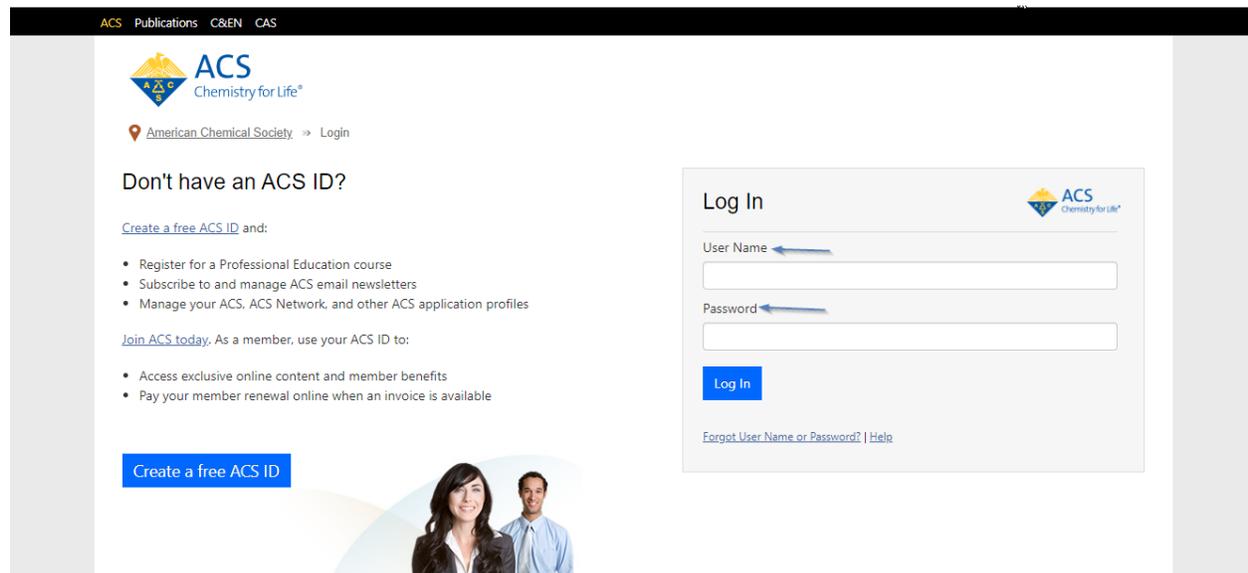


Completing the Administration Form

The Administration Form requests information about your local section governance, organization, communication, nominations and supporting materials (optional).

Login to Community Connections from URL provided

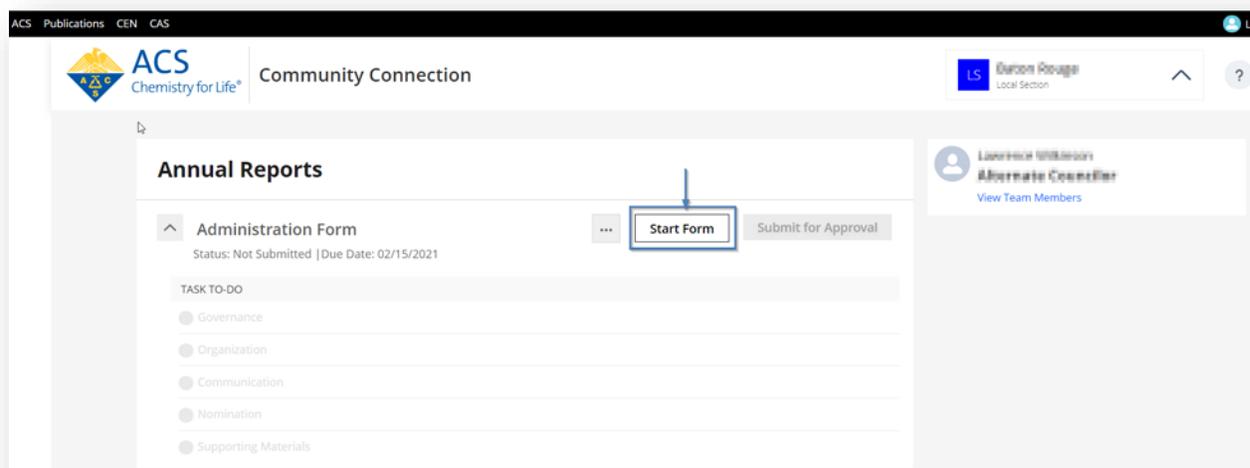


The image shows the ACS login page. At the top, there are navigation links for ACS, Publications, C&EN, and CAS. The ACS logo and tagline "Chemistry for Life" are prominently displayed. Below the logo, there is a navigation breadcrumb: "American Chemical Society > Login".

The main content area is divided into two sections:

- Don't have an ACS ID?**
This section includes a link to "Create a free ACS ID and:" followed by a list of benefits:
 - Register for a Professional Education course
 - Subscribe to and manage ACS email newsletters
 - Manage your ACS, ACS Network, and other ACS application profilesBelow this list is a link to "Join ACS today. As a member, use your ACS ID to:" followed by another list of benefits:
 - Access exclusive online content and member benefits
 - Pay your member renewal online when an invoice is availableA blue button labeled "Create a free ACS ID" is positioned at the bottom left of this section, next to a photograph of a woman and a man.
- Log In**
This section contains a login form with two input fields: "User Name" and "Password". A blue "Log In" button is located below the password field. At the bottom of the form, there are links for "Forgot User Name or Password?" and "Help".

Once you logged in click on **Start Form** as shown below



The image shows the ACS Community Connection dashboard. At the top, there are navigation links for ACS, Publications, C&EN, and CAS. The ACS logo and tagline "Chemistry for Life" are on the left, and the text "Community Connection" is in the center. On the right, there is a user profile for "L.S. Sharon Pevage, Local Section" with a "View Team Members" link.

The main content area is titled "Annual Reports" and features a card for the "Administration Form". The card shows the status "Not Submitted" and the due date "02/15/2021". Below the status, there is a "TASK TO-DO" list with five items: Governance, Organization, Communication, Nomination, and Supporting Materials. A blue box highlights the "Start Form" button, which is located next to a "Submit for Approval" button.

The Governance tab will appear. **Please Note:** On the left section of the form, items will become green when form requirements are completed. Items will become red when form requirements are incomplete. Once items are complete, click the 'Submit for Approval' button.

- Governance
- Organization
- Communication
- Nomination

Supporting Materials
(optional)

If input is submitted incorrect or field is missing an Error message will appear when the user clicks save. The error message will give the user the option to remain on the page (continue editing) or proceed to the next page and edit later (continue to next step)

Error(s) Found! ×

Please review the questions with field(s) highlighted in red. You may click Continue to Next Setup if you do not have a response available at this time and need to return to this tab at a later.

continues on next page

Governance Tab

The Governance tab requests information about the governance of your local section.

- Governance
 - Organization
 - Communication
 - Nomination
 - Supporting Materials (optional)
-

Governance

* Required Fields

1. How many times did the executive committee conduct governance business during 2020? *

2. How many members were there in the executive committee during 2020? *

3. How did the executive committee communicate with one another during 2020? (Check all that apply.)*

Email

Teleconference

Zoom/GoTomeeting/Webex

ACS Network

Other

4. What percentage of your councilors participated in the Spring Special Meeting of Council (to hear nominees for President-Elect)? *

 %

5. What percentage of your councilors were in official attendance at the Fall Virtual Council Meeting? *

 %

6. Did a member of your local section attend the Local Section Leaders Track at the 2020 ACS Leadership Institute? *

Yes

No

7. Did your local section have a succession and/or leadership development plan during 2020? *

Yes

No

8. How did your local section identify future leaders and get them into the leadership pipeline during 2020? (Check all that apply.) *

Self-nomination

Solicitation or Advertising

Identify Active Committee Members

Formal Leadership Training

Long Term Plan

Outreach to New Members

9. Did your local section conduct an officer election during 2020? *

- Yes
 No

10. Did your local section conduct its elections electronically during 2020? *

- Yes
 No

Questions 11-13 provide the opportunity for your section's leadership to communicate successes, challenges, goals, and progress towards meeting those goals. We want to hear from you! Please use the required comment boxes to share your thoughts about your

11. 2020 Chair's report: Please provide a narrative of the past year's activity/successes/challenges: *

12. 2021 Chair's goals for the Section

* a. Please list one of top three goals

* b. Please list one of top three goals

* c. Please list one of top three goals

* d. What are your concerns and challenges?

13. 2021 Chair-Elect's goals for the Section

* a. Please list one of top three goals

* b. Please list one of top three goals

* c. Please list one of top three goals

* d. What are your concerns and challenges?

14. Does the Local Section have a Vision and/or Mission Statement? *

- Yes
 No

15. What was the month and year of the last Local Section strategic planning session?



Save and Continue to Next Step

- 1. How many times did the executive committee conduct governance business during 2020?**
Complete the field with the numerical value.
- 2. How many members were there in the executive committee during 2020?**
Complete the field with the numerical value.
- 3. How did the executive committee communicate with one another during 2020? (Check all that apply.)**
Options are, email, teleconference, Zoom/Gotomeeting/Webex, ACS Network, or Other
- 4. What percentage of your councilors participated in the Spring Special Meeting of Council (to hear nominees for President-Elect)?**

Answer with a percentage of councilors attendance

5. What percentage of your councilors were in official attendance at the Fall Virtual Council Meeting?

Complete the text boxes with a list of your top 3 goals in 10,000 characters or less. Text can be cut and pasted.

6. Did a member of your local section attend the Local Section Leaders Track at the 2020 ACS Leadership Institute?

Select yes or no

7. Did your local section have a succession and/or leadership development plan during 2020?

Select yes or no

8. How did your local section identify future leaders and get them into the leadership pipeline during 2020? (Check all that apply.)

Options are self-nomination, solicitation or advertising, identify active committee members, formal leadership training, long term plan, outreach to new members, arm-twisting, and other (if checked complete text box with other identification tools used).

9. Did your local section conduct an officer election during 2020?

Select yes or no.

- If yes, an additional question, **“How many members voted in your local section officer election in 2020?”** Please respond in text area.

10. Did your local section conduct its elections electronically during 2020?

Select yes or no

- If yes, an additional question, **“If the response to above question is Yes, please list what tool you used to conduct elections”** Please respond in text area.

11. Questions 11-13 provide the opportunity for you sections leadership to communicate successes, challenges, goals and progress towards meeting those goals: 2020 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:

Respond in text area

12. 2021 Chair's goals for the Section:

Use text areas a, b, and c to list top goals. Use text area d to express concerns and challenges

13. 2021 Chair-Elect's goals for the Section

Use text areas a, b, and c to list top goals. Use text area d to express concerns and challenges

14. Does the Local Section have a Vision and/or Mission Statement?*

Answer Yes or No

15. What was the date of the last Local Section strategic planning session?

Select date using pop-up calendar

Once completed, click 'Save and Continue to Next Step.'

Organization Tab

The Organization tab requests information about your committees, subsections, topical groups, members and volunteers.

Organization

*** Required Fields**

1. Did your local section have active coordinators for the following? ⓘ

Select one activity

Select One

Coordinator names that relate to the activity selected above
Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.

Search...

Add

Activity	Coordinator Names
There is no data available in table to display	

Organization

*** Required Fields**

1. Did your local section have active coordinators for the following? ⓘ

Select one activity

Select One

- Select One
- Awards
- Governmental Affairs
- Industry Relations
- Strategic Planning
- Membership/Membership Retention
- Mentoring
- Minority Affairs
- Newsletter/Publications
- Nominations
- Professional Relations
- Project SEED
- Budget/Finance
- Public Relations
- Senior Chemists
- Women Chemists
- Younger Chemists
- Career Assistance/Employment
- Chemistry Olympiad
- Community Activities

2. How many subsection meetings were held by your local section during 2020? *

Activity selected above
click on their name from the list below to select. C

Coordinator Names

There is no data available in table to d

ive in your local section during 2020? *

* Required Fields

1. Did your local section have active coordinators for the following? ⓘ

Select one activity

Professional Relations

Coordinator names that relate to the activity selected above

Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.

Search...

Add

Activity

Coordinator Names

There is no data available in table to display

Coordinator names that relate to the activity selected above

Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.

john

George John Hylant Jr
ghylant@ip4lls.com

John H Lasky
jlasky1000@comcast.net

2. John Hymal
Jhymal@qwest.net

3. John Mansella
jrmansella@ip4lls.com

Charles Martin Johnson Jr
cmjohnson@ip4lls.com

1. Did your local section have active coordinators for the following? ⓘ

Select one activity

Professional Relations

Coordinator names that relate to the activity selected above

Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.

John H Lasky

john

Please provide at least one coordinator name.

Add

Activity

Coordinator Names

There is no data available in table to display

1. Did your local section have active coordinators for the following? ⓘ

Select one activity

Professional Relations

Coordinator names that relate to the activity selected above
Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.

john

Add

Activity	Coordinator Names	
Professional Relations	John H. Lindsay	Delete

Showing 1 to 1 of 1 entries

1. **Did your local section have any active coordinators for the following?**
This answer type contains a drop down list and a search bar. If you had a coordinator for any activity, select the activity from the drop down. Then use the search bar to find name of person. Only people who are within your local section are available within the search portion. Select the appropriate name for the appropriate activity, select add and notice it in the table below.
2. **How many subsections were active in your local section during 2019?**
Complete the field with the numerical value.
3. **How many subsection meetings were held by your local section during 2020?**
Complete the field with a numerical value
4. **How many topical groups were active in your location section during 2020?**
Complete the field with a numerical value
5. **How many topical group meetings were held in your local section during 2020?**
Complete the field with the numerical value.
6. **Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2020?**
Please select yes or no
7. **How many dues-paying local section affiliates* were in your local section during 2020?**
Complete the field with the numerical value.
8. **What was the approximate number of active volunteers in your local section during 2020?**
Complete field with the numerical value
9. **Please estimate the number of new volunteers in your local section during 2020?**
Complete the field with the numerical value.

10. Please indicate all the ways that your local section recognized volunteers during 2020 (Check all that apply)

Please select from the following options: certificates, awards, letter to volunteer supervisor, letter to volunteer, recognition at an event, recognition on web, recognition in newsletter, and other (fill out text area with appropriate information).

Once completed, click 'Save and Continue to Next Step.'

continues on next page

Communications Tab

The communications tab requests information about how your local section communications including local section meetings, councilor reports, newsletters, and web.

The screenshot shows the ACS Community Connection Administration Form for East Tennessee. The left sidebar contains navigation options: Governance, Organization, Communication (selected), Nomination, and Supporting Materials (optional). The main content area is titled "Communication" and contains the following questions:

- 1. How many local section meetings were held during 2020?*** (Text input field)
- 2. On average, how many members attended a local section meeting during 2020?*** (Text input field)
- 3. How did Councilors report to your local section members about national ACS matters during 2020? (Check all that apply.)***
 - At a Section Meeting
 - At an Executive Committee Meeting
 - In the Newsletter
 - On the Local Section Web Site
 - In an Email
 - Other (Text input field)
- 4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2020?***
 - Yes
 - No
- 5. How does the section's leadership communicate information to its members (including social media channels)?**
 - * a. General description of communication:** (Text input field)
 - * b. How often does this communication occur? Number of newsletters published:** (Text input field)
 - * c. How often does this communication occur? Number of meeting notices:** (Text input field)
- 6. What social media does your local section use? (If selected, please provide the link.)**
 - Facebook (Text input field)
 - Instagram (Text input field)
 - LinkedIn (Text input field)
 - Snapchat (Text input field)
 - TikTok (Text input field)
 - Twitter (Text input field)
 - Other (Text input field)
- 7. Did your local section have a website during 2020?***
 - Yes
 - No
- 8. Did your local section post its Annual Report on your website during 2020?***
 - Yes
 - No

A "Save and Continue to Next Step" button is located at the bottom of the form.

1. How many local section meetings were held during 2020?

Complete field with numerical value

2. On average, how many members attended a local section meeting during 2020?

Complete field with numerical value

3. How did Councilors report to your local section members about national ACS matters during 2020? (Check all that apply.)

Please choose any of the following options: at a section meeting, at an executive committee meeting, in the newsletter, on the local section website, in an email, and other (fill out text area with appropriate information).

4. Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2020?

Select yes or no

5. How does the section's leadership communicate information to its members (including social media channels)?

In space a provide a general description of communication within your local section. In space b and c provide how often newsletters were published and number of meeting notices were provided. Please complete with numerical values.

6. What social media does your local section use? (If selected, please provide the link.)

Options are: Facebook, Instagram, LinkedIn, Snapchat, TikTok, Twitter, Other

7. Did your local section have a website during 2020?

Select yes or no. If you select yes an additional question will be presented "If the answer to above question is YES, what was the URL for your local section website?" Please provide answer in text area

8. Did your local section post its Annual Report on your website during 2020?

Select Yes or No

Once completed, click 'Save and Continue to Next Step.'

continues on next page

Nomination Tab

The Nomination tab gives your local section the opportunity to nominate themselves for the Local Section Outstanding Performance Award.

Nomination

*** Required Fields**

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award *

Yes

No

1. Our Section would like to self-nominate for the Local Section Outstanding Performance Award

Select yes or now

Once completed, click 'Save and Continue to Next Step' marked 1.

Supporting Materials Tab

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

Community Connection ^

tration Form

Supporting Materials

Upload files related to your Annual Report

Allow file format: JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT And ZIP | Maximum File size: 10 MB

File upload Limit: You may upload up to 10 Files. If you need to upload more than 10 files, zip the files and then upload the files.

Please provide brief description of uploaded file.

 1

2

3

Uploaded Files

Brief Description	File Name	File Size	Date Uploaded
-------------------	-----------	-----------	---------------

Uploaded Files

Brief Description	File Name	File Size	Date Uploaded	4	5
	3.png	712 Bytes	11/13/2020		

Upload File

1. Complete a brief description of the file
2. Click the Browse button and locate the file on your computer
3. Click the Upload button
4. To view the uploaded document, select the download icon
5. To delete the uploaded document, select the delete icon

Submitting Form for Approval

This action alerts your local section councilor the form is ready for their approval.

Annual Reports

	Administration Form		Start Form	Submit for Approval ¹
Status: Due Date: 2020-10-20				

Review your form to confirm you have the correct information and the form is complete before submitting for approval. Once all tabs have been completed with required information and saved the Submit for Councilor/Chair Approval button activates.

1. Click the Submit for Councilor/Chair Approval button to alert your local section councilor the form is ready for their approval.