

Region i

Program Awards

This document establishes the judging criteria for the Region i Program Awards. All awards are issued at the Region i Conference. This document should be updated annually with information on the awards program.

It is the responsibility of the Region Governor to authorize the amount of cash awards given in each case. This will be determined annually within the total allocation provided in the Region Budget, as approved by the Region Council. In the case of the “intertwined” program award, the money will be distributed equally between the sections.

Awards are given to both Professional and Collegiate Sections.

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1. **Region i “intertwined” Award:** This award goes to both the Professional and Collegiate Section(s) that works most proactively together in this area. Criteria includes the following:

Submission Format

- Please email all submissions in Word Document or PDF File only to regioni.awards@gmail.com with the subject line Intertwined_Program_SectionNames. Receipt will be confirmed via email.
- In 1,000 words or less please highlight your section’s joint outreach event/series program.
- Content for the report should cover the Report Content of the award. The report will be judged on the requirements listed in Report Content.
- Format for the Report must be as follows:
 - Create Report in a Word Document or PDF File ONLY
 - 1.5 Line Spacing
 - 12-Point Times Roman New Font
 - 1-inch margins on all sides (top, bottom, left, right)
 - Titles of each new section should be bolded, underlined, and centered
 - Do NOT include graphics, photos, program booklets, brochures, etc, within your report. These items may be included in the appendices section.
 - Save file as Intertwined_Program_SectionNames
- Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

Report Content

- The Report is limited to 1,000 words and the following sections. Additional appendices can be provided. Titles of each new section should be bolded, underlined and centered; please title accordingly:
 - Title Page
 - Description of Overall Program
1. **Title Page:** Include Title (Outreach Event/Series Award), section name, and name, address, and phone number of person filing report. Also include the number of members who worked on program, the approximate number of hours in planning by members, and the number of participants at event (if applicable).
 2. **Description of Event/Overall Program:**
 - a. Describe in detail your event/program. Describe and/or site location, number of volunteers, sections/MALs involved, external partners involved, and overall objectives of the event/program.
 - b. Include the relevance of your event/program to SWE’s mission and goals.
 - c. Describe the program audience, including overall numbers and demographics, and the impact of the event on the participants, if applicable. Include survey results.

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- d. Describe how effective the program was in meeting its intended goals. On scale of 1-10, 1 being not effective and 10 being very effective, rate your program's effectiveness.
- e. Describe how the event was communicated. Please include types of media used to promote both volunteer and participant attendance.

Judging Basis

- Quality of the program (20%)
- Relevance of the program to the mission and goals of SWE (30%)
- Effort expended and amount of preparation for the event by the section or MAL(s)(15%)
- Participation and effectiveness of the program (25%)
- Communication of the event (10%)

Additional Information

Any relevant publications about the event/program can be emailed in PDF Format to regioni.awards@gmail.com with the subject line Intertwined_Program_SectionNames. Please save files as Intertwined_ProgramPubs_SectionNames. Receipt will be confirmed via email. Please also fill out a form for each award at Region I Awards page.

For Professional Sections with no Collegiate Sections in their area, activities with collegiate sections in MAL areas as well as activities with higher education schools are applicable (no High Schools or Junior High Schools – only Junior Colleges, Community Colleges, Universities, Technical Colleges, and Colleges are eligible). Percentage points given for b) will be 50 for making an effort outside of SWE.

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2. **Region i “innovative” Award:** This award goes to the Section that holds a **NEW** program that aligns with Society or Regional Goals, Mission, and Strategic Plan. This award will be given to a maximum of one Professional Section and one Collegiate Section per year.

Submission Format

- Please email all submissions in Word Document or PDF File only to regioni.awards@gmail.com with the subject line Innovative_Program_SectionName. Receipt will be confirmed via email.
- In 1,000 words or less please highlight your section’s joint outreach event/series program.
- Content for the report should cover the Report Content of the award. The report will be judged on the requirements listed in Report Content.
- Format for the Report must be as follows:
 - Create Report in a Word Document or PDF File ONLY
 - 1.5 Line Spacing
 - 12-Point Times Roman New Font
 - 1-inch margins on all sides (top, bottom, left, right)
 - Titles of each new section should be bolded, underlined, and centered
 - Do NOT include graphics, photos, program booklets, brochures, etc, within your report. These items may be included in the appendices section.
 - Save file as Innovative_Program_SectionName
- Incomplete packages or those that exceed or do not follow the requirements will be removed from consideration.

Report Content

- The Report is limited to 1,000 words and the following sections. Additional appendices can be provided. Titles of each new section should be bolded, underlined and centered; please title accordingly:
 - Title Page
 - Description of Overall Program
- 3. **Title Page:** Include Title (Outreach Event/Series Award), section name, and name, address, and phone number of person filing report. Also include the number of members who worked on program, the approximate number of hours in planning by members, and the number of participants at event (if applicable).
- 4. **Description of Event/Overall Program:**
 - a. Describe in detail your event/program. Describe and/or site location, number of volunteers, sections/MALs involved, external partners involved, and overall objectives of the event/program.
 - b. Include the relevance of your event/program to SWE’s mission and goals.
 - c. Describe the program audience, including overall numbers and demographics, and the impact of the event on the participants, if applicable. Include survey results.

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- d. Describe how effective the program was in meeting its intended goals. On scale of 1-10, 1 being not effective and 10 being very effective, rate your program's effectiveness.
- e. Describe how the event was communicated. Please include types of media used to promote both volunteer and participant attendance.

Judging Basis

- Quality of the program (20%)
- Relevance of the program to the mission and goals of SWE (30%)
- Effort expended and amount of preparation for the event by the section or MAL(s)(15%)
- Participation and effectiveness of the program (25%)
- Communication of the event (10%)

Additional Information

Any relevant publications about the event/program can be emailed in PDF Format to regioni.awards@gmail.com with the subject line Innovative_Program_SectionName. Please save files as Innovative_ProgramPubs_SectionName. Receipt will be confirmed via email. Please also fill out a form for each award at Region I Awards Website page.

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3. **Region i “invested” Award:** This award goes to the Section that holds an **EXISTING** program that aligns with Society or Regional Goals, Mission, and Strategic Plan. This award will be given to a maximum of one Professional Section and one Collegiate Section per year.

Submission Format

- Please email all submissions in Word Document or PDF File only to regioni.awards@gmail.com with the subject line Invested_Program_SectionName. Receipt will be confirmed via email.
- In 1,000 words or less please highlight your section’s joint outreach event/series program.
- Content for the report should cover the Report Content of the award. The report will be judged on the requirements listed in Report Content.
- Format for the Report must be as follows:
 - Create Report in a Word Document or PDF File ONLY
 - 1.5 Line Spacing
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Report Content

- The Report is limited to 1,000 words and the following sections. Additional appendices can be provided. Titles of each new section should be bolded, underlined and centered; please title accordingly:
 - Title Page
 - Description of Overall Program
- 5. **Title Page:** Include Title (Outreach Event/Series Award), section name, and name, address, and phone number of person filing report. Also include the number of members who worked on program, the approximate number of hours in planning by members, and the number of participants at event (if applicable).
- 6. **Description of Event/Overall Program:**
 - a. Describe in detail your event/program. Describe and/or site location, number of volunteers, sections/MALs involved, external partners involved, and overall objectives of the event/program.
 - b. Include the relevance of your event/program to SWE’s mission and goals.
 - c. Describe the program audience, including overall numbers and demographics, and the impact of the event on the participants, if applicable. Include survey results.

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- d. Describe how effective the program was in meeting its intended goals. On scale of 1-10, 1 being not effective and 10 being very effective, rate your program's effectiveness.
- e. Describe how the event was communicated. Please include types of media used to promote both volunteer and participant attendance.

Judging Basis

- Quality of the program (20%)
- Relevance of the program to the mission and goals of SWE (30%)
- Effort expended and amount of preparation for the event by the section or MAL(s)(15%)
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Additional Information

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