

# Welcome to the Project SEED Committee!

The Committee on Project SEED is a Society Committee that works in an advisory status to the American Chemical Society Project SEED Program.



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Project SEED Web Site ([www.acs.org/projectseed](http://www.acs.org/projectseed))

Committee on Project SEED Web Site  
(<https://www.acs.org/content/acs/en/about/governance/committees/project-seed.html>)

## Message from the Chair

Dear Incoming Committee Associates,

On behalf of the current membership of the Committee on Project SEED and ACS staff, welcome to the team! We are extremely grateful for your service to this committee and for the passion and enthusiasm you bring to a program that impacts so many young scholars year after year.

This year marks the start of the 54th year of the Project SEED Program, a prominent national effort that usually serves 400+ students at nearly 100 institutions across the nation each year. Since its inception, SEED mentors have worked with more than 11,000 students. The program also offers an array of one-time and renewable college scholarships for SEED students. Based on feedback from scores of these students, the committee and staff know how critically important SEED has been to so many lives and careers.

As with so many aspects of all of our professional and personal lives, the global pandemic has impacted—and may continue to impact—the Project SEED Program. The Project SEED Committee and the dedicated ACS staff put together amazing virtual programs in 2020 and 2021 for 291 and 346 student participants, respectively. Despite the uncertainty associated with the current state of the pandemic, we will push forward with our committee mission to ensure the quality, sustainability, and growth of the Project SEED programs in 2022 with your input and guidance. While we hope to have most portions of the program hosted in the traditional, in-person manner for Summer 2022, the Project SEED Committee and staff are working on multiple plans to be able to accommodate the needs of early career scientists as more information becomes available regarding the global pandemic and to expand our footprint across the nation based on the lessons learned regarding virtual interactions during the previous two summers.

This manual will help to make your first year in the committee as smooth as possible, even in the face of additional challenges present due to the pandemic. In this manual, you will find a description of the activities our committee oversees, the committee structure (including a description of each subcommittee), the committee's strategic plan, and how the committee fits into the ACS governance structure. Please note that the typical timeframe on the committee is 1-2 years as an associate, and up to 2, 3-year terms as a member. While ACS bylaws require that only full members of the committee cast ballots on any official votes, all committee members are encouraged to voice their opinions and provide their votes during the straw polls that are usually taken prior to any major official vote. This horizontal committee structure and atmosphere of collegiality and inclusiveness is the guiding principle behind all committee actions; however, if you have any questions or concerns on the operational aspects of the committee, please let me know.

You have joined the committee at a particularly interesting time, as we continue work on the 2019 strategic plan. Initially, many of these targets were set to be enacted in 2020-21, but the timing of some of the tactics were either delayed or canceled with the shift to a virtual program. Thus, there are many opportunities to bring forward new ideas from incoming committee members that will have true impact, and I am confident that this year's committee will be able to put forth several viable solutions to fully implement our strategic plan in a successful manner. In fact, you may have already been contacted by a subcommittee chair to attend a virtual meeting of your subcommittee, and if you have not, I anticipate that this will occur soon. I highly encourage you to participate actively in these meetings as our four subcommittees are where great Project SEED ideas nucleate and grow. It is wonderful to be a part of these efforts from the beginning!

To be prepared to make an immediate impact, I encourage you to read the plan and the strategies and tasks that we will undertake this year. Particularly, we will focus efforts to increase the number of participating students and mentors and increase awareness of the program. Additionally, we will continue to update Project SEED's online platform to ease the administration burden of our wonderful ACS staff, as well as make it easier for students, coordinators, and mentors to participate in the program. Project SEED has benefited from increased promotion to ACS members over the past few years. Thus, the Project SEED committee is perfectly positioned to translate this increased exposure to achieving our goals. To that end, we welcome you aboard and look forward to your active participation as we move forward at a rapid clip!



Bryan W. Boudouris  
Chair of the Committee on Project SEED

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## American Chemical Society (ACS) Structure

The American Chemical Society is a self-governed individual membership organization that consists of over 151,000 members worldwide at all degree levels and in all fields of chemistry. The organization provides a broad range of opportunities for peer interaction and career development, regardless of professional or scientific interests.

The mission of the American Chemical Society is “to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people.” The ACS is divided geographically into 185 local sections. Members of the Society are automatically assigned to the local section closest to their address of record. ACS local sections enable members to connect with other chemists and chemical engineers in their geographic area, participate in programs near their homes that can enhance their professional development, and contribute to the public’s understanding of chemistry in their communities. A member may only belong to one local section.

The ACS has 32 technical divisions ranging from food and agriculture to industrial and engineering chemistry. Divisions of the ACS provide members a forum for networking and collaboration within their specialty area, help members to keep up with the latest developments in the area of expertise, and monitor advances in related fields. A member may belong to as many divisions as they choose.

The Society is governed through a series of committees that are overseen by the ACS Board of Directors and the ACS Council.



The ACS Council is composed of the President, the President-elect, the Directors, the Past Presidents, the Executive Director, the Secretary, and Councilors representing Local Sections and Divisions. Twenty percent of elected Councilors are elected by Divisions and 80% are elected by Local Sections. The President of the Society presides over the Council.

The ACS Board of Directors is comprised of the President, the President-Elect, the immediate Past President, six District Directors (elected from geographic regions), and six Directors-at-Large. The Board of Directors is the legal representative of the Society, and, as such, administers all property, funds and affairs of the Society. The Board of Directors is presided by the Chair of the Board who is elected internally on an annual basis.

## ACS Committees

### Society Committees Reporting to Council

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Analytical Reagents (CAR)</li> <li>• Committees (ConC)*</li> <li>• Constitution &amp; Bylaws (C&amp;B)</li> <li>• Council Policy (CPC)*</li> <li>• Divisional Activities (DAC)</li> <li>• Economic and Professional Affairs (CEPA)</li> <li>• Ethics (ETHX)</li> </ul> | <ul style="list-style-type: none"> <li>• Local Section Activities (LSAC)</li> <li>• Meetings and Expositions (M&amp;E)</li> <li>• Membership Affairs (MAC)</li> <li>• Nomenclature, Terminology and Symbols (NTS)</li> <li>• Nominations and Elections (N&amp;E)*</li> <li>• Project SEED (SEED)</li> <li>• Technician Affairs (CTA)</li> </ul> |
|---|---|

*\*elected by the ACS Council*

### Society Committees Reporting to both Board & Council

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Budget and Finance (B&amp;F)</li> <li>• Chemical Safety (CCS)</li> <li>• Chemistry and Public Affairs (CCPA)</li> <li>• Chemists with Disabilities (CWD)</li> <li>• Community Activities (CCA)</li> <li>• Education (SOCED)</li> <li>• Environmental Improvement (CEI)</li> <li>• International Activities (IAC)</li> <li>• Minority Affairs (CMA)</li> </ul> | <ul style="list-style-type: none"> <li>• Patents and Related Matters (CPRM)</li> <li>• Professional Training (CPT)</li> <li>• Publications (PUBS)</li> <li>• Public Relations and Communications (CPRC)</li> <li>• Science (COMSCI)</li> <li>• Senior Chemists (SCC)</li> <li>• Women Chemists (WCC)</li> <li>• Younger Chemists (YCC)</li> </ul> |
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For additional information and/or questions contact [secretary@acs.org](mailto:secretary@acs.org)

American Chemical Society

[www.yellowbook.acs.org](http://www.yellowbook.acs.org)



## Project SEED Committee Overview

The Project SEED Committee charge is as follows (excerpt from the [ACS Governing Documents](#)).

- (1) Assist the development office in solicitation of funding for student stipends from corporations, foundations, and individual SOCIETY members;
- (2) Review applications from preceptors for student research projects and decide the level of funding;



- (3) Promote awareness and recognition of Project SEED within the SOCIETY, the scientific community, and the general public;
- (4) Participate in long- and short-range planning of programs for Project SEED; and,
- (5) Review applications for and award college scholarships designated for former Project SEED students

## Project SEED Member Roles and Responsibilities

Project SEED Committee is composed of ACS members who have experience and/or interest in the Project SEED program. Project SEED members need not be ACS Councilors.

### Responsibilities of the Project SEED Chair

- Provide vision and guidance to the Committee on Project SEED.
- Initiate discussions on various aspects of Project SEED programs with committee members and staff.
- Seek opinions of committee members in areas of growth, concern.
- Serve as a spokesperson for Project SEED programs to the Society Committee on Education (SOCED), ACS governance, members at large, and the public.
- Communicate with Project SEED staff on a regular basis regarding progress of programs.

### Responsibilities of Committee on Project SEED Members

- Attend all Committee meetings to represent the interests of the ACS membership in the design and execution of the SEED programs and serve on subcommittees as needed.
- Review of applications from preceptors for student research projects and decision of level of funding.
- Promotion of awareness and recognition of Project SEED within ACS, the scientific community, and the general public.
- Review of applications for an award of college scholarships designated for former Project SEED students.
- Promote and encourage participation in SEED programs through interaction with attendees, as well as in your local section.
- Assist the ACS Development office to solicit funding for student fellowships from corporations, foundations, and individual ACS members.
- Advise the Project SEED chair and SEED staff of opportunities and challenges.
- Participation in long- and short-range planning of programs for Project SEED.

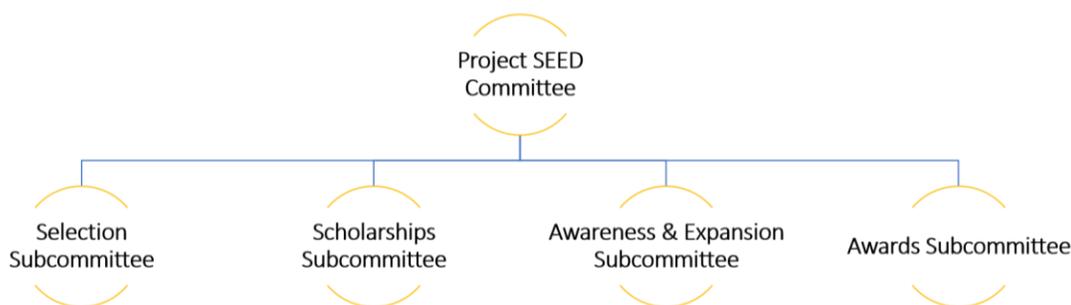
Term Limits – Members of the Project SEED are appointed by the ACS President and may serve for 1-2 years as an associate, and up to 2, 3-year terms as a member. The Chair of SEED is appointed for a one-year term and may serve as Chair for a maximum of three consecutive one-year terms (3 years). Associate members of project SEED are appointed for one-year terms. If an associate member of Project

SEED is appointed as a member of Project SEED, time spent as an associate member does not count against the member term limit.

## Project SEED Structure

The subcommittee structure of the Project SEED committee is organized around the objectives of the Strategic plan.

### Project SEED Organizational Chart



### Project SEED Committee and Subcommittee Primary Duties and Responsibilities

1. Solicitation of funding for student fellowships from corporations, foundations, and individual ACS members.	All
2. Review of first round of project proposals applications for student research and decision of level of funding.	All
3. Review of second round project proposal applications for student research and decision of level of funding.	Selection Subcommittee
4. Promotion of awareness and recognition of Project SEED within ACS, the scientific community, and the general public.	Awareness & Expansion Subcommittee – Strategic Planning Implementation teams as relevant
5. Selection of candidates for ChemLuminary and ACS Fellow nominations. Creation of new awards as needed and presentation of final candidates to the broader committee for vote.	Awards Subcommittee
6. Review of applications for an award of college scholarships designated for former Project SEED students.	Scholarships Subcommittee

## Project SEED Subcommittee Missions

**Project SEED Subcommittee on Selection (Formerly Subcommittee on Program I and Program II):**

Oversees the application and selection processes of Project SEED I and II programs. This committee is busiest between February and May for application/proposal review and meeting to determine eligible/selected Project SEED sites for the year.

**Project SEED Subcommittee on Scholarships:** Oversees the Project SEED college scholarship program and selects the winning students. It is busiest in the spring for scholarship application review and selection.

**Project SEED Subcommittee on Awareness and Expansion:** Identifies and pursues opportunities to increase the visibility of Project SEED. There is not a specific busy season, but things tend to pick up around the proposal application period and ACS Meeting dates.

**Project SEED Awards Subcommittee:** Focuses on recognition of Project SEED volunteers by selecting candidates or finalists for ACS Fellow nominations or ChemLuminary awards. It may launch new recognitions or recognition programs as well. This committee is busiest near and during the ACS Meetings to bring forward nominees for ACS Fellow and to review ChemLuminary self-nominations.

## Project SEED Strategic Plan -2019 & Beyond

The ACS Project SEED program was established in 1968 to support summer research experiences for economically disadvantaged high school students in academic, industrial, and government laboratories. The program provides additional educational opportunities by awarding college scholarships to Project SEED alumni seeking to complete chemistry or chemistry-related sciences undergraduate degrees.

Project SEED shares the core values of the “ACS Strategic Plan”, and our goals align specifically with Goal 3 – Support Excellence in Education Improve Education, which is to “Foster the development of innovative, relevant, and effective chemistry and chemistry-related education.” The program seeks to stimulate interest in the sciences for high school students from economically underprivileged backgrounds and increase their motivation to pursue a scientific career or become a professional chemist or chemistry-related sciences professional. By working with a professional chemist/scientist during the summer, these students are exposed to the passion for chemistry or chemistry-related sciences felt by professional chemists and scientists.

**Vision:**

Empowering students through transformative research experiences.

**Program Mission Statement (Updated December 2021):**

To provide sustained STEM research, learning, and growth opportunities for high school students with diverse identities and socioeconomic backgrounds so they can be empowered to advance and enrich the chemical science enterprise.

**Committee Mission Statement (Updated in December 2021):**

To ensure the quality, sustainability, and growth of the Project SEED Programs

**Goals (Updated in November 2020):**

1. Foster sustainability of Project SEED (Impact, High; Resources, Low-Medium)
  - Develop a standardized Project SEED promotional package for use at ACS and other meetings for advertisement of the 2022 program. (I: M, R:L)
  - Develop a mechanism to recognize mentors, coordinators, and donors annually by the end of the ACS Spring 2021 meeting. (I: M-H, R: L).
  - Develop and pilot three flexible models during summer 2022 (assuming a return to normal research operations). (I:M; R: H)
  - Create and maintain a regular line of communication between the ACS Development Office and the Committee on Project SEED by ACS Fall 2021 meeting. (I: H ; R: M)
2. Identify and establish working relationships with stakeholders to promote growth (Impact, High; Resources, Medium).
  - Develop a communication/marketing package and implement an outreach program to high school communities in time for the 2022 program preparation. (I: H; R: M)
  - Develop a communication and marketing tools to engage ACS local sections and national committees in time for the 2022 program. (I: H; R: M-H)
3. Identify, implement, and promote essential elements of a high quality SEED program (Impact, High; Resources: High)
  - By April 2021, collaborate with ACS IT personnel to implement an online system for Project SEED (student applications, mentor project submissions, final approval, and reporting. (I: H; R: H)
  - By Summer 2020, revise current assessment tools and reporting of results and develop a mechanism of follow-up. (I: H; R: M)
  - Build communities among mentors and coordinators to exchange best practices on Project SEED program management with activities starting in 2020. (I: H; R: M)

## 2022 Project SEED Committee Members

Bryan W. Boudouris, Chair, reappointment

### **2022 – 2024 Members (three-year appointment)**

William M. Ames, appointment  
Bryan W. Boudouris, reappointment (one-year appointment)  
Michael T.H. Cheng, appointment  
Omar E. Christian, reappointment  
Kimberly M. Jackson, appointment  
T. Angele Kwimi, reappointment  
Bryant C. Nelson, appointment (one-year appointment)  
Kevin Pate, appointment  
Emily A. Smith, appointment (one-year appointment)  
Kristopher V. Waynant, appointment

### **2021 – 2023 Members**

Elsa Alvaro, continuing  
Peggy S. Biser, continuing  
Miriam Gulotta, appointment (two-year appointment)  
John W. Hartman, continuing  
Douglas S. Masterson, continuing  
Aimee L. Tomlinson, appointment (two-year appointment)

### **2020 – 2022 Members**

Maria Bohorquez, reappointment (one-year appointment)  
Zachary S. Davis, continuing  
Steven A. Fleming, continuing  
Kimberly Agnew-Heard, reappointment (one-year appointment)  
Javoris Hollingsworth, appointment (one-year appointment)  
Susanne M. Lewis, continuing  
Ajay V. Mallia, continuing  
Judith F. Rubinson, continuing  
Don L. Warner, continuing

### **2022 Associates (one-year appointment)**

Ella L. Davis, appointment  
Susan E. Del Valle, appointment  
Edward R. Fanick, appointment  
Isai T. Urasa, appointment

All formal votes of ACS Committees may be made only by committee Members only. The Chair of each committee may make use of informal votes or polls to assess the sense of those present. Such informal votes may include committee associates, committee liaisons, consultants and visitors. The Committee on Committees (ConC) encourages Chairs to use informal votes in an effort to retain an air of openness and fairness.

## American Chemical Society 2022 Committee Information Sheet

<b>Committee</b>	Committee on Project SEED
<b>Type</b>	Other Committee of the Council Appointed by the President
<b>Mission Statement</b>	To ensure the quality, sustainability, and growth of the Project SEED Programs.
<b>Normal Meeting Schedule</b>	Semiannually, at each national meeting. Generally meets the Saturday (all-day) and Sunday morning prior to the meeting week during in-person national meetings.
<b>Reimbursement Policy</b>	ACS will reimburse non-Councilor committee members, associates, and consultants for reasonable, ordinary and necessary transportation, lodging, and meal expenses incurred by attending meetings of Council-related committees at national meetings, up to an amount equal to 50% of the amount Councilors can be reimbursed under the Non-Councilor Travel Expense Program. For Councilors, reimbursement is provided through the Councilors Travel Expense Program. If necessary, ACS will reimburse certain travel expenses incurred due to authorized committee meetings and work performed outside of national meetings.
<b>Staff Liaison</b>	Nancy Bakowski Communities and Educational Experiences, Director Education Division Tel: 202-872-6166 E-mail: <a href="mailto:n_bakowski@acs.org">n_bakowski@acs.org</a>
<b>Committee on Committees Liaison</b>	Emilio X. Esposito

### ACS Project SEED Staff

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Office of Student Experiences, Manager Education Division	Corrie Kuniyoshi Email: <a href="mailto:c_kuniyoshi@acs.org">c_kuniyoshi@acs.org</a> 202-872-4588
Project SEED, Program Specialist Education Division	Emily Speidell Email: <a href="mailto:e_speidell@acs.org">e_speidell@acs.org</a> Tel: 202-913-4301

## ACS-Internal References and Acronyms

### General – Acronyms

- AACT American Association for Chemistry Teachers
- ACS American Chemical Society
- ATE Advanced Technological Education (A program of the National Science Foundation)
- CAS Chemical Abstracts Service
- CCEW Chemists Celebrate Earth Week
- CTPAS Chemical Technology Program Approval Service
- G2S Guaranteed to Succeed Manual
- GCI Green Chemistry Institute
- IChO International Chemistry Olympiad
- NCW National Chemistry Week
- NSF National Science Foundation
- OCA Office of Community Activities
- ACS PRF ACS Petroleum Research Fund
- SEED Summer Experiences for the Economically Disadvantaged
- TAGs Technician Affiliate Groups
- USNCO U.S. National Chemistry Olympiad
- 2YC3 Two-Year College Chemistry Consortium

## ACS – Committees Acronyms

- Budget and Finance (B&F)
- Board of Trustees, Group Insurance Plans (BOT)
- Chemical Abstracts Service (CAS)
- Chemical Safety (CCS)
- Chemistry and Public Affairs (CCPA)
- Chemists with Disabilities (CWD)
- Committee on Committees (CONC)
- Community Activities (CCA)
- Constitution and Bylaws (C&B)
- Corporation Associates (CA)
- Council Policy Committee (CPC)
- Divisional Activities (DAC)
- Economic and Professional Affairs (CEPA)
- Environmental Improvement (CEI)
- Ethics
- Governing Board for Publishing
- Grants and Awards (G&A)
- International Activities (IAC)
- Local Section Activities (LSAC)
- Meetings and Expositions (M&E)
- Membership Affairs (MAC)
- Minority Affairs (CMA)
- National Historic Chemical Landmarks (NHCL)
- Nomenclature, Terminology and Symbols (NTS)
- Nominations and Elections (N&E)
- Patents and Related Matters (CP&RM)
- Petroleum Research Fund Advisory Board
- Professional and Member Relations (P&MR)
- Professional Training (CPT)
- Project SEED (SEED)
- Public Affairs and Public Relations (PA&PR)
- Public Relations and Communications (CPRC)
- Publications (PUBS)
- Senior Chemists (SCC)
- Science (ComSci)
- Society Committee on Education (SOCED)
- Technician Affairs (CTA)
- Women Chemists (WCC)
- Younger Chemists (YCC)

## ACS – Divisions Acronyms

- AFGD Agricultural & Food Chemistry
- AGRO Agrochemicals
- ANAL Analytical Chemistry
- BIOT Biochemical Technology
- BIOL Biological Chemistry
- BMGT Business Development & Management
- CARB Carbohydrate Chemistry
- CATL Catalysis Science and Technology
- CELL Cellulose & Renewable Materials
- CHED Chemical Education
- CHAS Chemical Health & Safety
- CINF Chemical Information
- TOXI Chemical Toxicology
- CHAL Chemistry & the Law
- COLL Colloid & Surface Chemistry
- COMP Computers in Chemistry
- ENFL Energy & Fuels
- ENVR Environmental Chemistry
- FLUO Fluorine Chemistry
- GEOC Geochemistry
- HIST History of Chemistry
- I&EC Industrial & Engineering Chemistry
- INOR Inorganic Chemistry
- MEDI Medicinal Chemistry
- NUCL Nuclear Chemistry & Technology
- ORG Organic Chemistry
- PHYS Physical Chemistry
- POLY Polymer Chemistry
- PMSE Polymeric Materials: Science & Engineering
- PROF Professional Relations
- RUBB Rubber
- SCHB Small Chemical Businesses