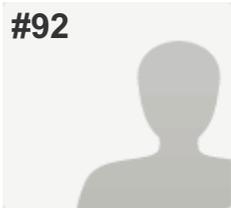


#92



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, July 31, 2016 7:51:49 PM
Last Modified: Wednesday, August 03, 2016 12:38:27 PM
Time Spent: Over a day
IP Address: 216.171.10.20

PAGE 2: Proposal Requirements

Q1: PDG ID (to be entered by committee after submittal)

OSF146

Q2: Are you a SWE member? If Yes, please provide your name and membership number in the text box below. If No or I don't know, you may not complete the rest of this request. Your membership number may be found once logged in to the SWE Membership directory at <http://www.swe.org>. Select Membership, Directory, then Login. Once in, select Update My Information and your ID is at the top.

Yes,

Submitter Name/Member ID: Lauren Zelaya/364271

Q3: Does the requesting Section/MALs or SWE organizational unit to be funded have any outstanding Program Development Grants? If yes, please provide PDG ID(s) and amount(s) in Comments. Separate multiple grants with semicolon(s). Note that only 3 outstanding grants are allowed, for a maximum of \$15,000 value. If final report has been submitted but is not yet dispositioned by PDG committee, do not include here.

No

PAGE 3: Cover Page

Q4: Project Name:

Engineering Round Robin

Q5: Date Project Event Will Occur (if this event recurs this fiscal year, please list the date of the final event)

October 8, 2016

Q6: Please provide a 4-5 sentence description of the event (1 paragraph: 400 characters).

Engineering Round Robin is an opportunity for high school and middle school girls (grades 6-12) to become exposed to a variety of hands-on activities designed to showcase different engineering disciplines that they can potentially pursue. The goal of this event is to teach participants about the many ways engineering is changing our world, and to inspire them in particular fields of engineering as they discover their interests. We have had a lot of past success with both a Round Robin event for high school students and a separate event for middle school students, so we are confident that we will have a successful combined high school and middle school event. This event aims to break down engineering myths and allow girls in 7th and 8th grade to explore engineering alongside students only slightly older to reinforce confidence in their abilities and encourage them to continue pursuing STEM major related courses in high school. With lessons that are extremely interactive, students will learn to identify various disciplines in engineering's main goals and discover the discipline that speaks to them most.

Q7: SWE Organization Name: (e.g. Las Vegas section, UCLA collegiate section, Membership committee)

University of Illinois UrbanaChampaign Section

Q8: SWE Org ID:

	Region	ID
SWE ID	H	054

Q9: Please provide details about your Project team. Note that Project Manager and Treasurer must both be SWE members and should not be the same person.

Project Manager Name:	Molly McGiles
Project Manager email	mcgiles2@illinois.edu
Treasurer/fiscal authority Name:	Lauren Zelaya
Treasurer email:	swe.uiuc.treasurer@gmail.com
Mailing Address for payment:	110A Engineering Hall, 1808 W. Green Street, Urbana, IL 61801

Q10: Is your section currently signed up through bill.com to conduct SWE financial transactions? Note that this is the fastest way to get paid once your project has been approved. Please contact Philip Thakadiyil at Philip.Thakadiyil@swe.org for more information.

I don't know

Q11: Is your SWE sponsor, specifically Treasurer or other fiscal authority, aware this Request is being submitted? Note that selecting 'No' or 'I don't know', will cause you to exit this survey before completing required Submittal.

Yes

PAGE 4: Project/Event Details

Q12: Please provide the purpose of the project/event. Check all that apply.

Pre-College Outreach,
 SWE Leadership Development,
 Community Advocacy (includes adult advocacy, in-service teacher training, Parent and Educator Programs)

Q13: When considering SWE's strategic objectives, which is/are the focus of this event? Select at least a Primary goal.

Primary Goal	Advocating for females in engineering and technology
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Q14: Is your Project/Event a single day event or recurring?

Single day

Q15: What is the TOTAL event duration not including prep or cleanup time?

6-8 hours

PAGE 5: Attendees and Volunteers

Q16: Attendees or Participants Do not include volunteers here, only participants.

Total # Attendees	50
# Females below Age 18	50
# Females, Collegiate	0
# Females, Professional (include female teachers/parents here)	0
# Males, all ages (include male teachers/parents here)	0
# Non-SWE members (Professional Development events)	0

Q17: Describe your volunteer organization for this project/event.

# Planning Volunteers	4
# Hours planning (total, all volunteers)	100
Total # Day-of Volunteers	2
Total # SWE Day-of Volunteers	40

Q18: Provide a high level timeline of YOUR PROJECT PLANNING SCHEDULE.

Starting on September 1, we plan to have all our documents for the event (presentations, activity writeups, advertising flyers, Tshirt design) planned and prepared. At that time, we will begin working with the Women in Engineering program at Illinois to advertise and spread the word about our event, and open our registration form. On September 24, we will close registration for the event and order Tshirts. By September 30, we will have all materials purchased and all activities run through. On October 5 and 6, we will have training sessions for the SWE volunteers helping out with the event. On October 8, we will lead and facilitate the event, including setup and cleanup.

Q19: Provide a high level timeline of the DAY OF EVENT SCHEDULE.

Starting at 8:30 am volunteers will help with set up until 9:00 am. From 9:00:30 am participants will be able to register and check in for the event start at 9:35 am where a presentation and opening will take place until 9:55 am. Participants will make their ways to various classrooms where they will rotate through to stations with hands on activities of different engineering disciplines. This begins at 10:00 am and continues until 12:00 pm. At noon, students will have lunch while interacting with a panel of volunteers. Lunch will end at 12:45 pm where participants will once again be in rotation of engineering disciplines until 2:40 pm. They will then gather together for a closing presentation and survey of the day. The event will conclude at 3:00 pm, and volunteers will help with take down and clean up from then until necessary (about 30 minutes). Any parents who wish to come will have the option to attend a presentation about our college and advocating and supporting their daughter in STEM from 10:00 am until 11:00 am.

PAGE 6: Objectives and Activities

Q20: Provide at least two and no more than five learning objectives to be achieved during this project/event and one activity to be used to achieve each of them. You may reference links or send as pdf attachments to pdg.submittal@gmail.com. The objective should satisfy the following statement: By the end of the event, the participants should be able to:

Objective 1	Identify the differences between engineering disciplines and each discipline's goals.
Activity 1	Rotating through different rooms where they participate in handson activities relating to different engineering majors, and interacting with current engineering students in those fields
Objective 2	Understand the college admission process, engineering majors, engineering careers, and the diversity of STEM majors
Activity 2	Panel of SWE volunteers to present to and answer questions for the participants and parent presentation regarding college and Engineering at Illinois
Objective 3	Network with peers and learn from other students both the girl's age and either younger or older
Activity 3	Icebreakers and large group discussions and presentations with students of all ages (612 and college!) present

Q21: If any of the activities involve a speaker, please provide speaker details here.

Respondent skipped this question

PAGE 7: Project/Event Budget

Q22: Is a registration fee being charged? It is recommended that, minimally, fees be lower for members than non-members.

Yes, one level fee structure

PAGE 8: Registration Fees

Q23: Describe any registration fee structure up to four levels below, including \$ per head. For each tier applicable below, describe the fee by participant type, for example, Tier 1 - Girls \$5, Tier 2 - Parents \$7 or Tier 1 - Collegiate \$5, Tier 2- Professional \$15 or Tier 1 - SWE Professional \$25, Tier 2 - non-SWE Professional \$35

Tier 1 Girls \$5

PAGE 9: Cost Details

Q24: Is funding being requested for either fees or T&L for a professional speaker (someone who earns income from speaking or delivering workshops)? If yes, include website link below. Also include estimated costs in section A Contracted Services OR B Transportation and Lodging.

No

Q25: Provide estimated costs for Contracted Services. Round to the nearest dollar. Enter 0 in first box if Not Applicable. PDG will not fund photo- or videographers unless specifically related to activity, such as for branding or professional development.

A1 Professional services (example speaker fees) 0

Q26: Provide estimated costs for Transportation and Lodging Services. Round to the nearest dollar. Enter 0 in first box if Not Applicable. PDG will fund speakers fees OR transportation and lodging expenses, not BOTH.

B1 Bus 0

Q27: Provide estimated costs for Food and Beverage Services. Round to the nearest dollar. Enter 0 in first box if Not Applicable.

C1 Snacks 0

C2 Meals 621

C3 Other food and beverage services 0

Q28: Provide estimated costs for Supplies. Round to the nearest dollar. Enter 0 in first box if not applicable. PDG does not fund capital equipment, including printers.

D1 Badges 7

D2 T-shirts (event must be minimum 4 hours) 472

D3 Activity supplies 250

D4 Other supplies 0

Q29: Provide estimated costs for Publications/Printing/Mailing. Round to the nearest dollar. Enter 0 in first box if not applicable.

E1 Participant hand-outs/copies 0

PDG Online Form

Q30: Provide estimated costs for Facilities. Round to the nearest dollar. Enter 0 in first box if not applicable.

F1 Conference room 0

Q31: Provide estimated costs for Publicity. Round to the nearest dollar. Enter 0 in first box if not applicable.

G1 Newspaper announcements 0

Q32: Provide summary of estimated funds related to Project/Event. Total Project Cost (I) minus II, III, and IV, should equal V. Round to the nearest dollar.

I Total Project Cost (what the event or project costs in total)	1350
II Income from Registrations	250
III Contributions from section or region funds	0
IV Other contributions	0
V Total \$\$ Requested from PDG funds	1100

PAGE 10: Documentation

Q33: Please list file names of all documents being sent via email to pdg.submittal@gmail.com. REQUIRED DOCUMENTS: pdf copy of prior fiscal year financial statement for SWE organization.

SWE FY16 Financial Report

Q34: Please provide any other details you think might be important to know about this event.

Respondent skipped this question

Q35: What is the status of proposal following review? (PDG Chair or designee to enter)

Respondent skipped this question
