



FY16 Region J Awards Package

CALL FOR AWARDS SUBMISSIONS

FY16 Region J Awards Program

Professional Development Program Section Award
Outreach Program Section Award
Emerging Leader Individual Award
Distinguished Outreach Service Award
Employee Resource Group Award
Membership Awards

Award Package Due Date: December 23, 2015
Submit Packages to: regionj.swe.awards@gmail.com



FY16 Region J Awards Package

Society of Women Engineers Region J Awards Program FY16

General Information:

The Region J Awards Program consists of two section awards, two individual awards, one employee resource group award, and three membership awards. The awards will be presented at the ABJ Region Conference in Seattle, WA on February 20, 2015.

All submissions are to be submitted electronically to regionj.swe.awards@gmail.com. Please note that if your section or MAL group applies for more than one award, then a separate application must be submitted for each award. **The submission deadline is December 23, 2015.**

Incomplete packages, packages that do not follow the specified format, or those that exceed the word count requirements will be removed from consideration. In the event of a tie for any region award, honors and/or cash prizes will be split between the submissions included in the tie.

Specific questions concerning the Region J Award Program can be directed to the Region J Awards Chair at regionj.swe.awards@gmail.com.

Award Summary

- Professional Development Program Award
 - o Collegiate and Professional/MAL sections invited to apply
 - o Event must have been executed during FY15 or FY16 to be eligible
 - o One \$50 cash award presented to collegiate AND professional section
- Outreach Program Award
 - o Collegiate and Professional/MAL sections invited to apply
 - o Event must have been executed during FY15 or FY16 to be eligible
 - o One \$50 cash award presented to collegiate AND professional section
- Emerging Leader Award
 - o Collegiate and Professional/MAL members invited to apply
 - o One award presented to a collegiate AND professional member
- Distinguished Outreach Service
 - o Professional/MAL members invited to apply
 - o One award presented
- Employee Resource Group Award
 - o Professional/MAL sections invited to apply
 - o Event must have been executed during FY15 or FY16 to be eligible
- Membership Awards (No application needed)
 - o Awarded to sections with best growth and retention

Required Documentation

In addition to the written package, the nomination should be accompanied by a cover sheet that provides the following information:

- Title of the award being submitted (i.e. Outreach Program Award)
- Name of person submitting the award
- Section name and number (i.e. Columbia River Section – J002)
- Email address AND phone number of nominator
- Name of the nominee (if applicable for individual award)



FY16 Region J Awards Package

Professional Development Program – Section Award

The Professional Development Program Award will be given to the collegiate and professional section with the best program for career guidance or professional development.

Recognition:

An award may be given to both a collegiate and professional section for an outstanding professional development program. Nominated programs must have been conducted during the previous or current SWE fiscal year (July 2014 through November 2015). One \$50 cash grant will be awarded to the professional AND collegiate section with the best professional development program.

Submission Format:

- Email all submissions in Word Document or PDF File to the Region J Awards Chair with the subject line PD_Program_SectionName. Receipt will be confirmed via email.
- In 750 words or less please highlight your section's career guidance or professional development program.
- The Report will be judged based on the requirements listed in **Report Content**.
- Format for the Report must be as follows:
 - Arial font, size 10, double space, 1" margins on all sides
 - Word Document or PDF File ONLY
 - Save File as 'PD_Program_SectionName
 - Incomplete packages, those that exceed the word limit, or do not follow the requirements will be removed from consideration.

Report Content:

Body of report to include a description of the overall program (750 words or less) including:

- Detailed description of the event/program and event communication
- Number of members who worked on program
- Approximate number of hours in planning by members
- Number of participants at event (if applicable)
- Relevance of your event/program to SWE's mission and goals
- Program audience and the impact of the event on the participants
- Overall effectiveness of the program

Judging Basis:

Event Description, Purpose, and Attainment of Goals (60%)

Innovative/Expansion of Program and Effectiveness (25%)

Participation Planning and Attendance (15%)



FY16 Region J Awards Package

Outreach Program – Section Award

The Outreach Program Award will be given to the collegiate and professional section(s) with the best program for K-12 guidance or outreach.

Recognition:

An award may be given to both a collegiate and professional section for an outstanding outreach program. Nominated programs must have been conducted during the previous or current SWE fiscal year (July 2014 through November 2015). A \$50 cash grant will be awarded to the professional AND collegiate section with the best outreach program.

Submission Format:

- Please email all submissions in Word Document or PDF File to the Region J Awards Chair with the subject line OutreachProgram_SectionName. Receipt will be confirmed via email.
- In 750 words or less please highlight your section's outreach program.
- The Report will be judged based on the requirements listed in **Report Content**.
- Format for the Report must be as follows:
 - Word Document or PDF File ONLY
 - Save File as 'OutreachProgram_SectionName
 - Arial font, size 10, double space, 1" margins on all sides
 - Incomplete packages, those that exceed the word limit, or do not follow the requirements will be removed from consideration.

Report Content:

Body of report to include a description of the overall program (750 words or less) including:

- Detailed description of the event
- Event communication
- Number of members who worked on program
- Approximate number of hours in planning by members
- Number of participants at event (if applicable)
- Relevance of your event/program to SWE's mission and goals
- Program audience and the impact of the event on the participants
- Overall effectiveness of the program

Judging Basis:

Event Description, Purpose, and Attainment of Goals (60%)

Innovative/Expansion of Program and Effectiveness (25%)

Participation Planning and Attendance (15%)



FY16 Region J Awards Package

Employee Resource Group Award – Section Award

Objective:

The ideal section, MAL, or international members will have partnerships with one or more employee resource groups (ERGs) that mutually benefits both parties. This award collects best practices that can be featured in SWE Media

Qualifications:

Section, MALs, or international members must be actively engaged in a partnership with an ERG. Employee Resource Groups (ERGs) can be any organization at a company that organizes people from the workplace around a common goal. The partnership can be in any form such as a joint professional development event, sharing speakers, co-planning outreach events, or any type of support for a common goal.

Submission Format:

- Please email all submissions in Word Document or PDF File to the Region J Awards Chair with the subject line ERGProgram_SectionName. Receipt will be confirmed via email.
- In 750 words or less please highlight your section's ERG/SWE partnership.
- The Report will be judged based on the requirements listed in **Report Content**.
- Format for the Report must be as follows:
 - Word Document or PDF File ONLY
 - Save File as 'ERGProgram_SectionName
 - Arial font, size 10, double space, 1" margins on all sides

Selection Criteria:

- 45% SWE Participation: Include details about how SWE has helped the ERG and how SWE benefited from the partnership
- 25% ERG Participation: Include details about how the ERGs participation helps SWE, what percentage of the ERG are SWE members. Describe how the ERG benefited from the partnership
- 10% Best Practice Sharing: Include details that will allow other MALs, Sections, and ERGs that can be used to help partner these organizations to develop similar partnerships. "What we would do better/different next time" statements are important

Report Content:

- Describe the type of partnership involved (joint event, shared training, etc.)
- Describe what SWE was responsible for planning and what the ERG planned. Include information on roles (i.e. if the SWE Section President is also Events Chair on the ERG, explain the players and their roles)
- Describe how the partnership benefited both SWE and the ERG
- Detail the best practices that made the event successful
- Recommend changes/developments for future events and how to grow the SWE/ERG partnership in the future
- Up to two photos (attached separately from the report) that may be shared with SWE for use in SWE Media



FY16 Region J Awards Package

Emerging Leader – Individual Award (Professional)

The Northwest Star Region Emerging Leaders Award (Professional/MAL) honors any SWE Professional/MAL members who have been actively engaged in an engineering or technology profession/degree, has demonstrated outstanding technical excellence and has consistently engaged with SWE.

Qualifications include:

1. A member who has been actively engaged in an engineering or technology profession.
2. A member who has demonstrated outstanding technical excellence resulting in significant accomplishments.
3. A member who has demonstrated outstanding leadership excellence.
4. A member who has demonstrated consistent SWE membership and participation with SWE activities.

Experience:

This award requires a minimum five (5) years of cumulative engineering experience as of December 31 during the FY of the nomination. Each advanced engineering degree obtained on a full-time basis counts as one year of experience.

Submission Format:

- Format for the Report must be as follows:
 - Word Document or PDF File ONLY
 - Save File as 'EmergingLeader_Prof_NomineeLastName
 - Arial font, size 10, double space, 1" margins on all sides
 - Incomplete packages, those that exceed the word limit, or do not follow the requirements will be removed from consideration.
- Please email all submissions to the Region J Awards Chair, receipt will be confirmed via email.
- The Award will be judged based on the requirements listed in **Selection Criteria**.

Application materials:

- Nominee's resume and SWE resume
- Candidate's statement of 750 words or less, demonstrating each of the "selection criteria" noted below.

Selection Criteria:

Primary selection criteria is based on:

- 50% Professional Achievements Demonstrating Technical Leadership: Discuss the nominee's active engagement in an engineering or technology profession and achievements demonstrating leadership in her profession. This should include details on her leadership role, what responsibilities she had in this role, and tangible results of the project/team.
- 25% Community Involvement and Leadership Activities: Discuss the nominee's involvement in the community including the leadership roles held in community activities. Emphasis should be given to activities in which the nominee was leading an event or activity.
- 25% SWE Involvement and Leadership Activities: Discuss the nominee's involvement in the SWE community including event and/or activities and the leadership roles. Emphasis should be given to activities in which the nominee was leading an event or activity.



FY16 Region J Awards Package

Emerging Leader – Individual Award (Collegiate)

The Northwest Star Region Emerging Leaders Award (Collegiate) honors any SWE collegiate member who has been actively pursuing and/or engaged in an engineering or technology degree, has demonstrated outstanding technical excellence and has been a consistently engaged with SWE.

Qualifications include:

1. A Collegiate member who has been actively engaged in pursuing an engineering or technology degree and
2. A Collegiate member who has demonstrated outstanding leadership excellence resulting in significant accomplishments toward the SWE mission.
3. A Collegiate member who has demonstrated consistent SWE membership and actively participates in SWE activities.

Experience:

1. Currently a collegiate SWE member or is no more than 1 year out of college as of December 31 during the FY of the nomination.
2. Demonstrated technical excellence through participation in co-ops, internships, research, and/or projects. This includes projects completed through collegiate courses.

Submission Format:

- Format for the Report must be as follows:
 - Word Document or PDF File ONLY
 - Save File as 'EmergingLeader_Coll_NomineeLastName
 - Arial font, size 10, double space, 1" margins on all sides
 - Incomplete packages, those that exceed the word limit, or do not follow the requirements will be removed from consideration.
- Please email all submissions to the Region J Awards Chair, receipt will be confirmed via email.
- The Award will be judged based on the requirements listed in **Selection Criteria**.

Application materials:

- Nominee's resume and SWE resume
- Candidate's statement of 750 words or less, demonstrating each of the "selection criteria" noted below.

Selection Criteria:

Primary selection criteria is based on:

- 50% Educational Achievements Demonstrating Leadership and Technical Excellence: Discuss the nominee's active engagement in an engineering or technology degree and achievements demonstrating leadership in her discipline. This should include details on her leadership role, what responsibilities she had in this role, and tangible results of the project/team.
- 25% Community Involvement and Leadership Activities: Discuss the nominee's involvement in the community including the leadership roles held in community activities. Emphasis should be given to activities in which the nominee was leading an event or activity.
- 25% SWE Involvement and Leadership Activities: Discuss the nominee's involvement in the SWE community including event and/or activities and the leadership roles. Emphasis should be given to activities in which the nominee was leading an event or activity.



FY16 Region J Awards Package

Distinguished Outreach Service – Individual Award

The Northwest Star Region has established this award to recognize SWE members who have made a valuable contribution to the Society with specific emphasis in promoting SWE via K-12 outreach and STEM-related activities.

Qualifications Include:

- Collegiate, Professional or MAL member in good standing
- Minimum of 10 years of SWE membership

Submission Format:

- Format for the Report must be as follows:
 - Word Document or PDF File ONLY
 - Save File as 'DistinguishedOutreach_NomineeLastName
 - Arial font, size 10, double space, 1" margins on all sides
 - Incomplete packages, those that exceed the word limit, or do not follow the requirements will be removed from consideration.
- Please email all submissions to the Region J Awards Chair, receipt will be confirmed via email.
- The Award will be judged based on the requirements listed in **Selection Criteria**.

Application materials:

- Nominee's resume and SWE resume
- Candidate's statement of 750 words or less, demonstrating each of the "Primary selection criteria" noted below.

Selection criteria:

- 20% Leadership: Include specific examples of demonstrated leadership by the nominee. List leadership positions held by the nominee. (Note: Service as an officer within the Society is not a requirement for the award selection.)
- 25% Dedicated Service: Include nominee's frequency and continuity of service and scale and complexity of event planning, execution and participation.
- 25% Impact: Explain how the nominee has made a lasting impact with her efforts and activities. Include details about those landmark activities and/or ideas that have cascaded throughout the Society. Explain how she has touched the lives of others while fulfilling SWE's mission.
- 10% Visibility: Explain how the nominee promoted the visibility of SWE at the section and/or region level with respect to K-12 outreach and STEM-related activities.
- 10% Innovation: Explain the nominee's innovation, originality and significance of activities and/or ideas and how she leads change.
- 10% Versatility: Describe the nominee's versatility in performing a variety of services within the section and/or region.



FY16 Region J Awards Package

Membership Awards

The Northwest Star Region has established this award to recognize SWE sections within Region J who have the best membership growth and sustainment in FY15. This award will recognize the collegiate and professional sections who have the highest percentage of growth and who have sustained the most members over the course of FY15.

No application is required for this award.