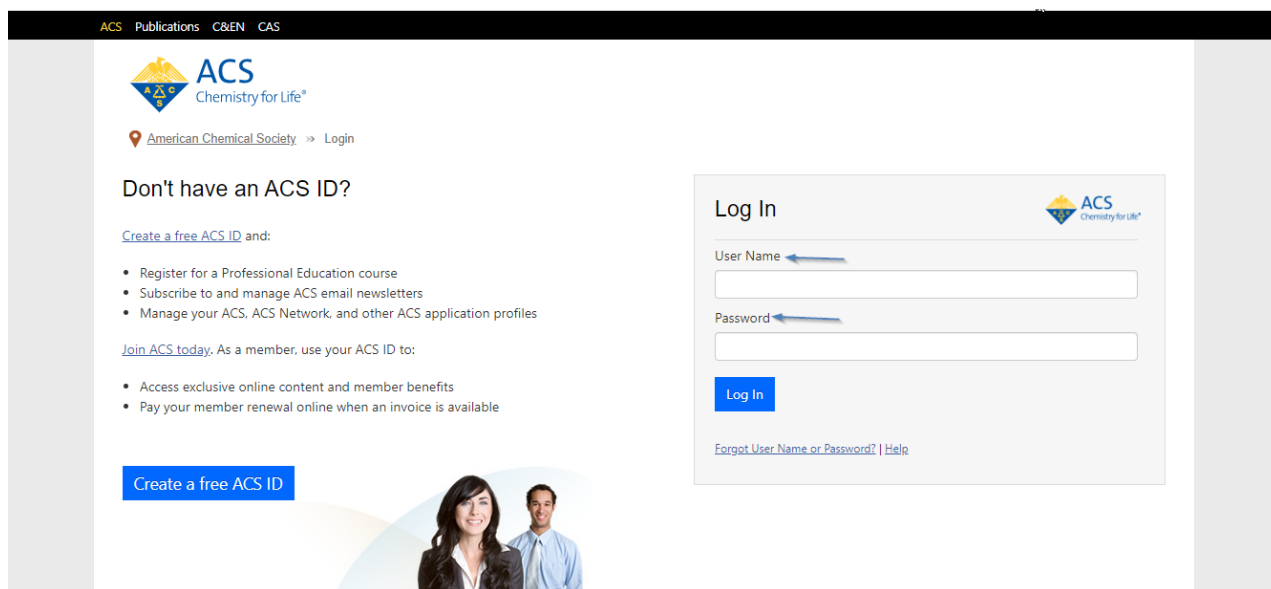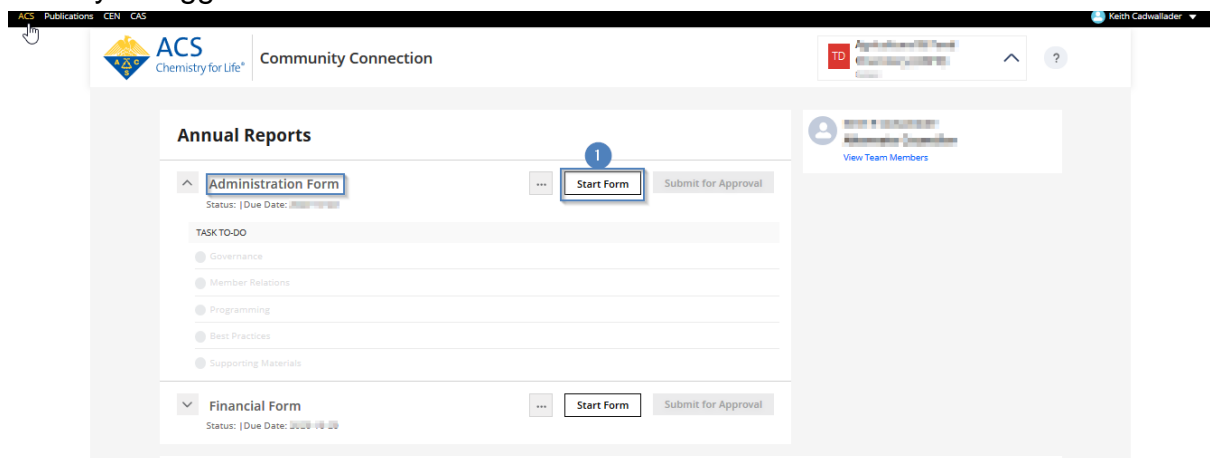# Completing the Administration Form for Technical Division

Login to Community Connection from provided URL

Once you logged in click on **Start Form** as shown below marked 1

The Administration Form requests information about your technical division governance, member relations, and programming.

Governance Tab
The Governance tab requests information about the governance of your division.
Fill out the all required fields marked with red asterisk and click on **Save and Continue to Next Step** as shown below marked 2.

Governance

ACS Chemistry for Life®
Community Connection

- Governance
- Member Relations
- Programming
- Best Practices
- Supporting Materials (optional)

Submit For Approval

Governance

1. Does the Division have a Vision and/or Mission Statement? *
- ○ Yes
- ○ No

2. What was the date of the last Division strategic planning session? *

3. What are the primary challenges confronting your Division? *

4. Were Division elections conducted according to its Bylaws? *
- ○ Yes
- ○ No

5. What offices were filled by elections during the past year? *

6. What additional support do you need from DAC or ACS staff?

7. What can DAC do to improve the Annual Review Process? *

8. How many Executive Committee meetings were held during the calendar year? *

9. Did your Division hold an open meeting for Division members? *
- ○ Yes
- ○ No

(2)

Save and Continue to Next Step

Description of fields for Governance:

1. **Does the Division have a Vision and/or Mission Statement?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

2. **What was the date of the last Division strategic planning session?**
   Enter date using the date picker (click the icon next to the text box and select specific date), or enter the date in the format MM-DD-YYYY (two digit month, two digit date, and four digit year).

3. **What are the primary challenges confronting your Division?**
   Complete the text box with the primary challenges confronting your division in 500 words or less (4000 characters or less). Text can be cut and pasted from another document.

4. **Were Division elections conducted according to its Bylaws?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

5. **What offices were filled by elections during the past year?**
   Complete the text box with a list of officers that were elected during the past year.

6. **What additional support do you need from DAC or ACS staff?**

Complete the text box with additional support needed from DAC or ACS Staff in 250 characters or less.

7. **What can DAC do to improve the Annual Review Process?**

Complete the text box with suggestions to improve the Annual Review Process in 250 characters or less.

8. **How many Executive Committee meetings were held during the calendar year?**

Complete the text box with the number of executive committee meetings held. Max 4 characters, numbers only.

9. **Did your Division hold an open meeting for Division members**

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

If Yes Do the Division by-laws require an open meeting?

Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

Member Relations Tab

The Member Relations tab requests information about your members and how the Division serves your members.

Fill out the all required fields marked with red asterisk and click on **Save and Continue to Next Step** as shown below marked 3

Description of fields for Member Relations:

1. **Did your total membership increase or decrease in 2020?**
   Use the dropdown list to choose increase or decrease.
2. **Did the Division have an adequate number of volunteers to cover your requirements?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
   If the answer to 2 (above question) is NO, please explain.
   Complete the text box with information about your volunteers in 500 words or less (4000 characters or less). Text can be cut and pasted from another document.
3. **How does your Division use its website to serve its members?**
   Complete the text box with how your Division uses its website to serve its members in 500 words or less (4000 characters or less). Text can be cut and pasted from another document.
4. **When was your Divisions website last updated?**
   Enter date using the date picker (click the icon next to the text box and select specific date), or enter the date in the format MM-DD-YYYY (two digit month, two digit date, and four digit year).
5. **Does your division have subdivisions?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
   If the answer to above question is YES, please list.
   Open Text field (max 4000 characters)

Programming Tab

The Programming tab requests information about your Division's programming at National, Regional and other meetings.

Fill out the all required fields marked with red asterisk and click on Save and Continue to Next Step as shown below marked 4.

Description of fields for Programming:

1. **In general, how would you assess the programming your Division delivered during 2020 ACS national meetings?**
   Complete the text box with how you assess the programming your division delivered during 2014 ACS national meetings in 500 words or less (4000 characters or less). Text can be cut and pasted from another document.

2. **How far in advance does your Division plan its national meeting programming?**
   Choose the answer by clicking the radio button adjacent to the correct answer (Less than 1 year, 1 year, 2 years, 3 years, 4+ years, Other (if checked complete text box with another timeframe your division plans it national meeting programming)

3. **Do you have a Regional Meeting Coordinator for your Division?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
   If the answer to above question is YES, provide contact information for your Division's Regional Meeting Coordinator.

4. **Did someone attend a planning session last year?**
   If the answer to above question is YES, provide contact information for your Division's Program Chair.

5. **Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division?**
   If the answer to above question is YES, provide contact information for your Division's Multidisciplinary Program Planning Group (MPPG) Representative.
   First Name (80 characters), Last Name (80 characters), Phone (16 characters), Email (80 character)

Best Practices Tab

The Best Practices tab requests information about your Division to serve as best practices for all divisions.

10. Did the Division engage in any international outreach or activities, beyond inviting international speakers to present at a symposium or general session? Examples might be (but not limited to): meetings/symposia with international-based groups; a specific*

○ Yes

○ No

11. List nominations for ACS Fellows.

12. Does the Chair have any other issues to be considered?

5

Save and Continue to Next Step

Description of fields for Best Practices:

1. **Please describe techniques used to develop volunteers.**
   Complete the text box by describing techniques your Division uses to develop volunteers in 4000 characters or less.

2. **Please describe how you recruit volunteers to serve the Division.**
   Complete the text box by describing how you recruit volunteers to serve your Division 4000 characters or less.

3. **How does your Division recognize its volunteers?**
   Complete the text box by describing how your division recognizes its volunteers in 4000 characters or less.

4. **How does your Division provide meeting content to its members?**
   Complete the text box by describing how your Division provides meeting content to its members in 4000 characters or less.

5. **Describe outreach activities to serve members who don't attend national meetings**.
   Complete the text box by describing outreach activities your Division performs to serve its members who don't attend national meetings in 4000 characters or less.

6. **What are the most important benefits your Division provides to its members?**
   Complete the text box by describing the most important benefits your Division provides to its members in 4000 characters or less.

7. **How does the Division provide information to its members on Divisional activities?**
   Complete the text box by describing activities aimed at students and young professionals in 4000 words or less.

8. **Describe activities aimed at students and young professionals.**
   Complete the text box by describing activities aimed at students and young professionals in 4000 words or less.

9. **List any Division awards.**
   Complete the text box with a list of your Division Awards.

10. **Did the Division engage in any international outreach or activities, beyond inviting international speakers to present at a symposium or general session? Examples might be (but not limited to): meetings/symposia with international-based groups; a specific effort to recruit international speakers for the Division's meeting; the inclusion of international information in a newsletter or on the website; or, looking at international trends for the specific topical area.**

Examples might be (but not limited to): meetings/symposia with international-based groups; a specific effort to recruit international speakers for the Division's meeting; the inclusion of international information in a newsletter or on the website; or, looking at international trends for the specific topical area. Answer Yes or No to the question using the radio buttons adjacent to the correct answer. If yes, please describe.

11. **List nominations for ACS Fellows**
    Please provide your response in the text area box.

12. **Does the Chair have any other issues to be considered?**
    Complete the text box with any further information the chair of your Division would like included in 4000 characters or less.

continues on next page

Supporting Materials Tab

Add files related to the administration form to this tab. FORMS accepts jpg, png, gif, doc, docx, xls, xlsx, ppt, pdf, pptx, jpeg, and zip for upload.

1. **Upload File**
   a. Complete a brief description of the file
   b. Click the Choose File button and locate the file on your computer
   c. Choose the file name and click the Open button
   d. Click the Upload button

Submitting Form for Approval

This action alerts your technical division chair the form is ready for their approval.

1. Review your form to confirm you have the correct information and the form is complete before submitting for approval. When you first start working with the form you will notice all the radio buttons look grayed out as seen below screenshot marked with blue 1,2,3,4,5

In addition, once start working with it these buttons will turn Red or Green. If you see a red button that means something is not filled out in that particular tab as seen below screenshot pointed with 1. Green ones 2,3,4 and 5 means they are filled out properly.

2.   Once all tabs have been completed with required information and saved all radio buttons will be green and the Submit for Approval button activates.

3.   Click the Submit for Approval button to alert your technical division chair the form is ready for their approval as shown below screenshot with 6.

1. ✅ Governance
2. ✅ Member Relations
3. ✅ Programming
4. ✅ Best Practices
5. ✅ Supporting Materials (optional)
6. Submit For Approval

Governance

1. Does the Division have a Vision and/or Mission Statement? *
   - ○ Yes
   - ○ No

2. What was the date of the last Division strategic planning session? *

   [📅]

3. What are the primary challenges confronting your Division? *