asked to (100 words max for each prompt):

- Describe how your group demonstrates Integrity including one specific example from the FY
- Describe how your group demonstrates Inclusive Environment including one specific example from the FY
- Describe how your group demonstrates Mutual Support including one specific example from the FY
- Describe how your group demonstrates Professional Excellence including one specific example from the FY
- Describe how your group demonstrates Trust including one specific example from the FY

Section 2 is organized by SWE Strategic goal and then Category as follows:

- **Advocacy & Collaboration**
 - Outreach
 - Public Policy
 - Partnerships with Collegiates, Professionals, Industry, & Academia
- **Diversity, Equity, Inclusion, and Belonging (DEI&B)**
 - Diversity & Inclusion
 - SWE Resource Promotion
 - Membership Retention & Engagement
- **Global Community**
 - Global & Multicultural
 - Communication **not limited to global activities*
 - Mentoring **not limited to global activities*
- **Growth & Excellence**
 - Professional Development
 - Awards and Recognition
 - Leadership Development Within Group or SWE

Within each category nominees are required to provide information on up to four activities supporting the category. The Key Activity from each category will be considered for a Best Practice award. In addition, up to three Additional Activities that best demonstrate your support of SWE Core Values and SWE Strategic Goals shall be submitted to provide additional justification. The additional activities MUST be related to the Strategic Goal being discussed.

Section 2	SWE Strategic Goal 1 - Advocacy & Collaboration								
	SWE will expand access for, and strengthen the inclusion and retention of, girls and women in engineering and technology.								
	Awards and Recognition								
	Key Activity								
	Date(s)	Category - Meeting/Event / Program	Name of Meeting/ Event/ Program	Detailed Description & Impact (250 Words Max)	Role of SWE Group - Participate/Co-sponsor/ Sponsor	New/Expand ed/Continuo us	Total # of Participants	Total # of SWE Participants	Word Count (250 Words Max)
Additional Activities									
Date(s)	Category - Meeting/Event / Program	Name of Meeting/ Event/ Program	Detailed Description & Impact (30 Words Max)	Role of SWE Group - Participate/Co-sponsor/ Sponsor	New/Expand ed/Continuo us	Total # of Participants	Total # of SWE Participants	Word Count (30 Words Max)	

SWE Mission Awards

Award Form Additional Information:

For each key activity identified, remember 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 frequency of series (e.g. monthly, quarterly) and how many total events in the "Date" column, 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.

Below are some, but not all, things to consider relative to each strategic goal category. Remember to include metrics; see Appendix B for more details.

Advocacy & Collaboration

Outreach

Description	Examples
Events for students (ages 5-18) with STEM themes, with details such as age group of students, SWE Next promotion or resources used, SWE Outreach Toolkit ¹ , number of participants, if volunteers took the Youth Protection Policy training ²	Girl Scout STEM meeting, panel for high school students, etc.

Public Policy

Description	Examples
Engaging members in policy issues that impact the advancement of women in engineering; reference: https://swe.org/public-policy/	Activities influencing local, state and/or federal government (including SWE Capitol Hill Day), introducing work/life integration policies, providing awareness to members about key policy issues (workshop, discussion), contacting local school boards to advocate for improved STEM curriculum, etc

Partnerships between Collegiate, Professional, Industry, Academia, Other Organizations

Description	Examples
Activities held with another organization, with details such as the effectiveness of achieving goals, sponsor/lead, co-lead or participate, ongoing relationship or single event, how relationship/partnership was initiated	Professional/Collegiate resume review, Mock interviews with Industry Partner, Professional Development event with NSBE, etc

1. The Outreach Metric Tool (OMT) is a survey that reports STEM outreach events for K-21 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 Outreach Assessment and Metric Tool](#)
2. 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](#)

Diversity, Equity, Inclusion, & Belonging

Diversity, Equity, & Inclusion

Description	Examples
Events that are supportive of and promote inclusion of individuals with unique characteristics including, but not limited to ethnicity, race, culture, sexual orientation, gender, gender identity, gender expression, age, differences in ability, immigration status, nationality, national origin, education, socioeconomic status, family structure, military/veteran status, religious/non-religious beliefs. An inclusive environment is one in which all members are equitably served and experience a sense of belonging.	Networking events with SWE partner organizations (AISES, Out to Innovate, NSBE, oSTEM, SASE, SHPE), unconscious bias training, etc

SWE Resource Promotion

Description	Examples
Highlighting and promoting SWE-created resources to those internal and external to group	Outreach Toolkit, Program Development Grant, SWE Advanced Learning Center, Leadership Competency Model, SWE Career Center, etc

Membership Retention & Engagement

Description	Examples
Overview of recruitment, retention, engagement activities the group uses	Meet and Greets, General Body Meetings, Social Outings, etc

Global Community	
Global & Multicultural	
Description	Examples
Provide details on any events that: include or impact the global community, expose participants to more than one culture in an open, welcoming way	Joint event with a Global Affiliate group, International Women's Day celebrations, celebrations of music, dancing, film, cuisine, or games of various cultures, supporting History Month Celebrations (e.g. Black History Month, Hispanic Heritage Month, etc), supporting minority-owned business, etc
Communication *not limited to global activities	
Description	Examples
Communications program to inform and develop members and the general public	Brochures, websites, newsletters, blogs, podcasts, social media, press releases, etc
Mentoring *not limited to global activities	
Description	Examples
Formal or informal venue to establish mentoring relationships among members; be sure to include the number of participants and their roles (mentor, mentee, organizer, etc)	Upperclass students paired with first year students, students paired with professionals, etc

Growth & Excellence	
Professional Development	
Description	Examples
Can be a single professional development meeting, workshop, a one-day seminar with a variety of workshops, or a series comprised of at least two events that have a common theme	How to Create a Virtual Presence, Book Clubs, Evening with Industry, etc
Awards & Recognition	
Description	Examples
Process or event through which group members are highlighted for their contributions to the group itself, the community, their engineering discipline, or more	Awards program, submitting members for awards outside of group, etc.
Leadership Development Within Group	
Description	Examples
Methods within the group for developing and sustaining leadership of members	Board retreats, President-Elect position, non-elected board members, committee positions, SWE Advanced Learning Center course, etc.

SWE Mission Awards

Appendix A:

Section 1 (Core Values) Example

Prompt: Describe how your group demonstrates Integrity with one specific example from the FY (100 words max)

Example:

SWE-Group-A members are encouraged to think about the integrity of their actions in all aspects of their lives. We encourage our members to take responsibility for their actions and be honest if they make mistakes. We follow guidelines of our Student Organization Center and hold a general body meeting to discuss Integrity.

Example:

For Integrity, SWE-Group-B exemplifies being honest and maintaining dignity in our relationships and responsibilities. We do this by setting clearly defined roles and responsibilities, communicating section happenings through a regular newsletter, and setting clear timelines and budgets for our events.

Prompt: Describe how your group demonstrates Inclusive Environment with one specific example from the FY (100 words max)

Example:

SWE-Group-A fosters an inclusive environment at every event. We have a long-standing relationship with minority engineering organizations on campus including NSBE, SHPE, MAES, and SASE and regularly co-host events together. We are the leading founder of the first-ever hackathon for individuals who identify as women or non-binary, WEHack. SWE-Group-A events are open to anyone who supports women in engineering, creating a welcome environment for anyone regardless of their background.

Example:

For Inclusive Environment, SWE-Group-B established a new Diversity, Equity, Inclusion, and Belonging (DEI&B) chair position this year and held our first DEI&B events. We held a workshop that followed SWE's Diversity in Engineering Matters eLearning Series where members engaged in discussing topics of diversity in their workplace. We also held a DEI&B book club.

Prompt: Describe how your group demonstrates Mutual Support with one specific example from the FY (100 words max)

Example:

Mutual support was a focus of SWE-Group-A this past academic year. We launched two mentoring programs so that our members could have more support. Also, having transparent communication within the SWE-Group-A board has given way to inherit mentorship relationships that help chairs develop into great leaders that one day becomes directors or officers.

Example:

For Mutual Support, SWE-Group-B held a mentoring program that paired local collegiate students with professional mentors. SWE-Group-B also supported collegiate section events by volunteering our members to participate in panel discussions for collegiate.

Prompt: Describe how your group demonstrates Professional Excellence with one specific example from the FY (100 words max)

Example:

We believe that professional excellence is developed through experience. Members have opportunities to hone their professional skills at events including career fairs, mock interviews, resume reviews, and meetings with faculty. Through these events, SWE-Group-A members build their network and make connections in both industry and academia.

Example:

For Professional Excellence, SWE-Group-B held many great professional development events such as a finance webinar series attended by over 100 people. SWE-Group-B also collaborated with the local Project Management Institute to put on a panel discussion about how to go from engineering to technical program management.

Prompt: Describe how your group demonstrates Trust with one specific example from the FY (100 words max)

Example:

Trust is built over time, SWE-Group-A members build trust through transparent and consistent communication. The SWE-Group-A Slack is a place where all ideas are welcome. Having this communication opportunity builds trust between individual SWE-Group-A members and between the board and general members of SWE-Group-A.

Example:

For Trust, SWE-Group-B worked to build confidence in our members by offering more chances for leadership roles within our section. This opened more doors for those who wished to get more involved. This worked especially well for our outreach efforts where our Vice President of Outreach was able to put trust in her team of volunteers to execute events throughout the year.

Appendix B:

Section 2 (Metrics) Examples

Prompt: Include tangible measurements demonstrating the effectiveness of the activity

Tangible measurements, or metrics, may come in a variety of forms. Below are some possible ways for you to demonstrate the impact of your activity. SWE Groups are not limited to the types of metrics listed below.

Type of Metric	Example
Survey Results	A post-event survey was sent to attendees, with an 80% response rate. Of those attendees, 95% would participate in this event again, 80% felt they learned something new, and 87% are interested in learning more about our SWE Group's activities.
Attendance	50 of the 52 individuals who registered for the event participated on the day of the event. Of the 50 people who attended the event, 60% were SWE members (40% were section leadership), 20% were family and friends, and 20% were individuals interested in becoming SWE members.
Attendee Behavior	At the event, 60 attendees visited our booth, 35 asked questions, and 28 participated in the activity.
Trends in Attendance	Since this event began three years ago, the attendance has continued to increase; this year, attendance increased by 15% over last year.
Social Media Engagement	For this event, our SWE group had a specific hashtag. Before, during, and after the event, the hashtag and our SWE group handle had 88 mentions.
Membership	Sustained Members, Dropped Members, Engaged Members, Collegiate to Professional Transitioned Members, and Growth