



## ACS Final Reporting Guidelines

This document is meant to help Committee Chairs and anyone who runs any ACS events. It describes what ACS National expects to see in our final report to them. Please keep these questions in mind from the planning to the reporting phases of your event or meeting.

The tables below are meant for you to bring to your meetings or events and fill in as you go. Even monthly meetings by our topical groups are encouraged to gather this data. Pictures are welcomed and encouraged also.

### Overview

Name of Event <i>(80 characters or less)</i>	
Brief Description <i>(5000 characters or less)</i>	
Primary Contact	
Start Date	
End Date	
Event Frequency	Annual Bi-Monthly Monthly One-Time Quarterly Other
Select up to two categories your event relates to	Awards Career & Programming Development Government Affairs Leadership Development Meetings Public outreach Science Education Social Events Strategic & Business Planning
Which strategic goal(s) from the ACS Strategic Plan does this event support?	Goal 1: Provide Information Solutions Goal 2: Empower Members and Member Communities

	Goal 3: Support Excellence in Education Goal 4: Communicate Chemistry's Value Goal 5: Embrace and Advance Inclusion in Chemistry
Share this event with other local sections, technical divisions and international chapters? <i>(If yes, all local sections and divisions can access.)</i>	Yes No

## Participation

Select at least one (1) supporting committee, but no more than five (5)	Awards Long Range Planning Membership/Membership Retention Mentoring Minority Affairs Newsletter/Publications Nominations Professional Relations Project SEED Public Relations Budget/Finance Senior Chemists Women Chemists Younger Chemists Career Assistant/Employment Chemistry Olympiad Community Activities Continuing Education Educational Environmental EHS Government Affairs
Event Partners (ACS)	
Event Partners (non-ACS)	
Number of Volunteers for this Event	Members Non-Members
Number of hours your volunteers spent on your section activities	
Number of Attendees	Members Public

## Expense

Estimated Total Cost (USD)	
Outside Funding or Support	DAC Grant LSAC Grant None Other ACS Grant Other
Event Coverage	Email Radio Television Web Other
Event Promotion	ACS Network C&EN Email Newsletters Social Networks Website Other

## Supporting Materials

Please provide URLs that support your event.	
Please provide descriptions that support your event.	

Email Chair and [hjjuzwa@shimadzu.com](mailto:hjjuzwa@shimadzu.com) up to 5 files related to your Event (The Crucible announcements, pictures, fliers).

*Allow file format: JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT, ZIP*

*Maximum File size: 100 MB*

## Evaluation

What were the greatest successes of this event? (500 characters or less)	
Lessons Learned/Suggestions to improve this event.	

<i>(500 characters or less)</i>	
Evaluate the success of this event.	Very Good Good Fair Poor Very Poor

Is this event worthy of going for a [ChemLuminary Award](#)?

Yes          No

If you want to nominate, please contact Chair and [hjuzwa@shimadzu.com](mailto:hjuzwa@shimadzu.com) for options and to provide documentation. Final reports are due mid-February each year.