**FORMS eventS, activities, and meetings form**

**1. Events – Overview**

|  |  |  |
| --- | --- | --- |
| Name of the Event\* | (80 character limit) | |
| Brief Description\* | (500 character limit) | |
| Organization\* | (dropdown menu: select local section, technical division, international chapter) | |
| Year Held\* |  | |
| First time event? | (checkbox) | |
| Primary Contact\* | (80 character limit) | |
| Category(ies)\* | **Available Options** | |
|  | (Section) Governance | National Lab Day |
|  | Awards | National Meeting |
|  | Career Services | Professional/Leadership Development |
|  | Chemistry Olympiad | Programming Outside of The National Meeting |
|  | Chemists Celebrate Earth Week | Project SEED |
|  | Communications | Public Outreach |
|  | Education (Teachers/Students) | Regional Meeting |
|  | Family/Spouse Activities | Science Cafes |
|  | Government Affairs | Science Fairs & Festivals |
|  | Industry | Section Meeting or Event |
|  | International Year of Chemistry | Senior Chemists |
|  | IYC2011 | Social/Networking |
|  | Joint Meeting | Student Member |
|  | K-12 Student | Supporting Activities |
|  | K-12 Teacher | Symposium |
|  | Member Survey | Women Chemists |
|  | Minority Affairs | Younger Chemists |
|  | MPPG (thematic program) | Other |
|  | National Chemistry Week |  |
| Which strategic goal(s) from the ACS Strategic Plan does this event support? | 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 Phase\* | Planning, Completed, or Cancelled | |
| Event Frequency\* | Annual, Bi-Monthly, Monthly, One Time, Quarterly, or Other | |
| Event Date Selection |  | |

**2. Events – Participation and Assistance**

|  |  |  |  |
| --- | --- | --- | --- |
| Supporting Committees | **Available Options** | | |
|  | Awards | Mentoring | |
|  | Budget/Finance | Minority Affairs | |
|  | Career Assistance/Employment | Newsletter/Publications | |
|  | Chemistry Olympiad | Nominations | |
|  | Community Activities | Professional Relations | |
|  | Continuing Education | Project SEED | |
|  | Education | Public Relations | |
|  | Environmental EHS | Senior Chemists | |
|  | Government Affairs | Women Chemists | |
|  | Industry Relations | Younger Chemists | |
|  | Long Range Planning | Other | |
|  | Membership/Membership Retention |  | |
| Event Partners (ACS) | (250 character limit) | | |
| Event Partners (Non ACS) | (250 character limit) | | |
| 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 | **Available Options** | | |
|  | IPG-DAC | | LSAC Mini/NanoGrant |
|  | IPG-LSAC | | No Outside Funding or Support |
|  | Division Grants | | Other ACS Grants |
|  | Industry | | Other |
|  | In-Kind Donations | |  |
| Event Coverage | **Available Options** | | |
|  | Email | | Web |
|  | Radio | | Other |
|  | Television | |  |
| Event Promotion | **Available Options** | | |
|  | ACS Network | | Social Network |
|  | C&EN | | Website |
|  | Newsletters | | Other |

**3. Events – Evaluation**

|  |  |
| --- | --- |
| Evaluate the success of the program on a scale of 1-10 (1-least successful & 10-most successful) | (dropdown menu: select 1-10) |
| What were the greatest successes of this event? | (500 character limit) |
| Lessons Learned/Suggestions to improve this event | (500 character limit) |
| Share this event with other local sections, technical divisions and international chapters. | (checkbox) |

**4. Events – Supporting Materials**

|  |  |
| --- | --- |
| Browse and Upload Files | |
| Brief Description | (40 character limit) |
| Upload File | (attach to this document) |
| Insert Web Links/URLs | |
| Brief Description | (40 character limit) |
| Insert URLs/Web Links related to Event | (2500 character limit) |