**Region G Achieving Collegiate Section Award**

The Region G Achieving Collegiate Section Award is designed to mirror the Outstanding Collegiate Section Award given at the Society Conference. The award is based on the Collegiate Section’s ability to meet SWE’s Strategic Priorities and will be assessed on the section’s self-evaluation, report, and activity documentation.

**Recognition**

The Outstanding Collegiate Section Awards were first established in 1975 to recognize outstanding Collegiate Sections. The Awards will be given based on the Collegiate Section’s ability to meet SWE’s Strategic Goals and will be assessed on the section’s self-evaluation, report, and activity documentation. The competition encourages continuous improvement and growth of each section. Awards will be given to a Collegiate Section within Region G based on activities which have occurred in the current SWE fiscal year (since July 1). Do not include activities prior to July 1.

Note: Cash grants based on funds available will be distributed at the discretion of the Region G Awards Committee.

Any collegiate section attaining the minimum levels of participation will be recognized with a certificate or plaque.

* **Certificate of Participation** - < 70 points (self-evaluation)
* **Certificate of Merit –** 70 to <100 points (self-evaluation and judging)
* **Bronze Award** –100to <130points (self-evaluation and judging)
* **Silver Award** –130 to < 160 points (self-evaluation and judging)
* **Gold Award** –160 to 190 points (self-evaluation and judging)

**Eligibility**

* Collegiate Sections in compliance with SWE Bylaws (Society and Collegiate)
* An annual report and a financial report were both filed the previous fiscal year
* Collegiate Section President must be a member in good standing for current fiscal year
* Collegiate Section Treasurer must be a member in good standing for current fiscal year
* Collegiate Section Counselor must be a member in good standing for current fiscal year

**Submission Format**

All submission must be submitted electronically in format. Email your report to Region G Awards Co-Chairs and to **rcr-g@swe.org** with subject line Region G Achieving Collegiate Section. Your report file is to be named in the following manner: Region G Achieving \_Section Name. Receipt will be confirmed via e-mail.

**Judging Basis**

Scoring – Total possible –190 points

* 70 Points from self-evaluation form (will be verified by judges)
  + Planning and Administration
    - Recommended: Create Strategic Plan and submit to Region Governor ([governor-g@swe.org](mailto:governor-g@swe.org)), faculty advisor, and counselor.
  + Communication and Membership Recruitment
  + Regional/Society Participation
* 100 Points: 33.3 Points per Strategic Goal: (1) Professional Excellence, (2) Globalization and (3) Advocacy. (Details on the strategic goals can be found at <http://societyofwomenengineers.swe.org/index.php/about-swe#activePanels_4>.)
  + 7.3 Points – Alignment with Society SWE Vision, Mission, and Strategic Plan
  + 7 Points – Impact of events in meeting the section’s goals and objectives and the three SWE Society Strategic Goals
  + 7 Points – Goals and objectives supported by activities
  + 6 Points – Innovative, new, or expanded activities
  + 6 Points – Member participation
* 5 Points for Report format
* 15 Bonus Points

**Judging Criteria**

General Information

* The report must be submitted in a PDF format. Please convert from a Word document to a PDF. Note: If you do not have access to Adobe Acrobat, you can go to [www.adobe.com](http://www.adobe.com) and convert your document for free by downloading their program for a free 30 day trial.
* Minimum page requirement is 4 pages. (Cover Sheet, Introduction, Description of Highlighted Strategies, and an Activity Documentation Sheet)
* Do **NOT** include a Table of Contents

Report Format

* 1 inch margins on all sides
* 1.5 spaced text
* 12 point Times New Roman font
* Only the section number and name should be placed in the upper right side of header
* Only the page number should appear in the lower right side of the footer

**Report Content**

* Cover Sheet (Max 1 page)

Cover sheet must contain at least the following information:

* + Section name, phone number, mailing address, and E-mail address
  + Section president name, SWE member number, phone number, mailing address, and e-mail address
  + Faculty Advisor name, phone number, mailing address, and e-mail address
  + SWE Counselor name, SWE Member number, phone number, mailing address, e-mail address
  + Membership information:
    - Number of Total Collegiate Members (as of December 15)
    - Number of SWE Collegiate Members last fiscal year (as of June 30)
    - Number of new SWE Collegiate Members (from July 1 through December 15)
    - Number of women enrolled in engineering at your school
    - Number of total students enrolled in engineering at your school
* Introduction (Max ½ Page)  
  Provide a general introduction to your section. Clearly detail the goals that your section has planned to focus on this year. These goals should align with the three SWE Strategic Goals.
* Description of Highlighted Strategies (Max 2 pages)  
  Organize this section by the three Strategic Goals (Professional Excellence, Globalization, and Advocacy). Briefly highlight 1 or 2 innovative or expanded activities that your section has been involved in for each of the three goals. These should be activities that had a major impact on your section and enabled you to meet your objectives for that goal. Describe how these activities related to the Society SWE Strategic Goal and how they impacted the section (ex. Provided more opportunities to get members involved or gave our section publicity on campus)
* Conclusion (Max ½ page)   
  Summarize your section’s accomplishments this year and how these accomplishments fit with the goals that your section defined for the year.
* Activity Documentation Sheets (Max 3 pages (1 page per Strategic Goal))   
  Each of the three Strategic Goals should be addressed in this section. One entry line per activity to be listed under the primary Objective. The activity may be cross-referenced to other Strategic Goals in the appropriate column. Follow the format of the Activity Documentation Sheet provided in this packet. For each strategic goal, rank the impact of all the activities and list them in order from most to least impact. Use a scale from 1 to 10 (1 = Least impact to collegiate section to meet the year’s objectives for a strategic goal and 10 = Most impact to collegiate section to meet the year’s objectives for the same strategic goal).
* Self-Evaluation Form (Max 1 page)This form is used to provide the collegiate section with immediate feedback on how the section is performing based on key areas that are important to SWE at the Society level. The Self- Evaluation Form is to be completed by the section president. A maximum number of points have been assigned to each category on the self-evaluation form. Each category contains multiple line items to allow for various combinations for a section to reach the maximum number of points. Judges will be looking for supporting detail in order to verify the section’s self-evaluation form. Supporting detail can be provided in the body of the report, Activity Documentation Sheets, and Appendix.
* Appendix (Max 3 pages)This section should be used to provide supporting information for the self-evaluation portion and essential information that may be needed to explain an activity. (Ex. Clipping from newsletter, picture of members at Society or Region Conference) Remember that conciseness of the report is considered in judging, but it must be explicit enough for the judges to understand the context and impact of the major activities.

**OCS/OCNS Check List**

 Activity Documentation Sheets Completed (throughout the year)

 Collegiate Section is in Good Standing (you can verify this with SWE HQ)

 Collegiate Section President is a paid member

 Collegiate Section Treasurer is a paid member

 Collegiate Section Counselor is a paid member

 Last Year’s Annual Report was submitted to SWE HQ\*\*

 Last Year’s Financial Report was submitted by to SWE HQ\*\*

 OCS/OCNS Report is compliant with requirements in the Outstanding Collegiate Section Awards Packet

 PDF Format

 1” margins

 12 point, Times New Roman font

 1.5 spaced text

 Page limits have not been exceeded

 Cover Sheet – 1 page

 Introduction – ½ page

 Description of Highlighted Events – Maximum 2 pages

 Conclusion – ½ page

 Activity Documentation Sheets – Maximum 3 pages

 Self-evaluation

o Recommended: Strategic Plan submitted to your Region Governor ([**governor-**](mailto:governor-x@swe.org)**g**[**@swe.org**)](mailto:governor-x@swe.org), faculty advisor, and counselor.

 Appendix – Maximum 3 pages