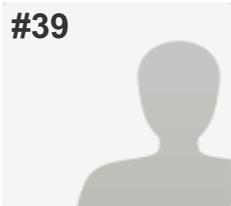


#39



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, February 03, 2016 11:35:02 AM
Last Modified: Monday, February 22, 2016 3:48:21 PM
Time Spent: Over a week
IP Address: 143.215.148.188

PAGE 2: Proposal Requirements

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

PSF013

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:
Stephanie Gillespie/ 268953

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:

Continuing Education Course, Region D Conference 2016

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

4/1/2016

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

"Exemplifying leadership through teamwork and motivation" - This 4-hour continuing education units program that will kick off the 2016 Region D Conference will explore leadership through the lens of embracing strengths and differences and inspiring others through motivation. The course will begin by focusing on what good leaders do that poor leaders don't and identifying core skills and habits of successful leaders. The second portion of the program will discuss how to use diversity and strengths to turn each member of the team into a unique asset. The course will conclude with an interactive session on the topic of motivation: how to conquer motivation pitfalls and how to take leaps forward when the future seems uncertain.

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

Region D

Q8: SWE Org ID:

	Region	ID
SWE ID	D	
Other (please specify)		Region D

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:	Stephanie Gillespie
Project Manager email	s.gillespie812@gmail.com
Treasurer/fiscal authority Name:	Christine Cathcart
Treasurer email:	chris.cathcart@swe.org
Mailing Address for payment:	(if necessary- direct deposit preferred) 11522 Vista Haven Dr, Charlotte, NC 28226

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.

Professional Development

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

Primary Goal	Aspiring towards Professional Excellence
Secondary Goal	Advocating for females in engineering and technology

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?

4-6 hours

PAGE 5: Attendees and Volunteers

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

Total # Attendees	35
# Females below Age 18	0
# Females, Collegiate	0
# Females, Professional (include female teachers/parents here)	35
# 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	3
# Hours planning (total, all volunteers)	10
Total # Day-of Volunteers	2
Total # SWE Day-of Volunteers	2

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

December/January – Solicit and confirm potential speakers, coordinate session details (completed)
February/March – Advertise event to Region and open registration and submit grant proposal to PDG committee (in progress)
April – Event Date

The conference committee holds bi-weekly regular meeting and event coordinators/volunteers meet as needed.

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

Set up/Speaker arrival: 7:30am
Breakfast available to attendees: 7:45am
CEU course: 8-12pm (breaks as needed)
Feedback surveys: 12-12:15pm

During the Session, the speaker will talk on the modules of:

- 1) Holy Mother of Leadership: What great leaders do that poor leaders don't
 - 2) Ultimate Guide to Team Success: Get everyone moving in the right direction, even that guy
 - 3) Peaks, Pitfalls, and Big Fat Profits: Get rich on the goal but profit on the journey
-

PDG Online Form

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	Be able to identify leadership strengths and weakness within your own individual leadership style
Activity 1	Speaker Session #1: Holy mother of leadership- strengths and weakness identification
Objective 2	Be able to identify the value of diversity on a team, and utilize that diversity to promote greater team success
Activity 2	Speaker Session #2: Ultimate Guide to Team Success
Objective 3	Identify how to motivate yourself and your teammates through various motivational strategies
Activity 3	Speaker Session #3: Peaks, Pitfalls, and Big Fat Profits (motivation identification activities)

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

Speaker #1 Name	Dawanna St. Louis
Speaker #1 Title	All 3 talks already listed in day-of schedule
Speaker #1 Email	dawanna@dawanna.com
Speaker #1 Expertise/Topic	Female business CEO/founder turned professional motivational speaker

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 ,
Other (please specify)
Event is focused on SWE members who are attending the region conference (only minimal non-members attend). Non-members pay a higher registration rate for the conference already should they choose to attend the CEU course.

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	SWE Professional Members and Non-members \$50 (CEU course add-on)
Tier 2	Conference Registration for SWE members (Required for CEU registration)- \$120 early (1/31), \$160 late (2/1-3/15)
Tier 3	Conference Registration for non-SWE members (Required for CEU): \$140 early (1/31), \$180 late (2/1-3/15)

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.

Yes,
Link to website: <http://www.dawonna.com/>

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)	\$2500
A2 Clerical support	0
A3 Security	0
A4 Insurance	0
A5 Other contracted services (ex., registration fees)	\$700
Describe Other contracted services here.	CEU filing cost through HQ (\$20 x 35 people)

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
B2 Mileage (use \$0.575/mi)	0
B3 Lodging	0
B4 Other transportation services (ex., tolls or parking)	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	\$350
C3 Other food and beverage services	0

PDG Online Form

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	0
D2 T-shirts (event must be minimum 4 hours)	0
D3 Activity supplies	0
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
E2 Other reproduction or distribution costs	0

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

F1 Conference room	0
F2 Other facilities services (ex., audio-visual equipment rental)	0

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

G1 Newspaper announcements	0
G2 Flyers and Posters	0
G2 Other publicity services	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)	3550
II Income from Registrations	1750
III Contributions from section or region funds	0
IV Other contributions	0
V Total \$\$ Requested from PDG funds	1800

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.

All documents already sent to pdg-chair@swe.org email following original PDG formatting.

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) *Approved unconditionally*