ACS Final Reporting Guidelines

This document is meant to help Committee Chairs and anyone who runs any ACS events. It describes what ACS National expects to see in our final report to them. Please keep these questions in mind from the planning to the reporting phases of your event or meeting.

The tables below are meant for you to bring to your meetings or events and fill in as you go. Even monthly meetings by our topical groups are encouraged to gather this data. Pictures are welcomed and encouraged also.

OVERVIEW

Name of Event 80 characters or less	
Brief Description 500 characters or less	
First time event check box	☐ Yes ☐ No
Primary Contact	
Categories/types of groups involved 5 maximum	☐ Awards ☐ Career Services ☐ Communications ☐ Chemistry Olympiad ☐ Chemists Celebrate Earth Day ☐ Education (Teachers/Students) ☐ Family/Spouse Activities ☐ Joint Meeting ☐ Government Affairs ☐ Industry ☐ K-12 Student ☐ K-12 Teacher ☐ Member Survey ☐ MPPG (Thematic Program) ☐ Minority Affairs ☐ National Meeting ☐ National Chemistry Week ☐ National Lab Day ☐ Professional/Leadership Development

	☐ Programming Outside the National Meeting ☐ Project SEED ☐ Public Outreach ☐ Regional Meeting ☐ Science Cafés ☐ Science Fairs and Festivals ☐ Section Meeting or Event ☐ Senior Chemists ☐ Social/Networking ☐ Student Member ☐ Supporting Activities ☐ Symposium ☐ Women Chemists ☐ Younger Chemists ☐ Other _____
Which strategic goal(s) from the ACS Strategic Plan does this event support? Check all that apply.	☐ 1. Provide Information. Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information. ☐ 2. Advance Member Careers. Empower an inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy. ☐ 3. Improve Education. Foster the development of the most innovative, relevant and effective chemistry education in the world. ☐ 4. Communicate Chemistry's Value. Communicate chemistry's vital role in addressing the world's challenges to the public and policymakers.
Event Frequency	☐ Annual ☐ Bi-monthly ☐ Monthly ☐ One Time ☐ Quarterly ☐ Other _____
Event Date	

PARTICIPATION AND ATTENDANCE

Supporting Committees	☐ Awards ☐ Budget/Finance ☐ Career Assistance/Employment ☐ Chemistry Olympiad ☐ Community Activities ☐ Continuing Education ☐ Education Environmental ☐ EHS ☐ Government Affairs ☐ Industry Relations ☐ Long Range Planning ☐ Membership/Membership Retention ☐ Mentoring ☐ Minority Affairs ☐ Newsletter/Publications ☐ Nominations ☐ Professional Relations ☐ Project SEED ☐ Public Relations ☐ Senior Chemists ☐ Women Chemists ☐ Younger Chemists ☐ Other _____
Event Partners (ACS)	
Event Partners (non-ACS)	
Estimated number of volunteers	_____ Members _____ Non-Members
Estimated number of hours your volunteers spent on your section's activities	
Estimated number of attendees	_____ Members

	_____ Non-Members
Number of attendees from the public	
Estimated total cost	
Outside funding or support sources	☐ Innovative Project Grant (IPG) ☐ Division Grants ☐ Industry ☐ In-Kind Donations ☐ LSAC Mini/NanoGrant ☐ No Outside Funding or Support ☐ Other ACS Grants ☐ Other _____
Event coverage	☐ Email ☐ Radio ☐ Television ☐ Web ☐ Other _____
Event promotion	☐ ACS Network ☐ C & EN ☐ Email ☐ Newsletters ☐ Social Network ☐ Website ☐ Other _____

EVALUATION

Evaluate the success of the program on a scale of 1-10 (1-least successful & 10-most successful)	
What were the greatest successes of the event? 500 characters or less	
Lessons learned/suggestions to improve event 500 characters or less	

Share this event as a best practice? If shared, it will be published for all local sections in the country to see and access.	☐ Yes ☐ No

SUPPORTING MATERIALS

Files

Brief Description
40 characters or less

Upload File
File name 45 characters or less

Weblinks

Brief Description
40 characters or less

Upload URL's/Weblinks
2500 characters or less

Any supporting material can be emailed with this form. Supporting material include pictures, weblinks or websites, report files, etc..