



Society of
Women Engineers

ASPIRE • ADVANCE • ACHIEVE



Sponsorship Program Handbook

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
SWE-HA Executive Council.....	3
About the Society of Women Engineers	3
About the Society of Women Engineers Houston Area Section	3
Mission Statement (Adopted in 1986).....	3
SWE Objectives (Adopted in 1950)	3
Sponsorship Form	4
Requested Documents and Information	4
Academic Scholarships and Awards Program.....	6
Continuing Development Programs.....	7
K-12 Sponsored Outreach Events	8
Federal & State Tax Exempt Information.....	10
Document Information	10



SWE-HA Executive Council

The **SWE-HA** Executive Council & Committee members are individual volunteers who participate to support SWE's mission statement and objectives. We have compiled this handbook to more clearly illustrate the great opportunities to make an impact to **SWE-HA** and to help assess the level of involvement that reflects your company's commitment of support. We hope that this guide helps answer any questions you might have, but please feel free to consult your SWE-HA representative with any additional questions.

THANK YOU FOR YOUR SUPPORT!

About the Society of Women Engineers

Aspire ▪ Advance ▪ Achieve

The **Society of Women Engineers (SWE)** is a not-for-profit educational and service organization that empowers women to succeed and advance in the field of engineering and to be recognized for their life-changing contributions as engineers and leaders. Founded in 1950, **SWE** is the driving force that establishes engineering as a highly desirable career for women through an exciting array of training and development programs, networking opportunities, scholarships, outreach and advocacy activities, and much more.

About the Society of Women Engineers Houston Area Section

Engineering Bridges to the Future

The **Society of Women Engineers Houston Area Section (SWE-HA)** was officially chartered on July 1, 1979 as a tax exempt 501(c)(3) nonprofit corporation to provide educational resources and to promote Science, Technology, Engineering and Mathematics (STEM) among women in the Greater Houston Area. **SWE-HA** empowers women of all ages and diverse cultures to successfully achieve their aspirations, and recognizes women for their contributions as leaders in the community.

SWE-HA aspires to unify science and engineering communities through active participation in outreach events for grades K-12, Academic Scholarships, Awards & Recognition, and Continuing Development programs. With the support of local corporate sponsors and individual donors, SWE-HA is dedicated to pursue this impactful social commitment.

Mission Statement (Adopted in 1986)

Stimulate women to achieve full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life, and demonstrate the value of diversity.

SWE Objectives (Adopted in 1950)

- Inform young women, their parents, counselors, and the general public of the qualifications and achievements of women engineers and the opportunities open to them.
- Assist women in readying themselves for a return to active work after temporary retirement.
- Serve as a center of information on women in engineering.
- Encourage women engineers to attain high levels of education and professional achievement.



Sponsorship Form

CONTACT INFORMATION

Corporate Sponsor: _____
 Contact Name _____
 Title: _____
 Phone Number (Office) : _____
 Email: _____
 Mailing Address: _____

 Website URL _____

DONATION INFORMATION				
Donation Amount	\$	Check Number	#	
RECOGNITION LEVEL				
[]	Level I \$250 - \$999	[]	Level II \$1000 - \$1999	[]
			Level III \$2000-\$2999	[]
				Level IV \$3000+
INDICATE AREA OF PRIMARY SUPPORT				
[]	Academic Scholarships and Awards Program		[]	Continuing Development Programs
[]	K -12 Outreach		[]	General Donation (to be used where SWE has most need)

SPONSOR RECOGNITION BENEFITS*	Level I \$250 - \$999	Level II \$1000 - \$1999	Level III \$2000- \$2999	Level IV \$3000+
Sponsored Event/Program Literature : Corporate Profile & Logo Display	x	x	x	x
Sponsored Event/Program Promotional Items : Corporate Logo Display**	x	x	X	x
SWE-HA Website : Corporate Profile & Logo Display	x	x	X	x
SWE-Happenings Newsletter : Corporate Profile & Logo Display		x	X	x
Free Attendance to Events Throughout Year		For 2 people	For 4 people	8
Sponsor Logo on Annual Volunteer T-Shirts for next SWE fiscal year***		x	X	x
Free Job Postings on SWE-HA Website/Newsletter			2	4
Spotlight Interview in SWE-HA Newsletter of Employee from Sponsor Company			X	x
SWE Provided Speaker to Company Event if requested				x

* Note: Sponsor Recognition Benefits are available for monetary support only (not In-Kind Donations or Services)

**Note: Promotional items provided by company

** Note: Visibility on t-shirt will increase in proportion to Level

Requested Documents and Information

[] Sponsor Company Profile (maximum of 250 words or less)

[] Sponsor Logo

Acceptable Formats Include:

Electronic Documents: doc, .docx, .pdf, .ppt, .pptx, .rtf, .xls, .txt;

Graphic (Image) Formats : JPEG, TIF, or PNG **Hard Copies:** brochures, scanned copies, written literature

Other opportunities to support SWE in addition to financial support include the following:

IN-KIND DONATIONS OR SERVICES			
<input type="checkbox"/>	Door and/or Gift Prizes	<input type="checkbox"/>	Corporate Promotional Items
<input type="checkbox"/>	Host Venue	<input type="checkbox"/>	Food Catering
<input type="checkbox"/>	Other	<input type="checkbox"/>	Guest speaker for SWE-HA Meeting
ESTIMATED VALUE OF SERVICES			
Estimated Value	\$		

HOST VENUE INFORMATION						
Host Venue Contact Name:						
Phone Number:						
Building Name:						
Room Number or Name:						
Street Address:						
City, State and Zip Code:						
VENUE DETAILS						
Parking Availability	Secured	Yes	No	Fees	Yes	No
ROOM DETAILS						
Number of Occupancy:	Minimum			Maximum		
Seating Availability	Chairs	Yes	No	Tables	Yes	No
Audio Equipment	Microphone	Yes	No	Video Screen	Yes	No
	Extension Cords	Yes	No	Video Projector	Yes	No

GUEST SPEAKER INFORMATION						
Guest Speaker Name:						
Employer:						
Title:						
Area of Expertise:						
Lecture Topic:						
Title of Lecture (marketing purposes) :						
Lecture Date or Preference of Availability:						
Lecture Time or Preference of Availability:						
GUEST SPEAKER BIOGRAPHY (ATTACH SEPARATELY)						
<input type="checkbox"/>	Maximum of 250 words or less					
<input type="checkbox"/>	Photograph					
EQUIPMENT NEEDED						
<input type="checkbox"/>	Dry Erase Board or Flip Chart & Markers			<input type="checkbox"/>	Printed Handouts	
<input type="checkbox"/>	Laptop (PowerPoint Presentation)			<input type="checkbox"/>	Video Projector & Screen	
<input type="checkbox"/>	Other (please specify):					

PLEASE MAIL OR EMAIL COMPLETED FORMS AND REQUESTED ADDITIONAL ATTACHMENTS TO:

Attention: SWE-HA President and/or Treasurer

P.O. Box 1355

Houston, TX 77251

SWE-HA President Email: president@swehouston.org

SWE-HA Treasurer Email: treasurer@swehouston.org

Academic Scholarships and Awards Program

SWE-HA provides scholarship opportunities and funding for middle and high school students who attend a Greater Houston Area school including but not limited to the surrounding following counties: Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, San Jacinto and Waller. Interested female students who plan to enroll for an engineering, science or technical discipline in an ABET accredited 4 year college or university or who apply for a science and/or engineering summer program are invited to submit a completed application and required documentation as applicable.

F.I.R.S.T SCHOLARSHIP

SWE-HA awards *F.I.R.S.T. (For Inspiration and Recognition of Science and Technology) Scholarships* to female high school seniors who have a high interest in robotics or automation and who have competed in at least one F.I.R.S.T. competition. Entries will be judged based on student merit, Applicant Statement, Letter of Reference, Resume and enrollment as a freshman in an ABET accredited 4 year college or university to pursue an academic discipline in engineering or science. The recipient(s) will receive a non-renewable monetary award towards the first year of study.

F.I.R.S.T. Website: <http://www.usfirst.org>

Target Audience: 12th Grade Senior (High School Female Student)

FRESHMAN SCHOLARSHIP

SWE-HA awards *Freshman Scholarships* to female high school seniors who plan to attend an ABET accredited 4 year college or university and pursue an engineering or science discipline. Entries will be judged based on student merit, Applicant Statement, Letter of Reference, Resume and enrollment in an academic discipline in engineering or science. The recipient(s) will receive a monetary award towards the first year of study.

Target Audience: 12th Grade Seniors (High School Female Students)

GREAT WOMEN IN SCIENCE & TECHNOLOGY ESSAY

The *Great Women in Science & Technology Essay* contest encourages 7th and 8th grade girls to research and write about a woman who has made a significant contribution in science and technology including the impact of her accomplishments and awards earned in recognition of her work. The purpose of this contest is to increase the awareness of students and educators about the contributions of women in the fields of science and engineering throughout history. Winner(s) each year are awarded with a scholarship to be used to supplement the majority of expenses for a summer science camp of their choosing.

Target Audience: 7th to 8th Grade (Middle School Female Students)

CERTIFICATE OF MERIT AND ACHIEVEMENT AWARDS

The **SWE-HA** *Certificates of Merit and Achievement* are awarded to middle and high school female students. School faculty members, teachers and counselors are invited annually to submit up to 3 female students per school who have completed a minimum 3 years of science and mathematics with distinction and/or other outstanding accomplishments in math or science.

Target Audience: 6th - 12th Grades (Middle and High School Female Students)
SWE-HA K – 12 Outreach Website: <http://www.swehouston.org/education/K12.php>
SWE National K – 12 Outreach Website: <http://aspire.swe.org/index.php>

Continuing Development Programs

SWE-HA provides ongoing educational workshops, fundraising events, professional meetings and networking affairs with frequent participation of local nonprofit engineering and technical chapters. **SWE-HA** unifies a connection with females undergraduate and graduate students through adjacent SWE Collegiate Sections and CIGs (Community of Interest Group) including; HCC, Prairie View Texas A&M, Rice University and University of Houston. As an active contributing member of the Greater Houston Area community leadership programs, **SWE-HA** is a liaison facilitating local corporate and business community services' ongoing support K – 12 STEM outreach events, academic scholarships, awards and continuing development programs.

ANNUAL MEMBERSHIP EXTRAVAGANZA

*The Membership Extravaganza is an annual event to encourage **SWE-HA** membership through an interactive activity with all attendees. This networking event provides businesses, individuals and other organizations an opportunity to learn more about SWE.*

ANNUAL PLANNING MEETING

*This annual introductory brunch meeting welcomes the incoming fiscal year **SWE-HA** Executive Council (EC) members and facilitates transition of officer roles. Members and non-members are encouraged to brainstorm ideas in team discussions according to each officer's responsibilities and committees.*

- Vice President of External : Community Partnerships, Collegiate Collaboration, Fundraising and Sponsorship
- Vice President of Internal : Annual Membership Extravaganza, Professional Development Meetings, Networking events
- Vice President of Outreach : K – 12 Outreach Events and Student Awards and Recognition Reception

AWARDS AND RECOGNITION RECEPTION

*Middle and high school female students from the Greater Houston Area schools and surrounding districts are recognized as **Academic Scholarship** and **Certificate of Merit and Achievement** recipients annually in the spring. These young women are presented with a formal SWE-HA certificate of achievement for their distinguished scholastic interest in science and engineering. The reception is typically held at one of the local SWE Collegiate Section Universities or/Colleges with refreshments and the opportunity for the students and parents to visit with SWE-HA members.*

PROFESSIONAL DEVELOPMENT MEETINGS

SWE-HA hosts general membership meetings as an opportunity to network while enjoying a meal, to hear a presentation on a technical or professional development topic, and to learn more about upcoming SWE-HA activities. SWE-HA invites presenters who are knowledgeable in their field of expertise to lead lectures, learning workshops or panel discussions for these meetings. Attendees are charged a minimal fee to cover advertising, catering, venue, and/or door prize expenses. SWE HOUSTON

PROFESSIONAL DEVELOPMENT CONFERENCE

The Professional Development Conference is a half day workshop where industry and corporate leaders conduct professional and continuing educational seminars and discussions. Events include:

- Continuing education courses: Career Development, Conflict Management, Ethics, Project Management, etc.
- Career recruiting and job support seminars: resume writing, professional dress makeovers, etiquette, etc.
- Information round table for Engineer-In-Training (EIT) or Professional Engineer certifications
- Panel leadership discussions
- Teambuilding workshops

K-12 Sponsored Outreach Events

K-12 STEM (Science, Technology, Engineering and Mathematics) Outreach Events are designed to enrich and motivate students to pursue an engineering related career. **SWE-HA** annually hosts and provides volunteers for numerous interactive activities and hands-on workshops highlighting STEM concepts. The following are examples of events in which SWE-HA has participated in the past.

CLASSROOM PRESENTATIONS & WORKSHOPS, COLLEGE & CAREER FAIR AND MENTORSHIP

SWE-HA enthusiastically participates as invited by the Greater Houston Area Independent School Districts and Communities to provide classroom presentations and workshops, host booth displays at college & career information fairs and mentor students to help promote STEM initiatives through interfacing directly with the students and teachers.

GIRL SCOUTS BADGE DAY - RICE UNIVERSITY

Rice University and the Society of Women Engineers Houston Area (**SWE-HA**) encourage Junior Girl Scouts and their leaders to spend a day on the Rice University campus doing activities to fulfill almost all the requirements for the GSUSA Junior Girl Scout Badge Making It Matter, and GSSJCs Council's own Junior Girl Scout Badge Petrospectives. Typical activities include: making several kinds of polymer, building their own bridges, paper airplanes and electric circuits, remediating oil spills, and exploring chemical properties

Girl Scouts of San Jacinto Website: <http://www.gssjc.org/>
Target Audience: Junior Girl Scouts & Leaders

WOW! THAT'S ENGINEERING!

Wow! That's Engineering! is a SWE-HA coordinated event that provides hands on interactive workshops to expose girls to different disciplines of engineering. The students will have the opportunity to meet women engineers and technologists and hear first-hand about these exciting career paths. Through interactive demonstrations and panel discussions, girls will be able to experience the creativity and innovation that occurs in the field of engineering and technology.

Target Audience: 6TH – 8TH GRADES (Middle School Females Students)

Science and Engineering Fair of Houston - UNIVERSITY OF HOUSTON

The Science and Engineering Fair of Houston (SEFH) provides a unique and beneficial science educational service to public and private junior and senior high school students. Through the development and presentation of science/engineering projects, students enhance their abilities to: (1) Make observations; (2) Ask questions; (3) Formulate ideas and procedures; (4) Use complex and/or analytical reasoning skills to find a solution to a problem, and (5) Effectively present their works to society.

SWE-HA sends volunteers to the fair to judge the entries by female students and selects a few winners to be recognized at the annual SWE-HA Awards and Recognition Reception in the spring.

Science and Engineering Fair of Houston Website: <http://hunstem.uhd.edu/SEFH/>
Target Audience: Junior and Senior High Schools Students

VOLUNTEERS TO ADVANCE MATH AND SCIENCE

SWE-HA also provides volunteers at many local activities to interact with grade school students, teachers, and parents with the goal of increasing interest in math and science. Examples of these volunteer opportunities include:

CHILDREN'S MUSEUM OF HOUSTON: In celebration of National Engineers Week, the Children's Museum of Houston hosts this annual week of fun focused on inventing, designing, building and creating! This program features multiple hands-on activities and special events including Engineering and Inventor's Workshops, Science Stations and EcoStations that promote learning through discovery.

Children's Museum of Houston Website: <http://www.cmhouston.org>

Target Audience: All Ages

ECOBOTS - ROBOTICS COMPETITION: The EcoBot Challenge is an opportunity for students in grades 5-8 to develop critical problem-solving skills in real-world situations that will help prepare them for 21st century jobs. Teams must integrate math, physics and computer skills from the classroom to design and build robots that perform real-world environmental tasks.

The EcoBot Challenge Website: <http://www.ecobotchallenge.com>

Target Audience: 5th – 8th Grade Students

EYH (EXPANDING YOUR HORIZONS™): Expanding Your Horizons™ conferences were created for girls after finding that the lack of early math education was "the critical filter" keeping young women from pursuing careers in science and mathematics fields. The purpose of the conference is to show girls the benefits of education and its relevance to their lives and to encourage them to consider careers in science and math-based fields.

Expand Your Horizons Website: <http://www.expandingyourhorizons.org/>

Target Audience: 6th – 8th Grades (Middle School Females Students)

GEMS – HOUSTON MUSEUM OF NATURAL SCIENCE: The GEMS (Girls Exploring Math and Science) event is organized by the Houston Museum of Natural Science and the Girl Scouts of San Jacinto Council. Girls of all ages are invited to attend the event and learn more about science, technology, engineering and math (STEM) by visiting booths hosted by Girl Scouts, community sponsors, and other non-profit and professional organizations.

Houston Museum of Natural Science Website: <http://www.hmns.org>

Target Audience: 5th – 8th Grades (Middle School Females Students)

SALLY RIDE FESTIVAL- RICE UNIVERSITY: Sally Ride Science Festivals bring together hundreds of 5th-8th grade girls for a festive day of science and socializing. Sally Ride Science™ is an innovative science education company dedicated to supporting girls' and boys' interests in science, math and technology. We believe that when children are encouraged to pursue their interests they are inspired to think about their futures, and are better prepared to pursue a wide range of exciting opportunities in high school, college and beyond.

Sally Ride Festivals Website: <https://www.sallyridescience.com/festivals>

SWE Rice University Website: <http://www.ruf.rice.edu/~swe/>

Target Audience: 5th – 8th Grades Female Students

HER WORLD® - DEVRY UNIVERSITY: HerWorld is designed to increase young women's awareness of their vital importance in technology-related careers. According to the American Association of University Women, technology classes, stereotypes about appropriate careers for girls, a lack of female role models and the absence of basic career information dampened girls' interest in technology-related careers. HerWorld addresses girls' perceptions of technology-related careers by introducing them to female volunteers who work in technology, an industry that is consistently dominated by men.

DeVry University Outreach Website: <http://www.hou.devry.edu/outreach.html>

Target Audience: 9th – 12th Grades (High School Females Students)

Federal & State Tax Exempt Information

FEDERAL

Internal Revenue Service Identification Number 74-2160737.

Exempted from Federal Income Tax under Section 501 (C) (3) on May 13, 1984.

Final Ruling that this is not a Private Foundation and that it is a Publicly Supported organization under Section 509 (A) (2) received February 11, 1982.

STATE OF TEXAS

State Charter Number 539840-1 on November 17, 1980.

Exempted from the Limited Sales, Excise and Use Tax on November 14, 1980.

Exempted from State Franchise Tax, Number 3-00055-2581-8, and effective November 17, 1980.

TAX DEDUCTIBLE

Tax deductible information will be sent to the sponsor contact personnel information indicated on the **SPONSORSHIP FORM** via email and/or mail by the **SWE-HA** Treasurer for the contribution for the year of donation.

Document Information

CREATION INFORMATION			
Creation Date	August 8 th , 2011		
Contributing Authors	Xuan Vandenberg-Harris	Jessica Albert	Judy Neyer
HISTORY			
Date	Revision Description		