PDG Final Report

The final report is due one month after completion of event. Email copies of receipts, and any other deliverables or attachments as pdf, jpg, or png files to pdg-chair@swe.org, referencing the PDG ID on each document.

* 1. What is your PDG ID (DRXXX, OSFXXX, etc.)?

* 2. Project Name:

* 3. Date Final Project Event Occurred:

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

* 5. SWE Org ID:

	Region	ID
SWE ID	⬍	⬍

Other (please specify)

* 6. Please provide details about your Project team.

Project Manager Name: [   ]

Project Manager email [   ]

Treasurer Name: [   ]

Treasurer email: [   ]

Mailing Address for final
payment (if owed): [   ]

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

☐ Pre-College
Outreach

☐ SWE Leadership
Development

☐ Professional
Development

☐ Community
Advocacy (includes
adult advocacy, in-
service training,
PEP)

☐ Other internal
advocacy (tools,
rewards, training,
etc.)

PDG Final Report

8. Have you already completed your event entry in the Outreach Metric Tool?

http://societyofwomenengineers.swe.org/swe-members/479-slides/4463-outreach-metric-tool-report-your-outreach

Ⓧ Yes

◯ No

◯ I don't know

Attendees and Volunteers

Provide details about attendees and volunteers.

* 9. Attendees - DO NOT INCLUDE VOLUNTEERS HERE

Total Attendees

Females below Age 18

Females, Collegiate

Females, Professional (include female parents/educators here)

Males, all ages (included male students and parents/educators here)

Non-SWE members

* 10. Describe your volunteer organization for this project/event.

Planning Volunteers

Hours planning (total, all volunteers)

Total # Day-of volunteers

Total # SWE Day-of volunteers

Project/Event Duration and Frequency

Provide details about how often and long the event occurred.

11. Was your Project/Event a single day event or recurring?

X◯ Single day

◯ Recurring

Recurring events may include multi-day events and periodically recurring events.

In next question, please provide total duration of time when participants were learning or doing.

12. What was the event duration not including prep or cleanup time?

◯ Under 4 hours

◯ 4-6 hours

X◯ 6-8 hours

◯ Over 8 hours

Objectives and Activities

* 13. Provide a high level timeline of the DAY OF YOUR EVENT. Attachments may be sent as pdf, jpg, or png files to pdg-chair@swe.org referencing the PDG ID.

* 14. Provide at least two and no more than five objectives achieved during this project/event and one activity used to achieve each of them.

You may reference links or send as pdf attachments to pdg-chair@swe.org.

Objective 1

Activity 1

Objective 2

Activity 2

Objective 3

Activity 3

Objective 4

Activity 4

Objective 5

Activity 5

PDG Final Report

Project/Event Costs

Please provide cost details and receipts ONLY for those expenses for which you specifically applied

PDG funds. For instance, if PDG funds were approved for speaker fees,while region funds covered speaker lodging, do not submit the lodging expenses here.

You may not be reimbursed for more than was approved.

Submit only WHOLE numbers.

Costing Guidelines

Registration fees are expected, but not required, for all events, more nominal at Pre-College and Collegiate levels. This discourages no-shows.

Scholarships for Pre-College event registrations are acceptable in underserved areas.

Food
- For all Events
> 4 hrs - one snack
4-6 hrs - one snack, one meal
6-8 hrs - two snacks, one meal
8+ hrs - two snacks, two meals
- When volunteering, attendee(s)' meals are covered.
- Collegiate food generally covered (reasonable)
- Generally, professional attendees must minimally pay for meals. Partial subsidies may be considered with justification.

Transportation & Lodging
- Bus transportation to and from events, including shuttles for safety
- Travel and lodging in lieu of speaker fee
- Collegiate mileage to attend SWE leadership events

Supplies
- Giveaways - nominal, donations from companies, discounted books, no cash or gift cards
- Pre-College Outreach T shirts - 4+ hours minimum

Services
- Conference rooms and services
- Security, including additional insurance premiums
- Speaker fees may not be cash and must be shown as paid on receipt
- Photographer or videographer excluded unless integral to the session as more than chronicler
- Service fees associated with registration tools for attendees or volunteers
- Data entry support for surveys
- Volunteer administrative fees (clearances, etc.), parking fees, and other costs of volunteering
- Substitute teacher costs for teacher participation in Pre-College event

15. Provide actual costs for Contracted Services. Round to the nearest dollar.

A1 Professional services (example: speaker fees)

[   ]

A2 Clerical support

[   ]

A3 Security

[   ]

A4 Insurance

[   ]

A5 Other contracted services

[   ]

16. Provide actual costs for Transportation and Lodging. Round to the nearest dollar.

PDG will fund speaker fees OR travel and lodging expenses, not BOTH.

B1 Bus

[   ]

B2 Mileage (use $0.575/mi)

[   ]

B3 Lodging

[   ]

B4 Other transportation

[   ]

* 17. Provide actual costs related to Food and Beverages. Round to the nearest dollar.

C1 Snacks

[   ]

C2 Meals

[   ]

C3 Other food or beverages

[   ]

Income from registration fees (#
attendees multiplied by fee)

[   ]

* 18. Provide actual costs related to Supplies. Round to the nearest dollar.

D1 Badges

[   ]

D2 T-Shirts

[   ]

D3 Supplies for activities

[   ]

D4 Other supplies

[   ]

19. Provide actual costs related to Publications/Printing/Mailing. Round to the nearest dollar.

E1 Participant Handout Copies

E2 Other reproduction or distribution costs

20. Provide actual costs related to Facilities for this event. Round to the nearest dollar.

F1 Conference Room

F2 Other Facilities cost

21. Provide actual costs related to Publicity for this event. Round to the nearest dollar.

G1 Newspaper Announcement

G2 Flyers and Posters

G3 Other publicity

* 22. Provide summary of funds related to Project/Event. Round to the nearest dollar.

Reconciliation amount equals the difference between expenses and amount received to date, up to approved amount when expenses exceed funds received..

I Total Approved PDG Grant

II Total $$ Received To Date

III Total Expenses (Sum A-G)

IV Reconciliation Amount

swe

PDG Final Report

Feedback and Reflection

23. Lessons Learned: Provide one to three (1-3) things you might do differently if you repeated this event.

Lesson #1

Lesson #2

Lesson #3

24. Please share any Best Practices from this event for other similar events.

25. Please summarize the results of feedback surveys here, including any links to shared reports. You may also send attachments to pdg-chair@swe.org.

* 26. Please list all documents being sent via email to pdg-chair@swe.org.

Required documents:
Copies of receipts
Other details to clarify costs

List N/A if none.

* 27. Please rate how well this event met the Society's strategic objectives on a scale of 1 (Did not meet) to 5 (Fully met).

	1 - Did not meet	2 - Hinted at	3 - Partially met	4 - Mostly met	5 - Fully met
Advocated for females in engineering and technology	○	○	○	X	○
Promoted Professional Excellence.	○	○	○	X	○
Emphasized Globalization	○	○	○	X	○

Comment (please specify)

[   ]

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

[   ]

Please send any required documentation to pdgchair@gmail.com or pdg-chair@swe.org.