

## STUDENT CHAPTER REPORT REVIEW CRITERIA AND CONSIDERATIONS

Use this document to provide additional considerations in giving feedback. Chapters need not have answered every question under the considerations column or met every criterion. You are only required to answer the questions in bold, which are the ones found on the review website.

### OVERALL PERFORMANCE AND TIPS

- Offer positive feedback and constructive criticism.
- Give feedback where a question is answered but information is desired.
- Keep in mind the size of the chapter, location, and type of college or university. Not all institutions have access to the same types of resources.
- Check canned answers for examples of appropriate feedback, and then elaborate on the idea.

### SECTION I – SELF ASSESSMENT

<i>Criteria</i>	<i>Considerations</i>
<b>Address the chapter’s objectives, whether or not they met their goals, and how to meet their objectives for next year.</b>	
<b>Chapter met objectives</b>	Did the chapter have reasonable goals? Acknowledge their successes and challenges. Did the chapter answer all the questions and give specific objectives?
<b>Chapter strengths and weaknesses</b>	Did they reflect on the year thinking on what they accomplished or did not accomplish? Did they elaborate on what worked well and what did not?
<b>Distinguishes chapter from others</b>	Do they understand their role in the university? Did they reflect on their unique goals as a chapter?
<b>Chapter objectives for next year</b>	Do they have realistic methods and concrete goals for the upcoming year? Do they have plans on how to achieve them?

### SECTION II –SERVICE

<i>Criteria</i>	<i>Considerations</i>
<b>Comment on the service activities that were conducted. Are there other activities that the chapter could have participated in? Did the chapter conduct activities for NCW, Mole Day, and or CCED?</b>	
<b>Service to the community</b>	Did the chapter participate in service activities on a regular basis? Did the chapter share chemistry or science with the general public and the university/college community?
<b>Volunteer involvement</b>	What was the level of involvement by student members and chapter members in events (including planning and attendance)? Was there sufficient involvement for a successful event?
<b>Groups not served</b>	Was the chapter reflective on what groups they could reach? Were the activities already conducted designed to reach diverse groups (e.g., grades K–8 students; grades 9–12 students; civic organizations; scout troops; college/university campus, etc.)? Was there an effective variety of hands-on activities, chemical demonstrations, training workshop, contests, games, etc., if appropriate
<b>Participation NCW, Mole Day or CCED</b>	Did the chapter participate in these any of these days or events?

<b>Safety</b>	Were proper safety precautions adhered to? Did they elaborate on the steps they take to make their activities safe?
<b>Chapter planning</b>	Did the chapter plan the events themselves? If they did not plan the event, did they describe their role in the process?

### **SECTION III – PROFESSIONAL DEVELOPMENT**

<i>Criteria</i>	<i>Considerations</i>
<b>Which professional development activities were most successful and why? How could the chapter expand on their professional development next year?</b>	
<b>Participation in scientific meetings</b>	Did the chapter attend an ACS national, regional, or local section meeting? Did the chapter financially support a student member's or chapter member's poster/oral presentation and travel to a scientific meeting?
<b>Chapter participation in speakers/tours/field trips related to chemistry or science</b>	Did the events help chapter members in their career development in chemistry or the sciences? Did the chapter plan or select diverse activities for chapter participation? What was the involvement of student members and chapter members in the events (including planning and attendance)?
<b>Challenges</b>	Did the chapter reflect on the challenges they experienced in attending or planning professional development events? Do they have reasonable objectives on how to address these challenges in the future?
<b>Collaboration with ACS local section</b>	Did the chapter work with its local section?
<b>Promotion</b>	Did the chapter reflect on their methods of promotion and whether they were effective at reaching their target audience?

### **SECTION IV – CHAPTER DEVELOPMENT**

<i>Criteria</i>	<i>Considerations</i>
<b>Are the chapter's recruitment and retention methods successful? Why or why not? How can the chapter sustain or create successful methods?</b>	
<b>Recruitment and retention</b>	Did the chapter actively and effectively recruit and retain members?
<b>Successful events</b>	Did the chapter reflect on their most successful social events? Did the chapter host diverse social functions (e.g. end-of-the-semester/year celebrations, monthly gatherings, bowling, picnics, etc.)? Did the chapter plan or participate in social activities on a regular basis?
<b>Challenges</b>	Did the chapter communicate with its members in an effective manner? Did the chapter need funding to successfully carry out its activities? Did they reflect on other challenges they encountered in planning these events?
<b>Holding chapter business meetings on a regular basis</b>	How does the chapter conduct business meetings? Did the chapter meet often enough to plan successful activities and sustain its membership? Did a significant number of student members and chapter members attend the meetings? Does the faculty advisor attend these meetings?
<b>Holding executive committee meetings to discuss chapter planning</b>	Did the officers of the chapter meet to discuss chapter activities outside of the general chapter meeting?

## **SECTION V- BUDGET**

<b><i>Criteria</i></b>	<b><i>Considerations</i></b>
<b>Please review the provided budget and comment on fundraising and how the chapter uses those funds.</b>	
<b>Fundraisers</b>	Did chapter members gain professional experience by participating in fundraisers? Did the chapter apply for grants or ask for financial support from its department/institution or local section? Keep in mind that not all kinds of fundraisers can be done at a particular institution.
<b>Funding Needs</b>	Did they reflect on their goals for the year, and how they used funds to accomplish them?
<b>Budget Spreadsheet</b>	Did the chapter fill out their budget appropriately? Did they include enough detail? Did they use the funds they had effectively?

## **REPORT PRESENTATION**

<b><i>Criteria</i></b>	<b><i>Considerations</i></b>
<b>Report appearance and readability</b>	Was the report neat? Were there excessive spelling or grammatical errors?
<b>Followed report procedures</b>	Did the chapter enter information into the appropriate sections and include all requested information?