



Thank you for supporting Cal Poly's Society of Women Engineers!

The following messages are prepared for you by various Cal Poly SWE officers, regarding the programs for the upcoming academic year of 2009 to 2010.

This includes letters from the following:

- President
- Team Tech Directors
- Evening With Industry Directors
- Scholarship Coordinator
- Membership Director
- Vice President of Community Outreach
- Corporate Relations Director
- Corporate Marketing Director

If you are interested in supporting any of these programs, please contact the officers for more information. Many of them have included interest forms for your convenience.

These forms can be completed directly inside of Microsoft Word, in the separate attachments.

If you will be including payment with your form, please print the form and send it to us via regular mail at the address listed below. **Please make checks payable to Cal Poly Society of Women Engineers**. If you will not be including payment at this time, you can either e-mail the form to the officer or send it via regular mail.

Also, please share the information in this document with your co-workers and anyone else who may be interested in supporting Cal Poly's Society of Women Engineers.

Thank you for your time, and we hope you choose to contribute to our outstanding and award winning organization!





Dear Industry Sponsor:

Thank you for your interest in supporting the collegiate section of the Society of Women Engineers at Cal Poly, San Luis Obispo. As incoming President for 2009-2010, I know the success of our numerous events depends on the generous contributions of time and resources from our corporate sponsors. We continue to offer our thanks and gratitude.

SWE relies solely on generous donations from industry to cover all of our events, projects, and services which are explained in detail throughout this document. Your donations can be made either for a specific event, or for general funding. **For any donations, please make checks payable to Cal Poly Society of Women Engineers.**

Our general funds meet all basic needs and support specific events including:

- Refreshments at general meetings
- Booking fees for meeting rooms
- Office supplies†
- Travel to National & Regional Conferences*
- Transportation to Industry Tours
- Printing and distributing quarterly member newsletters and flyers for meetings

†Office supplies include: a desktop or laptop computer, a LCD projector, projector screen, laser printer/scanner/fax machine, printer paper/copy services, or gift certificates to office stores.

* In October, SWE officers will be traveling to the SWE National Conference in Long Beach, California. Since the conference is so close to our campus, our team has set a goal to take 25 people to train current and future leaders. The cost to send a person to conference is \$300, which includes a hotel for four nights, transportation, and conference registration.

If you or your company would like to contribute in any way, please contact one of our outstanding officers on a specific event, or feel free to contact me directly. If you would like to contribute to office supplies or transportation and hotel accommodations for the conference, please contact me at ltelford@calpoly.edu or at the address below, attn: Lesley Telford. If you would like to make a general donation, please see the form at the end of this packet from our Corporate Marketing Director. Thank you very much for your support! We look forward to working with you to make another successful year!

Sincerely,

Lesley Telford
Cal Poly Collegiate Section President
ltelford@calpoly.edu
Cell: (925) 487-8577



Dear Industry Sponsor:

Cal Poly's Team Tech is looking for an Industrial Partner for the 2009-2010 school year. We would love the opportunity to work on an interdisciplinary engineering design project with your company.

Cal Poly's Team Tech has been a top competitor at the National level since its beginnings in 1992. This year we look forward to developing and maintaining an outstanding relationship with your company, collaborating effectively, and producing a high quality product as one of the finest teams in the country.

What is Team Tech?

Team Tech is a national collegiate design competition hosted by the Society of Women Engineers (SWE). Each team works with an individual company for the school year to design a product of the company's choice. The teams then present their projects at the SWE National Conference and are judged on the effectiveness of their interdisciplinary work, communication, and teamwork. The competition allows students from all engineering majors and class levels to work as a team and utilize their academic knowledge on practical industry applications.

Proposed Project

For the 2009-2010 school year, we would like a project that benefits your company and exposes our team to the engineering design process. We would like to work on a project that spans a variety of engineering fields, preferably one requiring a prototype, since it allows a more hands on approach with the project. This allows students from the freshman to the senior level to work together on the project and contribute their own unique perspectives. We will have approximately six months to complete the project, so it is important that the scope of the project is realistic for our team.

Past Projects Include:

<u>Place</u>	<u>Year</u>	<u>Company</u>	<u>Project</u>
TBD	2009	Walt Disney Imagineering	Bumper Fatigue Tester
TBD	2009	Lockheed Martin	Hinge Moment Measurement System
2 nd	2008	Stryker Endoscopy	The Poly Shaver
1 st	2007	Walt Disney Imagineering	The Doyle Dip Detector
2 nd	2006	Northrop Grumman	Inlet Inspection Device
1 st	2005	Walt Disney Imagineering	Expedition Everest Maintenance Vehicle
2 nd	2004	Walt Disney Imagineering	Thrill Ride Enhancement

Advantages of Industrial Advising

By becoming an Industrial Advisor for our team you will collaborate with students at one of the nation's top engineering schools. You will have the opportunity to support engineering students, enhance interest in your corporation, work with students interested in future employment or internships, and further develop a relationship with Cal Poly. Additionally, your company will have the benefit of a dedicated team of engineering students working on your project.



Responsibilities of an Industrial Advisor

As an Industrial Advisor, your responsibilities will include:

- Consulting with and advising the Team Tech Directors approximately 8 hours per month
- Helping the team facilitate design reviews
- Evaluating team progress
- Preparing two reports for the National SWE Team Tech competition committee
- Providing financial assistance for the team related to the completion of the project

Next Step

If you are interested in working with Cal Poly's Team Tech for 2009-2010 or would like more information, please contact us at cpsteamtech@gmail.com by **August 15, 2009**. We are happy to answer any questions. If you are not interested in this project but know of someone who might be, please feel free to pass this information on to fellow colleagues who may be interested.

Thank you for your consideration. We look forward to working with you.

Sincerely,

The Team Tech Co-Directors

Aaron Rivera
aarivera@calpoly.edu

Brian Danque
bdanque@calpoly.edu



Dear Sir or Madam:

The Society of Women Engineers (SWE) at California Polytechnic State University, San Luis Obispo invites you to participate in our 34th annual Evening with Industry banquet. This event will coincide with Cal Poly's annual Winter Career Fair on Wednesday and Thursday, January 20 and 21. We hope that you will take advantage of this opportunity to attract Cal Poly students studying technical disciplines applicable to your company.

Evening with Industry is unique in that it encourages interaction between Cal Poly students and company representatives in a more relaxing atmosphere. The banquet will be held on **Thursday, January 21, 2010**, at the **Embassy Suites in San Luis Obispo**, beginning with a social hour at 6:00 p.m. to be followed with dinner at 7:00 pm. Immediately following dinner, we will feature an awards ceremony to honor the "Outstanding Women in Engineering" Award recipients, the "Most Supportive Professor" Award recipient, and our scholarship recipients.

A generous payment of \$650 dollars will enable your company to sponsor a table of eight students and two representatives from your company. We can only offer each company one table until Friday, November 13, 2009. If your company is interested in sponsoring additional tables, please indicate such on the enclosed interest form and we will contact you with table availability after this date. In addition to sponsoring a table, your company can also choose to sponsor other elements of the evening including the Head Table, the Dean's Table, the Social Hour, the slide show presentation, the programs, and more. If your company is interested in these opportunities, please indicate such on the interest form included in this packet.

Please return the attached interest form and payment no later than **Friday, November 13, 2009** to indicate your interest in participating and to reserve a table for the event. We cannot guarantee your table reservation until a payment has been received, so please be sure to make note of the payment deadline stated above. **Please make checks payable to Cal Poly Society of Women Engineers** and mail it to the address indicated on the form.

We sincerely appreciate your help in making this event a success. If you have any questions please contact Erin and/or Nicole, or contact the Society of Women Engineers office at (805) 756-2417. Thank you for your enthusiasm and support. We hope that you join us for this exciting event!

Cordially,

Erin M. Hambrick
Corporate Director
Evening with Industry
ehambric@calpoly.edu
Cell: (818) 300-4842

Nicole M. Thomason
Events Director
Evening with Industry
nthomaso@calpoly.edu
Cell: (925) 382-7861



Evening With Industry Interest Form

Yes! We want to participate in and support the Evening with Industry Banquet being held on Thursday, January 21, 2010.

Form with fields: Company name, Contact name, E-mail address, Mailing Address, and Phone: ()

Additionally, companies will have an opportunity to reserve more than one table if space is available.

Yes! We are interested in reserving additional tables. Please inform us of the availability after November 13, 2009.

Please indicate whom we should contact regarding space availability.

- Same as above
Other: Name: Phone: ()

Yes! We would like to sponsor another portion of Evening with Industry.

Opportunities for further sponsorship include the Head Table, the Dean's Table, the Social Hour, the slide show presentation, and the programs. Please contact Erin Hambrick for more information.

So we may be better prepared for your visit, please list the names of the representatives that will be joining us:

Form with fields for Representative #1 and #2: name, E-mail Address, Phone: (), and Vegetarian Meal? (Yes/No)

Please indicate the disciplines from which you typically hire (please check all that apply):

- Aerospace Engineering, Agricultural Engineering, Architectural Engineering, Biomedical Engineering, Civil Engineering, Chemistry, Computer Engineering, Computer Science, Construction Management, Electrical Engineering, Environmental Engineering, General Engineering, Industrial Engineering, Industrial Technology, Mathematics, Materials Engineering, Mechanical Engineering, Manufacturing Engineering, Physics, Software Engineering, Other

No, unfortunately we will not be able to participate in this year's Evening With Industry Banquet.



Society of Women Engineers

ASPIRE • ADVANCE • ACHIEVE

Please include any information (brochures, etc.) about your company that will better prepare our students for your visit. You may also include your payment at this time to guarantee your reservation.

Please return this form, any informational pamphlets, and your payment by November 13, 2009 to the following address:

Erin Hambrick
Society of Women Engineers
Cal Poly State University, Student Life and Activities Box 162
San Luis Obispo, CA 93407

Thank you very much!!!

If you have any further questions, please contact Erin Hambrick by phone at (818) 300-4842 or by email at ehambric@calpoly.edu

California Polytechnic State University

Student Life & Activities Box 162

San Luis Obispo, CA 93401

Office: (805) 756-2417 • Fax: (805) 756-5450 • www.swe.calpoly.edu



Dear Industry Sponsor:

I am proud to say that with the generous donations of industry supporters like you we were able to award 28 students over \$30,000 in scholarships at last year's *Evening with Industry Banquet*. As the Academic Director of Cal Poly SWE, I would like to thank our past donors and ask for your continued support in sponsoring the outstanding individuals of our organization. If you are new to Cal Poly SWE, I ask that you consider sponsoring a scholarship for one of our outstanding students.

Cal Poly has one of the largest collegiate SWE sections in the nation and has many remarkable members who are not only exceptional students, but who are very involved in the SWE community, their respective departments, and the College of Engineering. This year we are hoping to award scholarships to even more students, and we need your help in order to recognize our members' deserving efforts. Your monetary donation is not only a sponsorship for an active Cal Poly SWE member, but an investment in their future in industry.

In the past, supporters have donated between \$500 and \$5000, which is awarded at the *Evening with Industry Banquet*. When donating, the dollar amount of each award and number of awards is entirely your decision. Attached is a scholarship donation form to specify how you would like your donation to be awarded. In addition, we would like to invite you to present your company's award at the *Evening with Industry Banquet* on January 21, 2010. Previous is the Evening with Industry Interest Form where you can request to attend the event by sponsoring a table of eight students.

Please return the attached interest form and payment no later than **Friday, November 13, 2009**. **Please make checks payable to Cal Poly Society of Women Engineers** and mail it to the address indicated on the form.

I would like to thank you for your support of Cal Poly Society of Women Engineers, and I encourage you to continue supporting our organization. If there are any questions, please do not hesitate to contact me.

Sincerely,

Tiffany Mitori
Academic Director
Cell: (949) 533-6917
cpsweacademic@gmail.com



SCHOLARSHIP DONATION FORM

(PLEASE SEND VIA REGULAR MAIL ATTN TIFFANY MITORI WITH PAYMENT INCLUDED)

- Yes! I want to sponsor one or more students by making a scholarship donation. (Provide information below)
- No, I am unable to donate at this time.

Company Information

Company Name: _____ Contact Person: _____

Phone: ____ - ____ - ____ Email: _____

Individual Scholarship Amount: \$_____ Number of Scholarships: _____

Total Donation (Individual Scholarship Amount x Number of Scholarships): \$_____

Will a company representative present your scholarship(s) at EWI? Yes No

Scholarship Application Information

Please indicate any requirements you would like to have present on your scholarship application.

<input type="checkbox"/> All Majors	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Materials Engineering
<input type="checkbox"/> Aerospace Engineering	<input type="checkbox"/> Construction Management	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Agricultural Engineering	<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Mechanical Engineering
<input type="checkbox"/> Architectural Engineering	<input type="checkbox"/> Environmental Engineering	<input type="checkbox"/> Physics
<input type="checkbox"/> Biomedical Engineering	<input type="checkbox"/> General Engineering	<input type="checkbox"/> Software Engineering
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Industrial Engineering	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Computer Engineering	<input type="checkbox"/> Industrial Technology	

Other Criteria:

- Minimum GPA (with unofficial transcript) Major GPA: _____ Overall GPA: _____
- Current Résumé with Work Experience Volunteer and Extracurricular Activities Listing
- Leadership Experience List
- Self Recommendation Letter (please indicate any specific criteria to be addressed): _____

Letter of Recommendation(s) (please indicate the number of letters required): _____

Essay (please indicate topic to be addressed): _____

Please indicate how scholarship winners should be decided:

- SWE decides; no applications sent to company
- Company submits ranked finalists to SWE

California Polytechnic State University

Student Life & Activities Box 162

San Luis Obispo, CA 93401

Office: (805) 756-2417 • Fax: (805) 756-5450 • www.swe.calpoly.edu



Dear Society of Women Engineers Supporter:

Last year, the Cal Poly collegiate section of the Society of Women Engineers acquired a total of 386 members. Our goal for the next year is to exceed that figure by continuing to provide *free* memberships to all 1st year students. We want to encourage as many of our new female engineers to network in the Society where they will receive the support they will need in their coming careers. Free membership for freshmen will assist the College of Engineering in retaining a larger number of female engineers.

Membership is 20 dollars per person, and setting a reasonable goal of 150 new freshman members (and new transfers) it would cost approximately \$3000 to fund the program. We would greatly appreciate any contribution you can make to help us meet our goals.

We thank you for your continued support towards Cal Poly's collegiate section, and we are looking forward to working with you in the future to encourage young women to pursue careers in engineering.

Thank you,
Kyle R Struthers

Membership Director

kstruthe@calpoly.edu



Dear Industry Supporter:

SWE Community Outreach organizes philanthropy and outreach events to serve the community and promote engineering, math, and science education to K-12 students. We have some great events this year and would appreciate your help in supporting them, as it is due to all of your generous donations that we are able to offer each of the following events at NO COST to participants.

Building An Engineer (BAE) will be held on November 14th, 2009 and again in spring of 2010. BAE is a day where local junior high students are invited to Cal Poly to participate in *hands on* labs to introduce and excite students to learn more about engineering. All labs are run by Cal Poly student clubs and professors. We need your company's support to pay for t-shirts, lunches, and supplies for labs. Our goal this year is to have over **10** labs for both the fall and spring BAE to continue to accommodate the large student groups that have started to come up from across the county. This event grew so much last year that it is now bi-annual!

High School Shadow takes place twice a year as well, on November 5th and November 6th, 2009 and again in spring 2010. High School Shadow allows high school students to follow a Cal Poly student to engineering, math, and science classes. They also have the opportunity to spend the night at the dorms. To encourage high school students to apply for college and become engineers, we would appreciate your support by sponsoring meals and snacks.

Fourth Grade Day will be held this year in winter quarter 2010 in conjunction with Engineer's Week to give 4th graders the opportunity to perform engineering, math, and science experiments. Cal Poly SWE students visit these classrooms to talk about engineering and science through *hands on* learning. Company donations of supplies and prizes are needed to support classroom visits. Last year SWE partnered with Engineering Student Council and visited over 15 classrooms as well as holding an on campus workshop for homeschooled students.

Science and Engineering Fair is a new event this year. We plan to assist and guide local elementary and high school students through their science fair project by pairing them with a Cal Poly student for instruction. We will offer guidance through the entire process from the scientific method, to collecting data or building their project, to putting together the poster and final presentation. We hope this will be a great start to broadening our outreach and encouraging students who are interested in science and engineering.

SWE Community Outreach also plans on a day in the fall to help **Girl Scouts** earn an engineering badge, host a **Thanksgiving drive for the Women's Shelter**, visit several local classrooms with presentations and hands-on labs, and organize a variety of community service events. Last year, through the outreach activities listed above our SWE section broadened ~1500 K-12 students understanding of engineering opportunities for their future.

If you would like more information on how you can help support our community by supporting these events, please contact me at krowley@calpoly.edu.

Thank you,

Kendra Rowley
Vice President of Community Outreach
krowley@calpoly.edu



Dear Society of Women Engineers Supporter:

On behalf of Cal Poly Society of Women Engineers and its 400+ members, I would like to thank you for your support of our organization and update you on our plans for the coming academic year.

As demand for engineers increases every year, Cal Poly strives to produce the most talented and successful graduates in the field. In addition, Cal Poly SWE prides itself on attracting more and more young people to the field of engineering and providing them with the resources to succeed as students and as professional engineers. As a result, Cal Poly SWE is proud to celebrate our sixth year as one of the Outstanding Large Collegiate Sections in the nation. In light of all this, we have you, our industry supporter, to thank for your incredible encouragement and support. If you have worked with us before, we hope that you continue to support our endeavors; and if you are new to Cal Poly SWE, we hope that you make the decision to become involved with our outstanding section.

For the coming academic year, I would like to invite you as an **enthusiastic and interesting guest speaker** for one of our bi-weekly meetings. As a speaker, you will attend one of our meetings to share your experience and wisdom with our enthusiastic members. You can share the different aspects of your industry, as well as your insight into the life of an engineer. Speaking is also an opportunity to present interesting projects, to share different ways on how students can apply their degrees, or to share other information that would be beneficial to our student members. We want our members to learn something new, to become inspired, and to help them succeed in their future careers.

You have the opportunity of **speaking at our general meetings**, which are on alternating Wednesdays throughout the academic year. (Dates are located at the bottom of this page.) If you are interested, please contact me as soon as possible to let me know what topic you wish to present and your first few choices of dates because the schedule fills up quickly. Also, please keep in mind that these meetings are not meant to be informational sessions on your company, but a personalized message from you on the topic of your choice.

If you are interested in speaking, or have any questions, please email me at the address below. I look forward to working with you as Cal Poly SWE continues its tradition of close industry relationships.

Sincerely,

Boyee Wong
Corporate Relations Director
bswong@calpoly.edu
415.519.2378

Cal Poly SWE Meeting Dates for 2009-2010		
Fall Quarter, 2008	Winter Quarter, 2009	Spring Quarter, 2009
October 28	January 6	April 7
November 18	January 20	April 21
	February 3	May 5
	February 17	
	March 3	



Guest Speaker Form

(Please e-mail bswong@calpoly.edu or regular mail Attn: Boyee Wong)

Company: _____

Contact Name: _____

Contact Email: _____

Contact Phone: (____) ____-____ Ext: _____

Contact Mailing Address: _____

Please indicate your preference of dates:

Fall Quarter, 2008	Winter Quarter, 2009	Spring Quarter, 2009
November 18	January 6	April 7
	January 20	April 21
	February 3	May 5
	February 17	
	March 3	

First Choice of Date: _____ Second Choice: _____

Name(s) of Speaker(s): _____
(if different from above)

Department: _____

About the Speaker(s): _____

Please summarize past work, college, hobbies, achievements, etc. to be used in the speaker(s)' introduction.

Topic: _____

Please briefly describe the speakers' topic. This will be used in notices to inform members about the coming presentation and entice them to attend.

Will the speaker(s) be collecting résumés? Yes No



Dear Industry Supporter,

Thank you for taking the time to consider contributing to Cal Poly's Society of Women Engineers. As our president, Lesley, mentioned at the beginning of this packet, our section appreciates any and all support. We can always benefit from general donations. If you are interested in making a general donation, **please make checks payable to Cal Poly Society of Women Engineers and send the payment to the address listed below**, attn: Danielle Wilson.

Please fill out the form below in Word to update or add your contact information to our Corporate Database. We thrive because we have so much industry support, and we can always use more contacts. Please pass this form to any colleagues that you think may be interested in supporting the Society of Women Engineers. We never remove a contact from our records unless requested. If you would no longer like to receive communication regarding the Cal Poly SWE section, please respond to this email and we will remove you from our database.

Thank you,

Danielle Wilson
Corporate Marketing Director
djwilson@calpoly.edu

<u>Update Your Contact Information</u> (please e-mail or regular mail to the address below, attn: Danielle Wilson)	
Company / Contact Name	
Contact Address	
City/State/Zip	
E-mail	
Phone () -	
Fax () _____ -	
General Donation Amount (Optional) \$	