**CALL FOR AWARDS SUBMISSIONS**

**FY16 Region J Awards Program**

**Collegiate Sections Only**

Professional Development Program Section Award

Outreach Program Section Award

**Award Package Due Date:** April 15, 2016

**Submit Packages to:** regionj.swe.awards@gmail.com

**Society of Women Engineers Region J Awards Program FY16**

**General Information:**

The Region J Awards Program consists of two section awards. The awards will be announced via the Region J Newsletter and the winning sections will be sent their check.

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 April 15, 2016**.

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
	+ Collegiate and Professional/MAL sections invited to apply
	+ Event must have been executed during FY15 or FY16 to be eligible
	+ One $50 cash award presented to collegiate AND professional section
* Outreach Program Award
	+ Collegiate and Professional/MAL sections invited to apply
	+ Event must have been executed during FY15 or FY16 to be eligible
	+ One $50 cash award presented to collegiate AND professional section

**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)

**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%)

**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%)