Undergraduate Programming at ACS Regional Meetings

Deadline for 2015 Spring Regional Meeting Proposals: **October 15, 2014**
Deadline for 2015 Fall Regional Meeting Proposals: **November 12, 2014**

**General Program Description**

The ACS Board of Directors approved a competitive ACS student chapter mini-grant project to support undergraduate programming at regional meetings. In 2014, a maximum of ten ACS student chapters will be awarded up to $2,800 to develop programs for undergraduates at their respective 2015 ACS regional meetings. Only one grant per meeting will be awarded. The award will cover programming expenses and publicity. All proposals will be subject to peer review by the Society Committee on Education’s (SOCED) Task Force on Undergraduate Programming for evaluation of content and funding needs.

The purpose of the grant is two-fold; it not only supports events and activities for undergraduates at the meeting, but also provides professional development for the chapter planning the program. ACS student members are responsible for all aspects of the undergraduate program at the meeting including writing the proposal, working with the organizing committee, and managing the budget. Hosting the undergraduate program is a great opportunity for individual students and the chapter as a whole to gain a variety of management and leadership experiences. For more information on the program, please request a copy of the *Undergraduate Programming at ACS Regional Meetings Planning Manual* from the Undergraduate Programs Office.

**Proposal Requirements**

Eligible ACS student chapters must submit a proposal packet by the appropriate deadlines including the following:

- **Completed Request for Proposal (RFP) form**– typed or neatly printed
- **Proposal**– Your proposal should not exceed 5 pages in length.
  - Proposed schedule of events
  - Description of each proposed activity at the regional meeting
  - Designation of ACS Student chapters or other sister organizations you will be partnering with
  - Description of your unique qualifications
  - Description of marketing/publicity campaign
  - Description of program evaluation
  - Report on your discussion with the regional meeting organizing committee
- **Budget analysis**
- **Complete planning timeline**
- **Letter of Support from Program Chair**

**Proposal Guidelines**

**ACS Student Chapter Eligibility**
To be considered for a grant, the applying chapter must:

- be in active status with the ACS Undergraduate Programs Office when submitting the proposal;
- have at least six nationally paid ACS student Members; and
- have submitted all financial reports for any chapter grants that were received during the 2013-14 academic year, if applicable.

**Request for Proposal**
The attached Request for Proposal (RFP) form must be either typed or neatly printed and attached as a cover sheet to your proposal. Include a summary of your budget requirements on the RFP.

**Preliminary Program**
Draft a summary of your proposed program that includes its theme and a tentative agenda (dates and times of each event), listing the preliminary title of each presentation and activity. You must include at least three
educational or career-related events and give a brief summary of each, specifying its purpose and intended audience. A list of sample activities is included.

**Partnerships**
Describe in your proposal how you will involve other ACS Student chapters in planning your program. Consider partnering with other SA chapters and student chapters of sister organizations (e.g., the National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) and the Society for Advancement of Chicanos and Native Americans in Science (SACNAS)). How will the group delegate responsibilities?

**Qualifications**
Discuss your chapter’s qualifications for organizing undergraduate programming at an ACS regional meeting. Why are you the best choice to be the program organizers? Can you draw on past experiences? Who are the student program directors or supervisors for your chapter, and do they have experience in administering activities comparable to those outlined in the proposal? What will be gained from this program? Who will benefit?

**Marketing and Promotion**
What marketing strategies will you implement? The proposal should outline how the chapter will promote your proposed program. Such promotional instruments may include a program flyer, a call for papers announcement, notices in the FANmail newsletter—which is sent to faculty advisors nationwide, program information on the meeting website, and notices in ACS local section newsletters, local newspapers, inChemistry, or the general regional meeting program in Chemical & Engineering News.

**Evaluation**
No project or program is complete without an assessment or evaluation. Discuss the actions you will take or the instruments you will use to assess the effectiveness of your proposed program. Evaluations also assist when preparing your meeting final report, which is due 45 business days subsequent to the end of the meeting.

**Report on discussions with Regional Meeting General and Program Chairs**
If your chapter wants to organize the undergraduate program at your ACS regional meeting, you should contact your regional meeting’s organizing committee, including the general and program chairs. The responsibility for planning the undergraduate program rests primarily with the awarded ACS student chapter and the regional meeting program chair. In your proposal, be sure to report on your exchange of ideas with your regional meeting’s program chair. In addition, please work with the program chair to have him/her submit a letter of support for your undergraduate program by the proposal deadline.

It is important for your student program to complement the general regional meeting program. The goal of the undergraduate program is to make the entire ACS meeting more meaningful to students. Your program chair is your best resource for helping you develop an undergraduate program that complements the overall program. There will likely be events and activities in the general program that the program chair can recommend for students to attend, such as workshops offered by ACS Career Services. By contacting the program chair, you can avoid duplication of similar activities and concentrate your dollars and time in programs designed specifically for undergraduates attending the meeting. It is recommended that you limit your student program to four or five events and that it be contained within a two-day schedule convenient for students.

**Budget Analysis**
Include a full budget analysis of all the funds needed to carry out the program, describing each specific line allocation. What materials and supplies will be required? How will you obtain other financial resources? How much will planning the meeting cost? How many students and chemistry professionals do you expect to serve? Will you also invite high school students or other special audiences?

Please note that up to $250 of the grant can be allocated toward the regular annual budget of the respective, awarded chapter. In the event that two or more chapters host the undergraduate program, the $250 should be divided accordingly. If you choose this option, the choice will not be considered in the review of the
proposal, but the amount must be included in your budget estimate. Recipients of the regional meeting grant are encouraged to seek corporate sponsorship and institutional support from their respective schools for any expenses beyond the working budget provided through the grant.

**Timeline**
Set a comprehensive timeline for your planning period and include deadlines and benchmarks along the way. Consider the amount of time it will take to carry out a successful undergraduate program and create a timeline for the planning process. When will you invite speakers and send promotional materials? Contact the program chair to find out any deadlines you may need to meet.

**Format and Deadline**
The body of the proposal should be no longer than 5 pages (excluding any appendices, cover letter, RFP cover sheet, budget summary, and timeline). The completed RFP should be attached to the front of the proposal. Proposals must include a tentative timeline of when the meeting will be planned and organized. (For example, when you will mail your publicity information.) The deadlines for receiving proposals pertaining to the 2015 spring and fall ACS regional meetings are **October 15, 2014**, and **November 12, 2014**, respectively. Proposals should be sent to: Undergraduate Programs Office, American Chemical Society, 1155 Sixteenth St., NW, Washington, DC 20036; 800-227-5558, ext. 4565; Fax: 202-833-7732.
RFP for Undergraduate Programming at Regional Meetings

THEME/TITLE OF PROGRAM __________________________________________________________

Name of ACS Student Chapter to receive funds __________________________________________

Address __________________________________________________________________________
________________________________________________________________________________

Telephone/fax numbers ______________________________________________________________

Name(s) of Student Project Directors _________________________________________________

Student e-mail address (es) __________________________________________________________

Faculty Advisor(s) __________________________________________________________________

Faculty Advisor e-mail address (es) ____________________________________________________

**BUDGET AND EXPENDITURES FOR UNDERGRADUATE REGIONAL MEETING PROGRAM**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials/supplies for meeting</td>
<td>________________________________</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>__________________________________</td>
<td></td>
</tr>
<tr>
<td>Marketing expenses</td>
<td>__________________________________</td>
<td></td>
</tr>
<tr>
<td>Food at regional meeting</td>
<td>________________________________</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td>__________________________________</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PROPOSED EXPENSES $________

Source of matching funds (if any) ___________________________________ AMOUNT $________

TOTAL AMOUNT OF FUNDS REQUESTED FROM ACS $________

I have read this proposal and support its content and intended purposes on behalf of my institution:

Signature __________________________________________ Date _____________
Student Program Director

Signature __________________________________________ Date _____________
Faculty Advisor

Signature __________________________________________ Date _____________
Department Head

Signature __________________________________________ Date _____________
Regional Meeting Program Chair

Complete this form and use it as a cover sheet to the proposal. Return by **October 15, 2014** (for 2015 spring ACS regional meetings) and **November 12, 2014** (for 2015 fall ACS regional meetings) to: Undergraduate Programs Office, American Chemical Society, 1155 Sixteenth St., NW, Washington, DC 20036; Fax: 202-833-7732; email B_Hall@acs.org
Sample Activities

Research and Chapter Poster Session (1.5–2 hours)
Posters are a low-pressure method for students to share their research and chapter activities. Oral presentations could also be planned if time, space, and interest permit. This activity gives students an opportunity to test their presentation skills with ACS members and other professionals. Undergraduate research presentations demonstrate the role of undergraduates in research and in the chemistry profession. The organizing committee may allow undergraduate research abstracts to be submitted beyond the deadline for other abstracts. Keep in mind, however, that the ACS bylaws state that all abstracts for research presented at the meeting must be published in the meeting’s program. In addition, only those abstracts submitted through the meeting’s online abstract submittal system will be covered by the Chemical Abstracts Service.

Technical Symposium (1.5–2 hours)
This activity provides students with an opportunity to hear from seasoned ACS professionals. Pick a topic that will be of interest to many students and can be presented at several levels, such as environmental issues, forensic science, or science policy. For example, a panel of experts in applied chemistry may survey state-of-the-art methodologies in a particular field. Limit the number of speakers per symposium to three. It is highly recommended that a relevant ACS Division co-sponsors this activity. Some technical symposia offered at ACS national meetings have included “Applications in Polymer Chemistry,” “Chemistry and the Environment,” and “Marine Chemistry.”

Eminent Scientist Lecture (1.5 hours)
This activity has been very popular at ACS meetings. Eminent scientists such as Daniel Nocera, Daryle Busch, Gregory Choppin, Eloy Rodriguez, and Jacqueline Barton have given inspirational talks about their research. An eminent scientist lecture usually highlights various state-of-the-art techniques and discoveries in the chemical sciences and is presented in a way that is meaningful to an undergraduate audience. This activity also provides an opportunity for undergraduates to get to know a scientist who is a leading authority in his or her field. An informal luncheon or an interactive discussion after the lecture can enhance this activity.

Making the Most of Your First ACS Regional Meeting (1.5 hours)
This activity provides students with tips on how to get the most of your regional meeting experience – where to go, what to see, how to navigate through the program book. A panel of faculty and students who regularly attend regional and national meetings, or student members of the host chapter of the Undergraduate Program, may provide insight on what are beneficial sessions to attend. This activity has been very popular at ACS national meetings. This is a great activity to officially kick-off the Undergraduate Program with at a regional meeting. Providing breakfast can enhance and promote attendance at this event. For other programming ideas or assistance, please contact Ben Hall at B_Hall@acs.org

Green Chemistry Workshop (1.5–2 hours)
A green chemistry workshop provides an introduction to green chemistry, including the concept, applications, and activities. An awareness of green chemistry principles and technologies is increasingly important given the growing emphasis on sustainability and environmental issues within the chemical enterprise. Green chemistry activities could include an overview of the field, a workshop on using the available educational resources, a panel discussion by industry experts who have successfully adopted green chemistry technologies, or a workshop on making your Student chapter "greener." For other programming ideas or for assistance in integrating green chemistry into your regional meeting program, please contact the Green Chemistry Institute at gci@acs.org or 800-227-5558, ext. 6102.

Career Symposium or Panel Discussion (1.5–2 hours)
A speaker or a panel of speakers representing industry, government, or academia may provide a forum for questions and answers for students interested in understanding what kind of jobs they can pursue with a degree in chemistry. A diverse grouping of career paths is suggested to represent options for chemical technicians, B.S. graduates, and those with traditional and nontraditional career interests. Try to include
women and minority role models on the panel as well. ACS Career Services can serve as a resource for planning career-related workshops or symposia. Contact Career Services at careers@acs.org.

**Experience Opportunities in Chemistry (1.5–2 hours)**
The Experience Opportunities in Chemistry (EOiC) activity offers workshops, panel discussions, and poster sessions on internships, co-ops, service learning, and study/work abroad. Experience Opportunities are an important component of undergraduate education and give students an edge when they are applying for a job or graduate school. EOiC activities could include an internship panel discussion, a study/work abroad workshop, or a co-op workshop for faculty and industry. For other programming ideas or for assistance in integrating EOiC activities into your regional meeting program, contact the EOiC activity office at l_betsock@acs.org or 800-227-5558, ext. 6188.

**How to Be an Award-Winning ACS Student Chapter Workshop (2 hours)**
This workshop serves as a brainstorming session for ACS Student chapter problem solving and development and provides a networking forum for those involved in mentoring undergraduate students. Students often lead this discussion and should represent the diversity of schools in the region (e.g., two- and four-year colleges, research universities, and predominantly minority institutions). Discussions often focus on fund-raising, planning community outreach activities, improving recruitment and retention of Student chapter, and enhancing the cooperative network in the region. The network may consist of faculty members, student members, ACS local section officers, and scientists and engineers working in the public and private sectors. For more information, e-mail undergrad@acs.org.

**Kids & Chemistry Workshop (3 hours)**
In this workshop, ACS Education Division staff will offer tips on how to work with children and information on what chemistry topics are covered in a typical elementary science curriculum. Student members will learn about Kids & Chemistry, an ACS hands-on outreach program that helps scientists work with schoolchildren to explore how chemistry and other sciences affect our lives. Participants will also have the opportunity to try hands-on activities and practice some of the skills necessary to make their next visit to the classroom an exciting and educational experience. To incorporate this activity into your regional meeting program, contact the Kids & Chemistry office at 800-227-5558, ext. 6249, or via e-mail at kids@acs.org.

**Kick-Off Social (1.5–2 hours)**
This event should be scheduled at the beginning of the program. The purpose of the social is to give students from different schools a chance to get to know one another early in the program. This informal event might include icebreaker activities, music, and other forms of social/interactive entertainment, such as a volleyball tournament, a picnic, dinner, dancing, or chemistry-related games.

**Other Activities**
In addition to the preceding activities, you may want to contact the ACS Younger Chemists Committee (YCC), the Women Chemists Committee (WCC), the Committee on Minority Affairs (CMA), the Committee on Corporation Associates (CCA), the Office of Community Activities (OCA), and/or the Office of Industry Member Programs for other ideas. Representatives from these committees and offices are often available at regional meetings, and they offer undergraduates a variety of programs and workshops free of charge. If you are interested in including programs from these offices, please check the ACS Web site at http://www.acs.org for more information.

You may want to expand your program to include one or more of the following types of activities, especially if you expect more than 100 undergraduates to attend the meeting.

- Hosting a graduate school preparation seminar or fair
- Encouraging student members to work with high school students
- Creating unique nametags, buttons, or ribbons that identify students
- Collecting items from the city, industries, colleges and universities, and ACS for special handouts
- Giving a tour of the city, local attractions, the host school, or a local industrial company
- Developing a special guide to the city, the campus, or special events specifically for undergraduates
- Integrating into the regional meeting awards program activities to recognize outstanding students and mentors