

# Society of Women Engineers



## FY24 Call for Nominations – SWE Recognition Program

TRACK	Recognition
<b>Academia, Management, &amp; Technical</b>	<i>Patent</i>
<b>Advocacy</b>	<i>Diversity, Equity, Inclusion, &amp; Belonging Program (Company)</i>
	<i>Diversity, Equity, Inclusion, &amp; Belonging Program (Individual)</i>
<b>SWE</b>	<i>Motorola Foundation Multicultural (Professional)</i>
	<i>The Boeing Company Multicultural (Collegiate)</i>
	<i>Mission</i>
	<i>Membership Growth</i>  <i>Membership Retention</i>

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# General Information

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The Society of Women Engineers strives to recognize the successes of SWE members, individuals, allies, and employers who enhance the engineering profession and advocate for women in engineering through contributions to industry, education, and the community. The recognitions listed in this packet acknowledge individuals, SWE Groups, and organizations who support the [mission, objectives, and goals](#) of the Society.

**SWE's Mission:** Empower women to achieve their 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.

**SWE's Core Values:** Integrity, Inclusive Environment, Mutual Support, Professional Excellence, and Trust.

Starting in FY24, **SWE Recognitions** are granted in three different tracks:

- Academia, Management, & Technical Track
- Advocacy Track
- SWE Track

The **Recognition** level acknowledges member, SWE groups, and organization accomplishments, such as being granted a patent or excellence in programming.

Contact the Awards & Recognition Committee Chair at [awards@swe.org](mailto:awards@swe.org) with any questions.

## Submission Guidance:

- **DEADLINE: June 15<sup>th</sup> at 11:59 PM, Central Time (UTC-6) (NEW in FY24)**
  - An acknowledgement receipt will be sent to the nominator after submission.
  - Package completeness feedback will NOT be provided.
  - Exceptions will NOT be made for late packages.
  - **The entire application must be submitted by the deadline.**
- Applications must be submitted electronically through the **Recognition** application platform, **SmarterSelect**. No email submissions will be accepted.
- Past **Recognition** recipients are eligible to receive the same recognition again, unless stated otherwise.
- All items in the Nomination Checklist must be included in the application.

## Recognition Notification:

- If notification is not received by Aug 31, nominators are asked to contact SWE Staff at [awards@swe.org](mailto:awards@swe.org).

NOTE: It is important that nominators confirm that the phone number and email address provided on the nomination form are **current and correct** for both the nominee and nominator.

## Timeline (Dates/Months are Application Year):

- April 15 – June 15: Submission period. **(NEW in FY24)**
- July: Judging period.
- By August 31: Notification period.

# General Information

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## Nominator Responsibilities:

- A nominee may self-nominate.
- A nominator can nominate more than one nominee.
- A nominator does not have to be a SWE member.
- Nominator's responsibilities include:
  - Use this Guide to select the Recognition that best suits the candidate.
  - Verify that the candidate meets the Objective and Eligibility requirements for the Recognition selected.
  - Verify all required items in the SWE Recognition Nomination Checklist are completed.
  - Accurately complete the appropriate online application at the link provided for the application selected.
  - Confirm that the phone number and email address provided on the nomination form are **current and correct** for both the nominee and nominator.
  - Submit the application by **June 15, 11:59pm, Central Time (UTC-6) (NEW in FY24)**
  - Retain documentation for package.
  - Contact SWE at [awards@swe.org](mailto:awards@swe.org) if the nominator's contact information changes after submission.
  - Inform the nominee of the result of their nomination.
  - Serve as the Point of Contact between SWE and the nominee.

## Disqualification Criteria:

Nominations for the Recognitions in this packet will be disqualified for the following:

1. Nominee applications are incomplete at the submission deadline, namely missing a required component specified in the recognition criteria, such as the demographics survey or formal statement, if required by Recognition eligibility.
2. Nominee does not meet Recognition eligibility. Examples include but are not limited to:
  - a. Patent not yet issued (ex. only the application may be issued, or patent is pending but not yet granted).
  - b. Incorrect Patent Number supplied (ex. company patent number, application number, etc.)
3. Formal statement or report, if required by eligibility, **contains photos, graphics or hyperlinks, such as LinkedIn and headshots. (NEW in FY24)**
4. Application not submitted to correct link, as specified in the recognition criteria.
5. Applications exceeding stated maximum word count.
6. Mission Specific:
  - a. Applications with the same event listed in multiple categories.
  - b. Applications that do not use the current year Mission Application Form.

## SWE Group:

The term "SWE Group" as used in this recognition packet is defined as any group of collegiate or professional SWE members that supports the SWE mission. Groups can include:

- Collegiate groups such as
  - SWE Collegiate Sections,
  - SWE Affiliates (including community college affiliate groups and sections),
- Professional groups such as
  - SWE Professional Sections
  - SWE Members At Large
  - SWE Affinity Groups,
  - Employee Resource Groups or informal groups within companies,
  - Small companies (Companies with less than 500 employees),
- Any other groups of SWE members.

## General Information

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### Demographics Survey Completed by Nominee, Leader in the Nominated Organization, or SWE Group Point of Contact

SWE is committed to diversity, equity, inclusion, and belonging and to ensuring that the **SWE Awards and Recognition** programs are serving all individuals fairly and equitably. To support continuous improvement, all SWE award nominees will be asked to complete the SWE demographic survey. These will guide program improvement strategies and track progress towards the goal of increasing participation and success of underrepresented groups. An individual's answers will never be shared and will be protected in accordance with SWE's data governance procedures. SWE only shares personal demographic information in the aggregate. The demographic survey will not be used in the evaluation of the award. If you have any questions, contact [awards@swe.org](mailto:awards@swe.org).

- Enter the email address of the nominee or the leader of the organization. They will receive a private link containing the demographic survey questions; they should respond with answers reflecting their own demographics. SWE encourages the use of a personal email address to avoid employer spam filters.
- Follow up with the nominee to ensure the survey is completed. The survey **must** be completed before the award nomination can be considered complete.

### Current SWE Membership

SWE membership is required for **all recognitions in the Academia, Management and Technical and SWE Tracks** ([Patent](#), [Motorola Foundation Multicultural](#), [The Boeing Company Multicultural](#), and [Mission](#)). SWE membership information can be obtained by logging into the SWE portal ([see Appendix I](#) – Verify SWE Membership) or emailing [membership@swe.org](mailto:membership@swe.org). **Note: Friends of SWE are not considered members. SWE's membership year is July 1 to June 30.**

If SWE membership is required for the intended award:

- Obtain the nominee's SWE ID.
- Verify the nominee's SWE membership will be valid by **June 15 of the application year**.

### Professional Headshot

A headshot photo will be used for SWE publications. It is not available to judges.

- Meet the following requirements:
    - Professional headshot photos are preferred. Headshot photos should include head and partial shoulders.
    - Images need to be **a minimum 300 dpi** and in color. To confirm, go to the photo's Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be **a minimum 300 dpi**. (JPG only and **a minimum of 1MB** in size.)
  - Required filename: AwardName\_NomineeFirstName\_NomineeLastName\_Headshot.jpg
  - Upload the professional headshot photo into the award submission form.
- NOTE: If the nominee is selected for the award, a professional headshot photo will be required.

### Organization Logo

An organization logo will be used for SWE publications. It is not available to judges.

- Meet the following requirements:
    - Images need to be **a minimum 300 dpi** and in color. To confirm, go to the image's Properties, on the Details tab under Image the Horizontal and Vertical resolutions should be **a minimum 300 dpi**. (JPG only and **a minimum of 1MB** in size.)
  - Required filename: AwardName\_NomineeFirstName\_NomineeLastName\_OrganizationLogo.jpg
  - Upload the organization logo into the award submission form.
- NOTE: If the nominee is selected for the award, an organization logo will be required.

# General Information

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## SWE Group Statistics

SWE Group Statistics are required for **all recognitions in the SWE Track** ([Motorola Foundation Multicultural](#), [The Boeing Company Multicultural](#), and [Mission](#)).

In **SmarterSelect** you will be asked to provide:

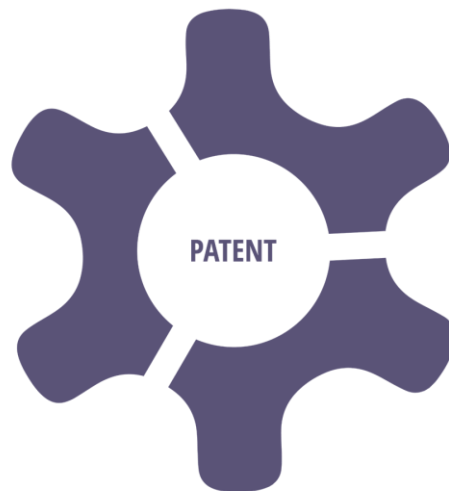
- Estimated number of Active Members (SWE Members that regularly participate in activities)
- Total number of Members (All Paid SWE Members in your [SWE Group](#))
- Estimated number of Professional or Collegiate Members
- If the SWE Group has been in existence less than two years

# Recognition Guide

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Use this guide to select the recognition that is best suited for your nomination.

## Academia, Management, & Technical Track Recognition



# Recognition Guide

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Use this guide to select the recognition that is best suited for your nomination.

## **ACADEMIA, MANAGEMENT, & TECHNICAL TRACK RECOGNITION**

### **PROFESSIONAL RECOGNITION**

#### **[Patent](#)**

Patent recognition recognizes SWE members who have been granted a patent within the previous three years from December 31<sup>st</sup> of the preceding year of the application. The patent must be relevant to the fields of engineering, engineering technology, or a science related to engineering. There is no maximum number of patents to be presented.



# Patent Recognition

Only SWE Members are eligible for this recognition.

**Patent recognition is a Recognition level honor in the Academia, Management and Technical track.**

## OBJECTIVE

- This recognition honors SWE members who have been granted a patent within the previous three years from December 31<sup>st</sup> of the preceding year of the application. For example: **Packages submitted in June 2024 would accept patents issued from December 31, 2020, through December 31, 2023.**
- There is no maximum number of patents to be presented.

## QUALIFICATIONS

The nominee must:

- Be a SWE member in good standing by **June 15, 2024**
- Be listed as an inventor on a granted patent relevant to the fields of engineering, engineering technology, or a science related to engineering

## ADDITIONAL INFORMATION

- The candidate may only receive Patent recognition once per patent.
- The candidate may only receive one Patent recognition per year, which may cover multiple patents.
- Inventors of the same patent can be nominated individually for Patent recognition.
- Patent recognition may be received in conjunction with any other SWE awards.
- Patent must be searchable on USPTO Public Patent Application Information Retrieval or Google Patent.
  - See examples in the [Appendix II – Patent Search](#)
  - If a patent is not searchable in either database but meets the requirements below, provide an attachment with supplemental evidence of the required information listed in the nomination checklist.
  - Please contact [awards@swe.org](mailto:awards@swe.org) for any questions.
- Up to 10 patents can be entered in one application. If more than 10 patents are to be nominated, more than one application must be created.
- All determinations by the Awards and Recognition committee are final.

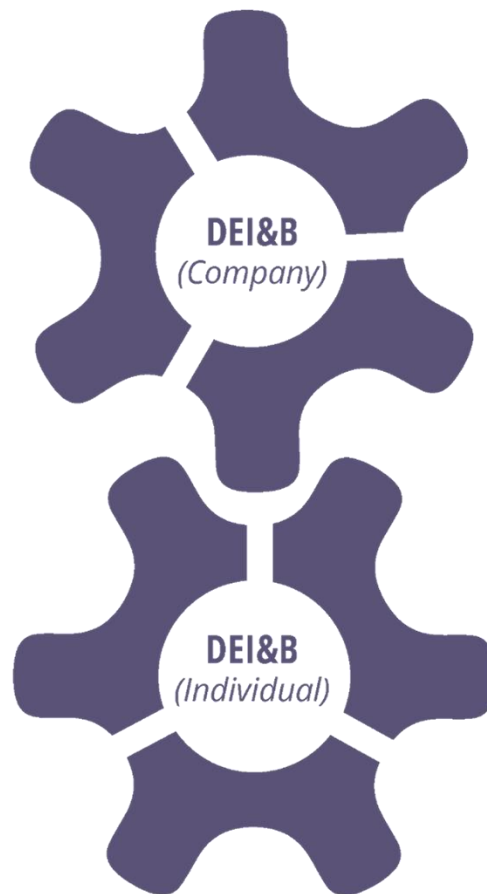
## NONINATION CHECKLIST

### [Apply for Patent Recognition](#)

- **Demographic Survey**
- **Professional Headshot Photo**
- **Required Patent Information:**
  - The Patent Number
  - The Title of the Invention
  - Inventor Name (Only list SWE member applying for the recognition)
  - Issue Date of Patent within the previous three years
- **Appendix (Optional):**
  - Content: Only required if a patent cannot be found on USPTO Public Patent Application Information Retrieval or Google Patent or additional information is needed (ex. Certificate of Correction issued to add the nominee as an inventor). The appendix must contain evidence of all the required information listed in above.
  - The appendix must be saved as a pdf file and uploaded to the submission form.
    - Recommended File Name: *Patent\_FirstName\_LastName\_Appendix.pdf*

Use this guide to select the recognition that is best suited for your nomination.

## Advocacy Track Recognition



# Recognition Guide

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Use this guide to select the recognition that is best suited for your nomination.

## ADVOCACY TRACK RECOGNITION

### COMPANY RECOGNITION

#### [Diversity, Equity, Inclusion & Belonging Program Recognition \(Company\)](#)

The Diversity, Equity, Inclusion & Belonging (DEI&B) Program recognition honors a company who has pioneered diversity, equity, inclusion & belonging program(s) within their organization. There is no maximum number of Diversity, Equity, Inclusion & Belonging Program recognitions to be presented.

### INDIVIDUAL RECOGNITION

#### [Diversity, Equity, & Inclusion & Belonging Program Recognition \(Individual\)](#)

The Diversity, Equity, Inclusion & Belonging (DEI&B) Program recognition honors an individual who has pioneered diversity, equity, inclusion & belonging program(s) within their organization or community. There is no maximum number of Diversity, Equity, Inclusion & Belonging Program recognitions to be presented.

# Diversity, Equity, & Inclusion Program Recognition

*SWE Diversity, Equity, Inclusion & Belonging Program recognition is a Recognition level honor in the Advocacy track.*

## OBJECTIVE

This recognition honors a new or significantly expanded effective Diversity, Equity, Inclusion, & Belonging (DEI&B) Program within their company or community (Individual Recognition). The nominated program is supportive of and promotes inclusion of individuals in the fields of engineering, engineering technology, or science related to engineering 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 refers to creating a welcoming space for everyone in which all members are equitably served and experience a sense of belonging.

## Eligibility

- Affiliation with SWE is not required.
- Program is either new ( $\leq 5$  years in existence) OR a significant expansion of one that has been in existence for  $>5$  years, with the expansion being in existence for  $\leq 5$  years.

## Recognition

Nominees that demonstrate an effective DEI&B program that meets the specified criteria will be recognized for their overall achievement.

## Recognition Judging Guidelines

- Points shall be calculated as follows:
- Program planning and logistics: 15 points
- Program evaluation:
  - DEI&B focused impact: 25 points
  - Overall impact: 10 points
- Total of 50 point maximum

## Nomination Checklist

[Apply for Diversity, Equity, Inclusion, & Belonging Program \(Company\) Recognition](#)

[Apply for Diversity, Equity, Inclusion, & Belonging Program \(Individual\) Recognition](#)

The following information constitutes a completed nomination package:

Nominee Name		Required
Nominee Type		Individual, Company/Organization
POC Contact Information		Name
		Email
		Telephone Number
Within Smarter Select	Program Data	Completed form entry
	Maximum Length	500 words
	Logo or Headshot	Company Logo or Headshot
Demographic Survey		Required
<b>Check the list of “Disqualification Criteria” in the General Information Section before submitting the application.</b>		

# Diversity, Equity, & Inclusion Program Recognition

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## Additional Information:

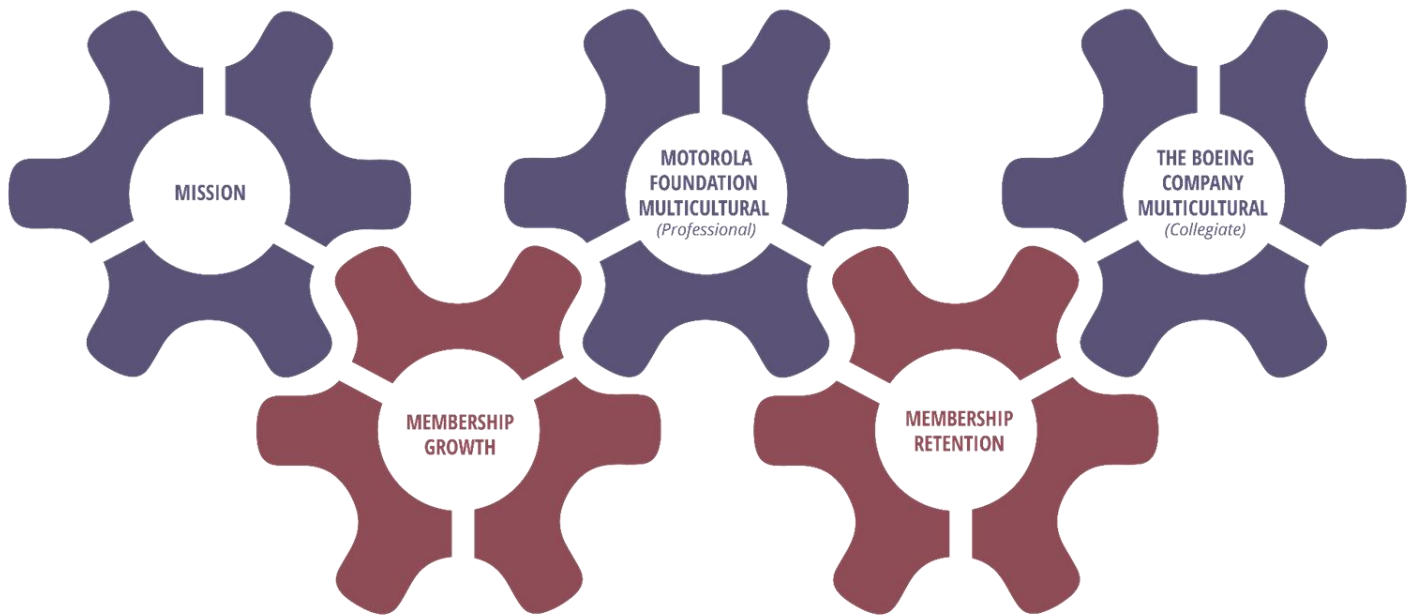
Remember to highlight the following:

- Program planning and logistics
  - New or expanded program
  - Planning or steering team members
  - Partnerships between other groups (broader SWE community, corporations, employee networks or resource groups, STEM organizations, local schools)
  - Sponsor identification, invitation, and involvement with program
  - Target audience(s), such as entry level, mid-level, senior level, specific subset of employees (please describe), all employees
  - Methods of event publicization and participant invitations
  - Scope of the initiative and goals
    - Defined gap or need that the program is meant to address
    - Clear planning and execution details of program, including type and frequency of individual events or activities within the program, if applicable
    - Defined metrics for evaluating and measuring success
- Overall program evaluation
  - DEI&B
    - Description of efforts or opportunities provided to foster connections and build community
    - Description of underrepresented group(s), if applicable
    - Summary from post-program surveys, including comments from all participants and planning team members demonstrating effectiveness
  - Program impact and accomplishments
    - Participation statistics, including
      - Target audience
      - Other attendees, such as parents, teachers, or scout leaders
      - Planners and team members
      - Presenters
    - Demonstration of closing the gap or addressing the need
    - Demonstration of meeting stated metrics for success
    - Path forward, including future plans to repeat and/or expand program to sustain gains
    - Feedback from participants, planning team, and sponsors
    - Overall assessment of impact (i.e., by number of participants and/or length of time of impact)

# Recognition Guide

Use this guide to select the recognition that is best suited for your nomination.

## SWE Track Recognition



# Recognition Guide

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Use this guide to select the recognition that is best suited for your nomination.

## **SWE TRACK RECOGNITIONS**

### **SWE GROUP RECOGNITIONS**

#### **MULTICULTURAL**

##### **Motorola Foundation Multicultural (professional)**

The Motorola Foundation Multicultural recognition is presented to a professional [SWE Group](#) that that has developed and implemented the best multicultural program to increase and retain a diverse membership and provide an inclusive environment, to increase the exposure of engineering and SWE to a diverse audience, and/or to increase the exposure of engineering and SWE to the community through K-12 outreach programs.

##### **The Boeing Company Multicultural (collegiate)**

The Boeing Company Multicultural recognition is presented to a collegiate [SWE Group](#) that has developed and implemented the best multicultural program to increase and retain a diverse membership and provide an inclusive environment, to increase the exposure of engineering and SWE to a diverse audience, and/or to increase the exposure of engineering and SWE to the community through K-12 outreach programs.

#### **SWE MISSION AND VALUES**

##### **Mission**

Mission recognitions are for [SWE Groups](#) that embody SWE core values and demonstrate continuous improvement and growth as they work to achieve the Society's strategic goals. There is no maximum number of Mission Recognitions to be presented.

### **SWE SECTION, AFFILIATE & MAL RECOGNITIONS**

#### **MEMBERSHIP**

##### **Membership Growth**

Membership Growth recognizes [SWE Groups](#) that have demonstrated exceptional membership growth over the past year. No application process is necessary because this recognition is determined based on SWE membership data. Membership Growth only recognizes SWE Sections, Affiliates, and Member at Large (MAL) groups. At most, three Sections, Affiliates or MAL groups will be presented for each group size.

##### **Membership Retention**

Membership Retention recognizes [SWE groups](#) that have demonstrated exceptional membership retention over the past year. No application process is necessary because this recognition is determined based on SWE membership data. Membership Retention only recognizes SWE Sections, Affiliates, and Member at Large (MAL) groups. At most, three Sections, Affiliates or MAL groups will be presented for each group size.

# Motorola Foundation Multicultural

Only groups with SWE Members are eligible for this recognition.

**Motorola Foundation Multicultural recognition is a Recognition level honor in the SWE track.**

## OBJECTIVE

The Motorola Foundation Multicultural recognizes a professional [SWE Group](#) that has developed and implemented the best multicultural program that does one or more of the following:

- Increases or retains a diverse SWE membership and provides an inclusive environment.
- Increases the exposure of engineering and the SWE organization to a diverse audience
- Increases the exposure of engineering and the SWE organization to the community through K-12 outreach programs

For this objective, diversity is defined as inclusion of individuals with unique characteristics including, but not limited to, ethnicity, race, culture, sexual orientation, gender, gender identity, gender expression, age, size, differences in ability, immigration status, nationality, national origin, education, socio-economic status, family structure, military/veteran status, and religious/non-religious beliefs.

An inclusive environment refers to creating a welcoming space for everyone in which all members are equitably served and experience a sense of belonging.

## ELIGIBILITY

Motorola Foundation Multicultural recognition may be given to a professional [SWE Group](#). A [SWE Group](#) cannot win this recognition two years in a row.

## NOMINATION CHECKLIST

### [Apply for Motorola Foundation Multicultural](#)

- **Demographic Survey**
- **SWE Group Statistics**
- Prepare a report highlighting the organization's multicultural program.
  - Maximum 2000 words
  - Include the following sections with clearly identifiable section headers
    - Executive Summary
    - Program Activities

### **Each report section must include a header and address the following**

- **30% - Executive Summary** should describe:
  - The impacts of the multicultural program thus far
  - The level of innovation and creativity used to implement the program
  - The significance of the program and future aspects of multicultural program the [SWE Group](#) intends to implement
- **70% - Program Activities** should describe:
  - The purpose of the program and how the program meets the objectives
  - Specific impact(s) of the program.
  - The level of innovation and creativity used to implement the program, including:
    - The activities in the program and how the program differs from previous years
    - The types of recruiting and/or retention methods used which enhanced the [SWE Group's](#) diversity, or SWE's visibility. (Explain which methods were most and least successful.)
    - How the [SWE Group's](#) public visibility was raised due to the recruiting and/or programming activities
  - The significance of the program and future aspects of the multicultural program the [SWE Group](#) intends to implement, including:
    - The potential benefits of this program, such as the benefits that have already been achieved and the benefits the [SWE Group](#) will focus on achieving in the future
  - Any additional multicultural projects or programs outside SWE in which the SWE Group was involved during the year, such as any joint events with a community and/or professional organization that enhanced the SWE Group's diversity
  - How the professional SWE Group's recruiting and/or retention programs are adaptable by other professional SWE Groups?



# The Boeing Company Multicultural

Only groups with SWE Members are eligible for this recognition.

***The Boeing Company Multicultural Recognition is a Recognition level honor in the SWE track.***

## OBJECTIVE

The Boeing Company Multicultural recognizes a collegiate [SWE Group](#) that has developed and implemented the best multicultural program that does one or more of the following:

- Increases or retains a diverse SWE membership and provides an inclusive environment.
- Increases the exposure of engineering and the SWE organization to a diverse audience
- Increases the exposure of engineering and the SWE organization to the community through K-12 outreach programs

For this objective, diversity is defined as inclusion of individuals with unique characteristics including, but not limited to, ethnicity, race, culture, sexual orientation, gender, gender identity, gender expression, age, size, differences in ability, immigration status, nationality, national origin, education, socio-economic status, family structure, military/veteran status, and religious/non-religious beliefs.

An inclusive environment refers to creating a welcoming space for everyone in which all members are equitably served and experience a sense of belonging.

## ELIGIBILITY

The Boeing Company Multicultural recognition may be given to a collegiate [SWE Group](#). A [SWE Group](#) cannot win this recognition two years in a row.

## NOMINATION CHECKLIST

### [Apply for The Boeing Company Multicultural](#)

- **Demographic Survey**
- **SWE Group Statistics**
- Prepare a report highlighting the organization's multicultural program.
  - Maximum 2000 words
  - Include the following sections with clearly identifiable section headers
    - Executive Summary
    - Program Activities

### **Each report section must include a header and address the following**

- **30% - Executive Summary** should describe:
  - The impacts of the multicultural program thus far
  - The level of innovation and creativity used to implement the program
  - The significance of the program and future aspects of multicultural program the [SWE Group](#) intends to implement
- **70% - Program Activities** should describe:
  - The purpose of the program and how the program meets the objectives
  - Specific impact(s) of the program
  - The level of innovation and creativity used to implement the program, including:
    - The activities in the program and how the program differs from previous years
    - The types of recruiting and/or retention methods used which enhanced the [SWE Group's](#) diversity, or SWE's visibility. (Explain which methods were most and least successful.)
    - How the [SWE Group's](#) public visibility was raised due to the recruiting and/or programming activities
  - The significance of the program and future aspects of multicultural program the [SWE Group](#) intends to implement, including:
    - The potential benefits of this program, such as the benefits that have already been achieved and the benefits that will the SWE Group focus on implementing in the future
  - Any additional multicultural projects or programs outside SWE in which the collegiate [SWE Group](#) was involved during the year, such as any joint events with a community and/or professional organization that enhanced the collegiate [SWE Group's](#) diversity?
  - How the collegiate [SWE Group's](#) recruiting and/or retention programs are adaptable by other collegiate [SWE Groups](#)

# Mission

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Only groups with SWE Members are eligible for this recognition.

**The Mission recognition is a Recognition level honor in the SWE track.**

## Objective:

These recognitions are for [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 Mission recognitions the [SWE Group](#) Point of Contact (POC) must be an SWE member in good standing by **June 15, 2024**.
- Applications submitted in 2024 must be for activities held between July 2023 - June 2024 \*(referred from here onwards to as the Fiscal Year/FY)\*

## 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 recognized Gold, Silver, or Bronze for their overall achievements.

Groups are broken out by the following sizes:

- Small Group: ≤ 30 current SWE members
- Medium Group: ≤ 100 current SWE members
- Large Group: >100 current SWE members

## Recognition Judging Guidelines:

Points shall be granted as follows:

- Section 1 – 5 core values at 4 points each = 20 points
- Section 2 – 12 categories at 10 points each = 120 points
- Total of 140 point maximum

Recognition levels will be determined based on the following criteria:

- Gold Recognition: from 120 to 140 points
- Silver Recognition: from 100 up to, but less than, 120 points
- Bronze Recognition: from 80 up to, but less than, 100 points

# Mission (continued)

## Nomination Checklist:

[Apply for Mission Recognition Mission Form](#)

The following information constitutes a completed nomination package:

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
		Has the group been in existence for less than two years?
SWE Group POC Contact Information		Name
		Email
		Telephone Number
		SWE Member Number (Group POC should be an SWE member in good standing to be considered for this recognition.)
Within Smarter Select	Section 1 Maximum Length	100 words per prompt
Completed Form	Section 2 - Key Activity Maximum Length	Up to 12 categories (three categories per each of four goals, 12 categories overall), 250 words each
	Content (All Sections)	<ul style="list-style-type: none"> <li>• Date(s) – List the date or dates (if a recurring event)</li> <li>• Meeting/Project/Program – List the name of the event</li> <li>• Role of <a href="#">SWE Group</a> <ol style="list-style-type: none"> <li>1. Participated – Another organization hosted or planned the event, SWE members attended.</li> <li>2. Co-Sponsor – The event was hosted or planned by <a href="#">SWE Group</a> in collaboration with another organization.</li> <li>3. Sponsor – <a href="#">SWE Group</a> hosted or planned the event.</li> </ol> </li> <li>• 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.</li> <li>• Total # of Participants – The total number of SWE and non-SWE event participants (including volunteers and attendees).</li> <li>• # of SWE Participants – Total number of SWE participants (including volunteers and attendees).</li> </ul>
	File Name Format	<ul style="list-style-type: none"> <li>• MissionForm_GroupName.xlsx</li> </ul>
Demographics Survey		<ul style="list-style-type: none"> <li>• Required</li> </ul>
<p><b>Check the list of “Disqualification Criteria” in the General Information Section before submitting the application.</b></p>		

# Mission Recognition (continued)

## Recognition Form Additional Information:

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 III](#), Mission Recognition Core Values Examples.

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

The Key Activity from each category should best demonstrate your support of SWE Core Values and SWE Strategic Goals. The Key Activity **MUST** be related to the Strategic Goal being discussed. Additional details on each Strategic Goal can be found in [Appendix IV](#), Mission Recognition SWE Strategic Goals.

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/Expanded/Continuous	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/Expanded/Continuous	Total # of Participants	Total # of SWE Participants	Word Count (30 Words Max)	

# Mission Recognition (continued)

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## Recognition Form Additional Information (continued):

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 V](#), Mission Recognition Metrics Examples)
- 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.
- Mission 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.
- **New in 2024:** The Mission Application has been updated to streamline the nomination and evaluation processes for nominators and judges. Nominators are now only asked to provide one “Key Activity” per each of the 12 categories. The “Additional Activities” sections have been removed.

# Membership Growth

Only SWE Sections, Affiliates and Members at Large (MAL) are eligible for this recognition.

**Membership Growth recognition is a Recognition level honor in the SWE track.**

## Objective

- This award recognizes [SWE Groups](#) that demonstrate exceptional growth.

## Eligibility

- Only the following groups are considered for this award:
  - SWE collegiate and professional sections
  - SWE affiliates
  - Members at Large (MAL)
- Groups must be in good standing.

## Selection Criteria

- Based on membership numbers pulled by SWE HQ.
- Group growth for the previous fiscal year must be in the top percentage.
- Groups are broken out the following ways:
  - Professional Affiliate
  - Collegiate Affiliate
  - Professional Small Section: ≤ 30 current SWE members
  - Collegiate Small Section: ≤ 30 current SWE members
  - Professional Medium Section: ≤ 100 current SWE members
  - Collegiate Medium Section: ≤ 100 current SWE members
  - Professional Large Section: >100 current SWE members
  - Collegiate Large Section: >100 current SWE members

## Nomination Checklist

- No application or nomination required.

## Additional Information

- Awards can be presented to at most three groups per group size.

# Membership Retention

Only SWE Sections, Affiliates and Members at Large (MAL) are eligible for this recognition.

**Membership Retention recognition is a Recognition level honor in the SWE track.**

## Objective

- This award recognizes [SWE Groups](#) that demonstrate exceptional membership retention.

## Eligibility

- Only the following groups are considered for this award:
  - SWE professional and collegiate sections
  - SWE affiliates
  - Members at Large (MAL)
- Groups must be in good standing.

## Selection Criteria

- Based on membership numbers pulled by SWE HQ.
- Group retention for the previous fiscal year must be in the top percentage.
- Groups are broken out the following ways:
  - Professional Affiliate
  - Collegiate Affiliate
  - Professional Small Section: ≤ 30 current SWE members
  - Collegiate Small Section: ≤ 30 current SWE members
  - Professional Medium Section: ≤ 100 current SWE members
  - Collegiate Medium Section: ≤ 100 current SWE members
  - Professional Large Section: >100 current SWE members
  - Collegiate Large Section: >100 current SWE members

## Nomination Checklist

- No application or nomination required.

## Additional Information

- Awards can be presented to at most three groups per group size.

# Appendix I – Verify SWE Membership and Locate SWE ID

- 1) Navigate to [www.swe.org](http://www.swe.org)
- 2) Log into your SWE account through the “Login” button in top right corner.
- 3) In the “My Information” section you will find
  - a. SWE ID – first item
  - b. Individual Paid Through Date – third item
    - i. If not paid through **March 1** renew your membership before submitting an application for **awards in the SWE Track** (*Distinguished Service Award, Fellow Grade, Distinguished Engineer, Distinguished New Engineer Award, Outstanding Graduate Student Member Award, Outstanding Collegiate Member Award, Rising Collegiate Star, Outstanding Counselor Award, and Outstanding Faculty Advisor Award*).
- 4) Provide your nominator with either a screen shot of the “My Information” section like below or your SWE ID.

The screenshot displays the 'My Information' page for a SWE member. The header includes the SWE logo and navigation links: 'Join SWE Here', 'Donate Today!', 'Advance Learning Center', 'Events', 'Advance Learning Center Activity', 'Member Only Resources', and 'More'. The main heading is 'My Information' with a shopping cart icon. On the left, a profile picture placeholder is shown for 'Pamela M. Morison', with a 'My Information' button highlighted. Below this are links for 'My Education Information', 'My Payment Methods', 'My Billing Address', 'My Member Subscriptions', 'My Payment Notices', 'My Order Details', 'Member Directory', and 'My Leadership History'. The main content area is titled 'Member Information' and lists the following details:

- SWE ID:** 27265 (highlighted with an orange box, with a 'Change' link to the right)
- Individual Original Join Date:** Oct 30, 2000
- Individual Paid Through Date:** Jul 1, 2115 (highlighted with an orange box)
- Prefix:** Mrs.
- First Name:** Pamela
- Last Name:** Morison
- Suffix:**
- Special Pricing:** Not Applicable
- Title:** Distinguished Technologist
- Employer:** HP Inc
- Fellow Grade:**
- Senior Member:**
- Individual Membership Type:** Life
- Community Group:** Columbia River



# Appendix II – Patent Search

## Example of Required Information (Highlighted) Using USPTO Public Patent Application Information Retrieval:

Note: This is provided only as an example and may not contain all required information needed for a complete submission.

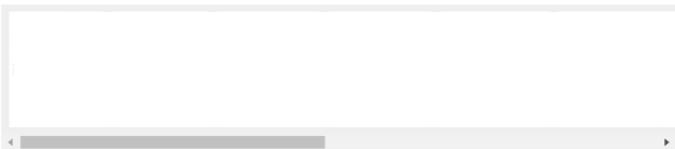
Select New Case	Application Data	Transaction History	Image File Wrapper	Patent Term Adjustments	Fees	Published Documents	Address & Attorney/Agent	Assignments	Display References
<b>Bibliographic Data</b>									
Application Number:									Correspondence Address Customer Number:
Filing or 371 (c) Date:									Status:
Application Type:									Status Date:
Examiner Name:									Location: <span style="color: blue;">i</span>
Group Art Unit:									Location Date:
Confirmation Number:									Earliest Publication No:
Attorney Docket Number:									Earliest Publication Date:
Class / Subclass:									Patent Number:
First Named Inventor:						all Inventors			Issue Date of Patent:
First Named Applicant:									International Registration Number (Hague):
Entity Status:									International Registration Publication Date:
AIA (First Inventor to File):									
Title of Invention:									

## Example of Required Information (Highlighted) Using Google Patent:

Note: This is provided only as an example and may not contain all required information needed for a complete submission.

*Title of Invention*

Images



Classifications

**EP**  
European Patent Office

Download PDF Find Prior Art Similar

Other languages:

Inventor:

Current Assignee :

Worldwide applications

Application events ⌵

- Priority to
- Application filed by
- Priority to
- Publication of EP
- Application granted
- Publication of EP

Status

- Active
- Anticipated expiration

Info:

External links:

## Appendix III – Mission Recognition Core Values Examples

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**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 IV – Mission Recognition SWE Strategic Goals

<b>Advocacy &amp; Collaboration</b>	
<b>Outreach</b>	
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 <sup>1</sup> , number of participants, if volunteers took the Youth Protection Policy training <sup>2</sup>	Girl Scout STEM meeting, panel for high school students, etc.
<b>Public Policy</b>	
Description	Examples
Engaging members in policy issues that impact the advancement of women in engineering; reference: <a href="https://swe.org/public-policy/">https://swe.org/public-policy/</a>	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.
<b>Partnerships between Collegiate, Professional, Industry, Academia, Other Organizations</b>	
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.

## 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, size, differences in ability, immigration status, nationality, national origin, education, socioeconomic status, family structure, military/veteran status, religious/non-religious beliefs. An inclusive environment refers to creating a welcoming space for everyone 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.

<b>Global Community</b>	
<b>Global &amp; Multicultural</b>	
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.
<b>Communication *not limited to global activities</b>	
Description	Examples
Communications program to inform and develop members and the general public	Brochures, websites, newsletters, blogs, podcasts, social media, press releases, etc.
<b>Mentoring *not limited to global activities</b>	
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.

<b>Growth &amp; Excellence</b>	
<b>Professional Development</b>	
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.
<b>Awards &amp; Recognition</b>	
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.
<b>Leadership Development Within Group</b>	
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.

## Appendix V – Mission Recognition Metrics Examples

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**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