

Add Activity

Add an activity, event, or meeting for your technical division. The form can be used for events that have occurred, but it is also a great place to house information for an event you are planning. You and other officers can track the progress of the plan for the event and all information will be in one place.

Overview Tab

The Overview tab requests general information about the event.

Events

Overview Participation and Assistance Evaluation Supporting Materials

Please fill the Event details below. All fields marked * are mandatory.

What is a Local Section Meeting, Event or Activity?

Name of the Event * Programming at SWRM

Brief Description * We held one session at the Southwest Meeting

Organization * Agrochemicals

Year Held * 2013

First time event?

Primary Contact * Joe Smith

Category(ies) *
(Hold CTRL key to select multiple items.)

Category(ies)
(Section) Governance
Awards
Career Services
Communications
Education (Teachers/Students)
Family/Spouse Activities
Government Affairs
Industry
International Year of Chemistry
IYC2011
Joint Meeting

Selected Category(ies)

Selected Category(ies)
Regional Meeting

Other

Which strategic goal(s) 1. Provide Information. Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information.
Plan does this event support? Examples of 2. Advance Member Careers. Empower an inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy.
how categories relate to the strategic plan * 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.

Phase * Planning

Event Frequency * Annual

Event Date Selection From 11/01/2013 To 11/01/2013

Name of Event

Complete the text box with the name of the event in 80 characters or less.

Brief Description

Complete the text box with a brief description of the event 500 characters or less. Text can be cut and pasted from another document.

Organization

If you only have access to one division or local section it will be listed here, if you have access to more than one division or local section you will choose the correct one from the drop down list.

Year Held

Use the dropdown list to choose the year the event took place.

First time event?

Complete the check box if this is a first time event.

Primary Contact

Complete the text box with the name of the primary contact use commas and a space to separate multiple contacts in 80 characters or less.

Category(ies)

Choose up to 5 categories from the pick list by highlighting the category and clicking right facing arrow to move it to the list, multiple categories can be chosen using the control or shift keys ((Section) Governance, Awards, Career Services, Chemistry Olympiad, Communications, Chemists Celebrate Earth Day, Education (Teacher/Student), Family/Spouse Activities, Government Affairs, Industry, International Year of Chemistry, Joint Meeting, K-12 Student, K-12 Teacher, Minority Affairs, MPPG (thematic program), National Chemistry Week, National Lab Day, National Meeting, Professional/Leadership Development, Programming Outside of the National Meeting, Project SEED, Public Outreach, Regional Meeting, Science Cafes, Science Fairs & Festivals, Section Meeting or Event, Senior Chemists, Social/Networking, Student Member, Supporting Activities, Symposium, Women Chemists, Younger Chemists, Member Survey, and Other (if chosen complete text box with other event categories)).

Which strategic goal(s) from the [ACS Strategic Plan](#) does this event support?**Examples of how categories relate to the strategic plan (check all that apply)**

Check all appropriate boxes (1. Provide Information. Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information; 2. Advance Member Causes. 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 Phase

Use the dropdown list to choose the phase (Planning, Completed, Canceled). If an event is canceled a text box appears for you to detail the reason the event was canceled. The option to reactivate the canceled event is offered by completing the check box next to the reactivate canceled event check box.

Event Frequency

Use the dropdown list to choose the frequency of the event (Annual, Bi-Monthly, Monthly, One time, Quarterly, or Other (if chosen complete text box with other event frequencies)).

Event Date Selection

Available for annual and one time event only; Enter start and end dates using the date picker on the right (click the icon next to the text box and select specific date), or enter the date in the format MM-DD-YYYY (two digit month, two digit date, and four digit year).

Participation and Assistance Tab

The Participation and Assistance tab requests information about who was involved in the event and who attended the event.

Events

Overview **Participation and Assistance** Evaluation Supporting Materials

Please fill the Event participation and assistance details below.

Supporting Committees
(Hold CTRL key to select multiple items.)

Supporting Committees
Career Assistance/Employment
Chemistry Olympiad
Continuing Education
Education Environmental
EHS
Government Affairs
Industry Relations
Long Range Planning
Membership/Membership Retention
Mentoring
Minority Affairs
Newsletter/Publications

Selected Supporting Committees

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/division's activities

Estimated Number of Attendees

Members

Public

Estimated Total Cost (USD)

Outside Funding or Support
(Hold CTRL key to select multiple items.)

Outside Funding or Support
IPG-LSAC
Division Grants
Industry
In-Kind Donations
LSAC Mini/NanoGrant
No Outside Funding or Support
Other ACS Grants

Event Coverage
(Hold CTRL key to select multiple items.)

Email
Radio
Television
Web

Event Promotion
(Hold CTRL key to select multiple items.)

Event Promotion
ACS Network
C & EN
Email
Newsletters
Social Network

Other

Supporting Committees

Choose all appropriate local section or division committees from the pick list by highlighting the category and clicking right facing arrow to move it to the list, multiple categories can be chosen using the control or shift keys (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, and Other (if chosen complete text box with outside funding or support not found in the list)).

Event Partners (ACS)

Complete the text box by listing ACS event partners for the event using commas and a space to separate multiple entries.

Event Partners (Non ACS)

Complete the text box by listing non ACS event partners for the event using commas and a space to separate multiple entries.

Estimated Number of Volunteers

Members

Complete the field with the numerical value.

Non Members

Complete the field with the numerical value.

Estimated number of hours your volunteers spent on your section's/division's activities.

Complete the field with the numerical value.

Estimated Number of Attendees

Members

Complete the field with the numerical value.

Public

Complete the field with the numerical value.

Estimated Total Cost (USD)

Complete the field with the numerical value using numbers only to complete the field, (i.e. 500, 10, 1000, etc).

Outside Funding or Support

Choose outside funding or support sources from the list, multiple sources can be chosen using the shift and control keys (IPG LSAC, IPG DAC, Division Grant, Industry, In-Kind Donations, LSAC Mini/NanoGrant, No Outside Funding or Support, Other ACS Grants, or Other (if chosen complete text box with outside funding or support not found in the list)).

Event Coverage

Choose event coverage types from the list, multiple sources can be chosen using the shift and control keys (Email, Radio, Television, Web, Other (if chosen complete text box with event coverage not found in the list))

Event Promotion

Choose Event Promotion types from the list, multiple sources can be chosen using the shift and control keys (ACS Network, C&EN, Email, Newsletters, Social Network, Website, Other (if chosen complete text box with event promotion found in the list)).

Evaluation Tab

The Evaluation tab requests information related to how the event went. Note: This tab is only available for events that are completed (marked as completed in the dropdown list in the Overview Tab).

Events

Overview Participation and Assistance **Evaluation** Supporting Materials

Please fill the Evaluation details for the event. You can enter these details only for a COMPLETED Event.

Evaluate the success of the program on a scale of 1-10 (1-least successful & 10-most successful)	<input type="text" value="8"/>
What were the greatest successes of this event?	<input type="text" value="Great volunteers and great attendees"/>
Lessons Learned/Suggestions to improve this event	<input type="text" value="We had so many people we ran out of supplies."/>
Share this event as a best practice	<input checked="" type="checkbox"/>

Evaluate the success of the program on a scale 1-10 (1-least successful & 10-most successful)

Use the dropdown list to choose the success of the program.

What were the greatest successes of this event?

Complete the text box with an overview of the successes of the program in 500 characters or less.

Lessons Learned/Suggestions to improve this event

Complete the text box with an overview of the lessons learned/suggestions for this event in 500 characters or less.

Share this event as a best practice

Complete the check box if the event to share as a best practice.

Supporting Materials Tab

Add files related to the administration form to this tab. FORMS accepts jpg, png, gif, doc, docx, xls, xlsx, ppt, pdf, pptx, jpeg, and zip for upload.

Events

Overview Participation and Assistance Evaluation Supporting Materials

Please upload files or insert web links related to the event.

Browse and Upload Files

Brief Description

Upload File 1

Uploaded Files

Brief Description	File Name	File Size	Replace File	Delete File
NCW Flyer	Sample Flyer2.doc	0.14 MB		

 2 3

Insert Web Links/URLs

Brief Description

Insert URLs/Web Links related to Event 4

Insert

Insert Web Links/URLs

Brief Description	Web Link/URL for the Event	Edit Link/URL	Delete Web Link
NCW Website	http://www.acs.org/ncw		

- 1. Upload File**
 - a. Complete a brief description of the file
 - b. Click the Browse button and locate the file on your computer
 - c. Choose the file name and click the Open button
 - d. Click the Upload button
- 2. Replace File**
 - f. Click the icon in the Replace File column for the file you want to replace.
 - g. The Brief Description of the file from the table populates the Brief Description field above.
 - h. Click the Browse button.
 - i. Choose the file name and click the Open button.
 - j. Click the Upload button
- 3. Delete File**
 - d. Click the icon in the Delete File column.
 - e. Answer prompt, 'Are you sure you want to delete (file name).'
 - f. Click the OK button to delete the file.
- 4. Insert Web Link/URLs**
 - a. Complete a brief description of the URL
 - b. Type in or copy and paste the web link/URL
 - c. Click the Insert button
 - d. Edit the Web Link/URL edited by clicking the icon in the Edit Link/URL column
 - e. The Web Link/URL can be deleted by clicking the icon in the Delete Web Link column

User Tips

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.