

MEMORANDUM

To: My Boss

Copy: Human Resource Director

From: My Name

Date: At least three months prior to event

Subject: Request for sponsorship in Society of Women Engineers

I am asking ABC Company to sponsor my activities with the XYZ Section of Society of Women Engineers for the next fiscal year, July 1, 2004 through June 30, 2005. The cost to the company would be approximately \$1,800 and approximately four days of work as described below.

I appreciate your time reviewing the information below. I do require a firm commitment by March 26 so that I can accept the nomination to be SWE-XYZ Section Representative for the upcoming fiscal year.

Reason for Sponsorship:

I have been nominated by members of the XYZ Section for the executive board position of Section Representative. In this position, I would be the official contact between the Section and the Regional and National governing councils. If elected to this position, I would be responsible for attending and representing XYZ Section at the Regional and National SWE Conferences.

Benefits:

I will have many opportunities to enhance my leadership, management and organizational abilities. These same skills will, in turn, benefit the work that I do as an employee at ABC Company. This is as a professional growth opportunity for me as well as a public relations opportunity for ABC Company. The position is highly visible among engineering organizations throughout the State. In addition, the Council of Representatives, the governing body I would be a part of, has nationwide visibility at such events as the National and Regional SWE conferences. While representing XYZ Section at these events, I would also be providing a positive representation of ABC Company and its support for women and minorities in engineering careers.

Cost Estimate:

	Registration	Hotel	Flight	Meals	Time	Subtotal
National Conference: Oct. 13-16, 2004 in Milwaukee, WI	\$500	\$500	\$250	\$150	3 Days	\$1,400
Region Conference: Feb. 11-13, 2005 at the University of Notre Dame	\$100		\$250	\$50	1 Day	\$ 400
TOTAL						\$1,800

Example Support Memo

Background on SWE:

The Society of Women Engineers (SWE) is a professional engineering organization that is focused on the recruitment and retention of women and minorities into math and science related careers. The mission of the organization is to:

- *stimulate women to achieve full potential in careers as engineers and leaders,*
- *expand the image of the engineering profession as a positive force in improving the quality of life, and*
- *demonstrate the value of diversity.*

SWE's objectives include informing young women of the opportunities available to them in engineering, encouraging women to attain high levels of educational and professional achievement, and serving as a center of information on women in engineering.