



SWE Activity Report 2005 - 2006

Event: Prospective Candidates Weekend Time - From: 11:00am To: 12:00pm (next day)

Date: April 7 and April 8 Number of Participants: 45 Prospectives

35 Parents, ~50 Student Volunteers, 14 Faculty Volunteers

Please attach all participant lists, relevant pamphlets/flyers, and pertinent info.

Chairs of Event		
Name	Email	Year / Major
Jenna Rea	jmr229@cornell.edu	2008/ ChemE
Julie Katz	jnk23@cornell.edu	2008/OR
Weisha (Michelle) Zhu	wz45@cornell.edu	2009/ AEP

Please submit a brief schedule of the planning of your event and any relevant contact people:

Activity to be done	By (Date)	Contact Person	Phone Number (or Email)
Reserve Rooms	February	Judy	
Invite Faculty to Brunch	March	Caroline and Jenna	Cbm29 and jmr229
Invite Faculty to Panel	March	Julie	Jnk23
Invite Groups to Information Fair	March	Caroline, Jenna and Julie	Cbm29, jmr229 and jnk23
Invite Students to Panel	March	Caroline, Jenna and Julie	Cbm29, jmr229 and jnk23
Ask for Lab Demos	February	Jill	Jkn6
Organize Catering for Brunch	February/ March	Mark and Jill	mds64 and jkn6
T-Shirts	March/ April	Julie	Jnk23
Contact Acapella	April	Julie	Jnk23
Mailings to Students	March	Jill	Jkn6
Organize Student Volunteers	March/ April	Jill	Jkn6
Get Hosts	February – April	Michelle and Sara	Wz45
Thank you notes	April	Jenna, Julie, Michelle	Jmr229, jnk23 and wz45

1. **About the event** – Please describe the event briefly. Was the turn out what you expected and/or wanted?

PCW gives accepted female high school seniors the opportunity to explore Cornell and see all that it offers. The weekend had events for both the girls and their parents, including a general engineering info session, lab demos, a information fair with different student groups and student services, a student panel, a dinner match-up with overnight hosts, and a brunch with engineering

faculty. The activities were designed to give the girls the chance to see Cornell labs and research, to talk with professors about classes, and to get a student perspective on campus life. The turnout for both the visiting young women was excellent and the weekend went smoothly.

2. **Specific Problems** – Please list any problems that were encountered in the organization and execution of the event.

- Not Enough volunteers throughout the day.
- Did not have a list of all of the volunteers for the weekend, a problem when trying to write thank you notes.
- Students had many questions about OR, not many people could answer them. Get an OR professor involved in the weekend.

3. **Suggestions** – Please elaborate on ways in which SWE can improve this event for next year. Include general suggestions and advice for the future.

- Have an RA in a dorm on North Campus give a tour of North campus to the freshman Friday night after they leave with their hosts.
- Do not get PCW pins made.
- Begin recruiting volunteers at least 3 general meeting before the weekend.
- Have an OR professor at the brunch and/or on the panel.
- Give specific direction for luggage in conformation.
- Give specific directions for registration (many families went to the Admissions Office first).
- Give the families the option of eating in a dining hall by starting registration at 11AM. Sell meal tickets (\$9 (?)) and have a SWE member eat with a group at Okenshield's.
- If reserving a room in Willard Straight Hall make sure to do it as early as possible.
- Make the host match-up a little quieter and shorter. Have a host check in at the beginning of the dinner.
- Have sign-in sheets everywhere so we know exactly who helped out during the weekend.
- If you want a tour of the Campus or Duffield Hall make sure to coordinate it as early as possible. The event falls on/near Cornell Days so everyone is busy.

4. **Budget**- Please make a budget of things purchased for this activity and their prices.

Item	Purchased From	Cost
Acapella Group	Hangovers	\$80
T-Shirts (for hosts and prospectives)	Perfect Screen Printers	\$1,280
Pizza	Rogans	
Cookies and Drinks for WSH	Wegman's	
Saturday Brunch	Hope's Way	\$5,000
Thank You Cards for Volunteers	Cornell Store	
Faculty Thank You Gifts	Cornell Travel Mugs	
Volunteer Thank You Gifts	Cornell Store	
Tables for Meals in Duffield		
Thank you chocolates	Cornell Store	
Scholarships	??? Who paid for them ???	\$250/each
Total =		\$