

# American Chemical Society

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Form: Part I - Annual Report Questionnaire **REQUIRED**  
Organization: Michigan State University  
Year: 2003

## \*\*\*\*Important Notice Please Read\*\*\*\*

The EZ form consists of the Part I - Questionnaire, Part III - Financial Report and the Optional Part IV - Self-Nomination Form for ChemLuminary Awards. Sections that wish to submit the EZ form are not required to submit the Part II - Narrative and Appendices. All local sections are eligible to complete the EZ form UNLESS, they would like to self-nominate themselves for the LSAC Award for Outstanding Performance by a Local Section. Local sections may submit the EZ form and self-nominate themselves for any of the other awards listed in Part IV. Local Sections must postmark or submit their completed annual reports electronically by February 15, 2004 to be eligible for any of the awards

We do not wish to be considered for the Local Section Outstanding Performance Award

- \*Part I Annual Report Questionnaire  
 \*Part II Annual Report Narrative and Appendices (Optional)  
\*Part III Financial Report  
\*Part IV Self Nomination for ChemLuminary Awards (**Not Eligible for Local Section Outstanding Performance Award**) (Optional)

Our section would like to be considered for the ACS Local Section Outstanding Performance Award. We are submitting Parts I,II,III and IV of the annual report

- \*Part I Annual Report Questionnaire  
\* Part II Annual Report Narrative& Appendices  
\* Part III Financial Report  
\* Part IV Self Nomination for ChemLuminary Awards (**Outstanding Performance Award Nomination must be completed**)

## Web Posting of Annual Reports

- Our Section would like to have Parts I and II (if applicable) posted on the Local Section Activities Committee website.

### 1. New Activities

Number of new activities described in Part II A (Narrative).

Please list the titles of the new activities

### 2. Section Administration

#### EXECUTIVE COMMITTEE

- 2.1 How many times did the executive committee meet during 2003? 8  
2.2 How many members are on the executive committee? 11  
2.3 How many section meetings were held in 2003? 1  
2.4 On average, how many members attend regular meetings? 50

#### COUNCILORS

- 2.5 What percentage of the section's Councilors were in official attendance at the ACS spring Council meeting? 100 %  
2.6 What percentage of the section's Councilors were in official attendance at the ACS fall Council meeting? 100 %

**2.7 How do Councilors report to the section about national ACS matters?  
(check all that apply)**

- at a section meeting     at an executive committee meeting  
 in the newsletter     on the local section website

**COMMITTEES**

**2.8 Specify active committees having two or more members.**

- |   |  |
|---|--|
| <input type="checkbox"/> Awards                             | <input type="checkbox"/> Newsletters/Publications                          |
| <input type="checkbox"/> Budgets/Finance                    | <input type="checkbox"/> Nominations                                       |
| <input checked="" type="checkbox"/> Career Assistance       | <input type="checkbox"/> Professional Relations                            |
| <input checked="" type="checkbox"/> Chemistry Olympiad      | <input checked="" type="checkbox"/> Project SEED                           |
| <input type="checkbox"/> Continuing Education               | <input type="checkbox"/> Public Relations                                  |
| <input type="checkbox"/> Education                          | <input type="checkbox"/> Senior Chemists                                   |
| <input type="checkbox"/> Environmental                      | <input type="checkbox"/> Environmental Health and Safety/ Chemical Hygiene |
| <input type="checkbox"/> Government Affairs                 | <input checked="" type="checkbox"/> Women Chemists                         |
| <input type="checkbox"/> Industry Relations                 | <input checked="" type="checkbox"/> Younger Chemists                       |
| <input type="checkbox"/> Long-Range Planning                | <b>Other</b>   |
| <input type="checkbox"/> Membership/Member Retention        | <b>Other</b>   |
| <input type="checkbox"/> Mentoring                          | <b>Other</b>   |
| <input type="checkbox"/> Minority Affairs                   | <b>Other</b>   |
| <input checked="" type="checkbox"/> National Chemistry Week |  |

**SUBSECTIONS**

- 2.9 How many subsections are active in the section?    2  
2.10 How many subsection meetings were held in 2003?    15

**Topical Groups**

- 2.11 How many topical groups are active in the section?    2  
2.12 How many topical group meetings were held in 2003?    30

**OPERATIONS AND PLANNING (Check all that apply)**

- 2.13  The section prepared a budget for 2003 (Please include a copy in Part II Appendix 2)  
2.14  The section prepared a budget for 2004 (Please include a copy in Part II, Appendix 2)  
2.15  The section prepared a long-range plan (Please include a copy in Part II, Appendix 2)  
2.16  The section maintains and uses a current job manual prepared by the section as a guide for officers and committees.  
2.17  The section conducted a membership survey in 2003 to determine member's interests and needs (Please include a copy in Part II, Appendix 3)  
2.18  A section representative attended a Local Section Leadership Conference during 2003.

**SECTION COMMUNICATION**

- 2.19 How many newsletters were published in 2003?    1  
2.20  One copy of a newsletter is included in Appendix 3.  
2.21 How many meeting notices were published in 2003?    1

URL:

- 2.22  The section has an active website.

<http://www.cem.msu.edu/~msuacs>

- 2.23  The section used electronic communication.
- 2.24  The section posted its 2002 Annual Report on its website.

#### SECTION ELECTIONS

2.25 How many members voted in the 2003 officer election? 34

#### SECTION AWARDS (check all that apply)

2.26  The section submitted a nomination for the ACS Regional Award in High School Chemistry Teaching during 2003.

#### The section gave awards or a Salutes to Excellence to:

- 2.27  Primary school students (K-6)
- 2.28  Secondary school students (7-12)
- 2.29  College students
- 2.30  Primary school teachers (K-6)
- 2.31  Secondary school teachers (7-12)
- 2.32  College teachers
- 2.33  Members of the local section for service
- 2.34  Outstanding chemist(s), regardless of section affiliation
- 2.35  The section or local company encouraged and/or submitted a nomination for the ACS Regional Industrial Innovation Awards.

#### SECTION AFFILIATES

- 2.36 How many paid section affiliates excluding students (teachers, technicians, others) are there in the section?
- 2.37  Section has supported an existing Technician Affiliate Group (TAG) during 2003.
- 2.38  Section has promoted the formation of a Technician Affiliate Group during 2003

### 3-12. ACS Strategic Thrusts

#### Be the world's leading provider and deliverer of chemical information (Check all that apply)

- 3.1  The section organized a regional meeting.
- An ACS Technical Division was involved.
- 3.2  The Section organized a symposium.
- An ACS Technical Division was involved.
- 3.3  The organized a Meeting-in-Miniature.
- An ACS Technical Division was involved.
- 3.4  The section organized an undergraduate research symposium.
- An ACS Technical Division was involved.
- 3.5  The section organized a meeting that was co-sponsored by an ACS Technical Division.

#### Provide programs and activities to facilitate the career development of chemical professionals. (Check all that apply)

- 4.1  The section published articles on employment services in its newsletter or website.
- 4.2  The section sponsored local employment services (e.g., free ads in section newsletter or website, job counseling, employment
- 4.3  A section representative attended a Local Section Career Program during 2003
- 4.4  The section referred individuals to national ACS Depart of Career Services.
- 4.5  The section maintained a job line for positions available within the local section.
- 4.6  The section hosted an ACS short course.
- 4.7 How many local section career programs or activities were conducted in 2003?

4.8 Of the local section programs that were conducted in 2003, how many were new?

4.9  The section offered career counseling/literature.

**Provide programs to improve the scientific literacy of students and ensure quality education in the chemical sciences (Check**

5.1  Providing Judges for area science fair(s)

5.2  Sponsoring awards at area science fair(s)

5.3  Members make visits to K-12 classrooms.

5.4  Member presented career programs for students

5.5  Distributing career literature to students or schools.

5.6  Sponsoring or organizing student competitions (e.g., chemistry examinations, Chembowls, poster competitions)

5.7  Conducting teacher workshops

5.8  Inviting teachers to attend section meetings

5.9  Providing teachers with free subscriptions to magazines or journals

5.10  Involving teachers in section program planning

5.11  Presenting chemical demonstrations

5.12  Participating in Project SEED

5.13  Participating in US National Chemistry Olympiad

**Increase participation of students and young chemists in activities of the society (Check all that apply)**

6.1  The section provided services for pre-college students.

6.2  The section provided speakers for student affiliate chapter meetings.

6.3  The section organized tours of local industries for student affiliate chapters.

6.4  The section offered financial support for student affiliate chapter activities.

6.5  The section offered financial support to students attending regional or national meetings undergraduate or graduate

6.6  The section appointed a member as student affiliate chapter liaison

6.7  The section members served as non faculty professional advisors or contacts for students and young chemists

6.8  The section provided students with free subscriptions to journals.

6.9  The section invited student affiliates to attend regular section meetings.

6.10  The section sponsored a teacher affiliate group to engage students in ACS.

6.11  The section involved student affiliates in National Chemistry Week activities.

6.12  The section distributed career literature to students or to college and universities.

**Provide programs and activities to encourage participation and leadership in all aspects of the chemical sciences by women (underrepresented minorities (M) and persons with disabilities (D) (Check all that apply)**

W M D

7.1    Section members mentored students or colleagues

7.2    The section sponsored hands-on science activities in underserved communities.

7.3    The section provided summer research opportunities.

7.4    The section developed science career fairs at high schools or colleges that have high female, minority or disabled pc

7.5    The section organized summer science camps.

7.6    The section sponsored contests or awards.

7.7    The section maintained employment services

**Expand Services to members and prospective members working in industry. (Check all that apply)**

- 8.1  The section offered specifically tailored symposia, seminars, or sponsored activities for industrial chemical members.
- 8.2  Industrial members are active in the section's governance.
- 8.3  The section communicated with non-ACS members working in industry and local companies about meetings and programs.
- 8.4  Local companies have financially sponsored and activity or donated money to the section.

**8.5 Industrial members (M), local companies (C), and/or non-members employed in industry (N) participated in these section activities.**

M C N

- Meeting at industrial site/plant tour
- Local Section Award/Recognition program
- Membership Drive for new members
- Industrial speaker/Industrially focused topic
- NCW or community activities
- Career Development activities
- Student or younger chemist activities

**Expand activities at the interdisciplinary boundaries of chemistry**

- 9.1  The section has topical groups in interdisciplinary areas.
- 9.2  The section has sponsored meetings with an interdisciplinary focus.
- 9.3  The section is affiliated with other technical or scientific societies or consortia.
- 9.3a If the section has a formal affiliation with  
(Name of organization)  
This affiliation was approved by ACS council in what year
- 9.4  The section held a meeting jointly with another professional organization.

**Encourage funding of research in science, technology and engineering.**

- 10.1  Local section members interacted with federal government officials (i.e., members of congress, agency staff, etc.) to encourage research

**Encourage activities and program applying scientific principles to environmental issues**

- 11.1  The section offered activities such as symposia, seminars, or sponsored student activities on environmental issues.

**Provide programs and activities to improve the public's recognition and appreciation of the contributions of chemistry.(Check**

- 12.1  The section maintained an experts roster and provided it to local media.
- 12.2  The section created or updated a media list.
- 12.3  The section prepared a public relations plan and included a copy of this plan in Appendix 6.
- 12.4 How many times were section activities promoted to the local media (press releases, op-eds, advisories, etc.)?
- 12.5  The section used an ACS film, videotape, or other ACS visual-aid resource at a public event.
- 12.6 How many talks were given by section members to the public in 2003?
- 12.7  The section conducted a chemical hygiene, responsible care or environmental health and safety event for the general public.
- 12.8  The section offered its services to the local community as a resource on chemical hygiene, responsible care or environmental safety.
- 12.9  The section carried out environmental activities for the general public.

**12.10 The section participated in or conducted the following community activities:**

- Chemists Celebrate Earth Day       Chemists in the Library
- Chemagination Contest       NCW
- NCW Youth Patch Activity Program

**12.11 The section conducted the following activities during NCW 2003:**

Hands-on activities  Chemical Demonstrations

Contests or games  Lectures or training

**Other**

**12.12 The section's NCW Activities were carried out in the following venues:**

K-8 schools  High Schools  Colleges or Universities

Industrial Sites  Museum/Libraries  Shopping Malls

**Other**

**12.13 The section worked with the following group(s) to produce NCW events:**

K-8 schools  High Schools  Colleges or Universities

Industry  Museums or Libraries  Scout Troops

Civic Organizations

**Other**

**12.14 The section publicized NCW via:**

Newspapers/magazines/flyers  Radio  Television  Website

12.15  The section participated the NCW unifying event in 2003.

12.16 **What is the total number of year that the NCW coordinator has served in this capacity? 6**

12.17  The section has a Government Relations Representative.

12.18  The section invited state or federal government officials to speak at a local section meeting.

12.19  The section organized or participated in a special government relations event(state capitol day, science town meeting, legis public policy forum, etc.).

12.20  The section informed its members on legislative issues and events through newsletter article, website, or other communica

12.21  The section member(s) held an office or key position in state or federal government in 2003.