

[Salutation] [Firstname] [Lastname]  
[Title], [Companyname]  
[Address Line 1]  
[Address Line 2]  
[City], [State] [Zip]



Colorado State University  
College of Engineering  
Office for Academic and Student Affairs  
Society of Women Engineers  
1301 Campus Delivery  
Fort Collins, CO 80523-1301  
[csuswe@gmail.com](mailto:csuswe@gmail.com)

[Date]

Dear [Salutation] [LastName],

The Colorado State University Society of Women Engineers Collegiate Section is contacting your company as we prepare for the fall 2011 and spring 2012 semesters. We would like to give your company the opportunity to sponsor or participate in our upcoming events.

In the past year, our SWE chapter has been involved in a variety of events that has enriched every member's understanding of the engineering world. In both the fall and spring semesters, SWE members volunteered at the Loveland and Fort Collins Boys and Girls Club, and taught kids from kindergarten to the seventh grade about the exciting field of engineering. In addition to our strong dedication to outreach, members also volunteered to participate in a Habitat for Humanity home project in the Fort Collins area. This year we also visited Union Pacific Railroad in Cheyenne so that chapter members could meet engineers in their work environment. This past year we had two successful 'Evening with Industry' Events, sponsored by Schlumberger, Suncor, CDM and Western Digital Technologies. These events bring our members together with industry representatives for networking and recruiting. Our commitment to outreach and informal networking events such as 'Evening with Industry' will continue through the upcoming semesters and we welcome [Companyname]'s participation in our efforts.

Building on last year's success, we are currently planning the fall 2011 and spring 2012 SWE schedules. As the cornerstone of our program, we will host *Evening with Industry* prior to each engineering career fair. To become more familiar with industry partners, we have scheduled weekly meetings and are looking for corporate speakers, sponsorship, and company locations for our members to tour. Other fun networking events will be sprinkled into the schedule throughout the year, include a Freshman Women's Welcome in the fall and a Women's Engineering Recognition Dinner in the spring. We also award a Freshman Recognition Scholarship for the most involved freshman in our SWE chapter. This scholarship encourages freshman women at Colorado State University to take advantage of the many opportunities SWE has to offer to them, and to continue strengthening their leadership skills as they progress through CSU.

The officers of CSU SWE Section invite [Companyname] to partner with us, and together we can influence the lives of young women and engineers. Your generosity is not only meaningful to CSU SWE, but it also helps us showcase engineering as an exciting field of exploration and discovery. To sponsor the CSU SWE Section, see the enclosed form for details, and please feel free to contact our office by email or phone with any questions. The officers of the CSU SWE Section look forward to hearing from your company in the near future.

Sincerely,

A handwritten signature in black ink that reads 'Megan Caswell'.

Megan Caswell

President  
720-270-2711

A handwritten signature in black ink that reads 'Amanda DeCann'.

Amanda DeCann

Fundraising  
720-581-5641

*The Society of Women Engineers stimulates women to achieve full potential in careers as engineers and leaders, expands the image of the engineering profession as a positive force in improving the quality of life, and demonstrates the value of diversity.*

## Academic Year 2011-2012

Society of Women Engineers (SWE) Evening with Industry will be Tuesday, October 11, 2011 for the Spring Semester 2011 and Wednesday, February 22, 2012 from 4:00 to 7:00 p.m., at the Rio Grande Mexican Restaurant in Fort Collins' Old Town historic downtown district. From 4:00 to 5:00 p.m., recruiters can network with one another over a cash bar; then, from 5:00 to 7:00 p.m., students arrive and visit with company representatives over delicious appetizers.

SWE Evening with Industry			Includes:
Enclosed: \$ _____	\$500 Sponsorship per date ___ Fall ___ Spring	Sponsorships subsidize the event's expenses, making a lower charge for student attendance, and so ensuring a good turnout of candidates.	<input type="checkbox"/> Visible company presence at event (banner or other signage); <input type="checkbox"/> Opportunity to provide giveaways and literature to event attendees; <input type="checkbox"/> Attendance of three recruiters (additional recruiters \$30 each); <input type="checkbox"/> One half-page black and white ad in Career Fair Employer Guide for no extra charge (\$100 value).
\$ _____	\$30 attendee	Attendee (per recruiter)	<input type="checkbox"/> Event admission, including appetizers (cash bar available); <input type="checkbox"/> Opportunity for one-on-one face time with potential candidates in a relaxed atmosphere and a smaller venue; <input type="checkbox"/> Ability to make connections with students and SWE leadership prior to the larger-scale career fair.

A donation to SWE regional or national conferences provides collegiate members with an opportunity to attend these events. These conferences provide opportunities for professional development, networking events and career fairs that aid in member employment after graduation. The conferences are a valuable part of the SWE collegiate experience.

SWE REGIONALS			
\$ _____	\$250 per member sponsored	Sponsorship subsidizes air fare and hotel.	SWE Region I Regionals will take place March 2-3, 2012 in Tulsa, OK. We are hoping to send 8-12 CSU SWE members to Regionals.
SWE NATIONALS			
\$ _____	\$500 per member sponsored	Sponsorship subsidizes air line tickets and hotel.	SWE 11 Annual Conference will take place October 13-15, 2011 in Chicago, Illinois. Our section hopes to send 12 members to Nationals.

Sponsoring meetings will allow your company visibility with all the women involved in CSU SWE. Your company website will be posted on our website's calendar of events next to the meeting of your choice. Your representative will have a thirty-minute opportunity to speak about what engineers do at your company as well as any other multicultural aspects of engineering. We also ask that you provide a meal for members attending the meeting. The dates for first semester's scheduled meetings are listed below on Wednesdays at 4pm:

August 31 <sup>st</sup>	October 26 <sup>th</sup>	January 25 <sup>th</sup>	March 21 <sup>st</sup>
September 14 <sup>th</sup>	November 9 <sup>th</sup>	February 8 <sup>th</sup>	April 4 <sup>th</sup>
September 28 <sup>th</sup>	November 30 <sup>th</sup>	February 22 <sup>nd</sup>	April 18 <sup>th</sup>
October 5 <sup>th</sup>	December 7 <sup>th</sup>	March 7 <sup>th</sup>	May 2 <sup>nd</sup>

Meeting Sponsorship			Choice of Dates (See list above):
\$ _____	\$250	Catering through us	
_____	Check box if you will coordinate food delivery		
Freshman Recognition Scholarship			
\$ _____	\$500	Award to encourage freshman involvement in our local chapter activities and events.	
Freshman Women's Welcome			
\$ _____	\$500	A dinner to welcome freshman girls to the engineering college and encourage them to become involved in SWE.	
Women Recognition Engineering Dinner			
\$ _____	\$500	To recognize Women in the College of Engineering for their academic excellence and achievement.	

CSU SWE would like to visit companies to inspire our members about their future careers in engineering. Company tours offer our members a greater understanding of your company's work environment.

Company Tours		Choice of Dates (Prefer Thurs or Fri afternoons):
\$ _____	Company donation offsets van rental: \$60/day- FtC/Windsor/Loveland \$120/day – Longmont/Bldr/Den	

\$ _____	<b>Total enclosed.</b> Make checks payable to CSU SWE. Payment is also accepted online at <a href="https://advancing.colostate.edu/SWE">https://advancing.colostate.edu/SWE</a> . If you choose to submit payment online, please specify what your payment is for, by sending an e-mail to <a href="mailto:CSUSWE@gmail.com">CSUSWE@gmail.com</a> , or by returning this form. Send form and payment to: CSU SWE Collegiate Section, Office for Academic and Student Affairs, 1301 Campus Delivery, Fort Collins, CO 80523-1301.
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Terry Comerford

SWE Student Chapter Advisor

970-491-7088