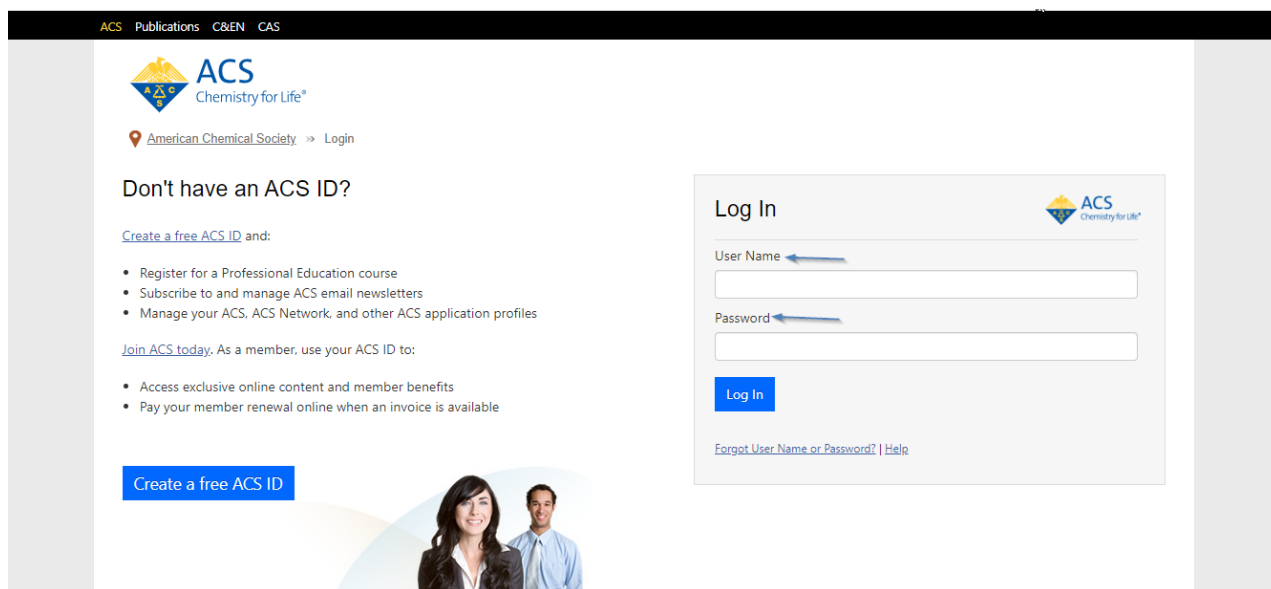


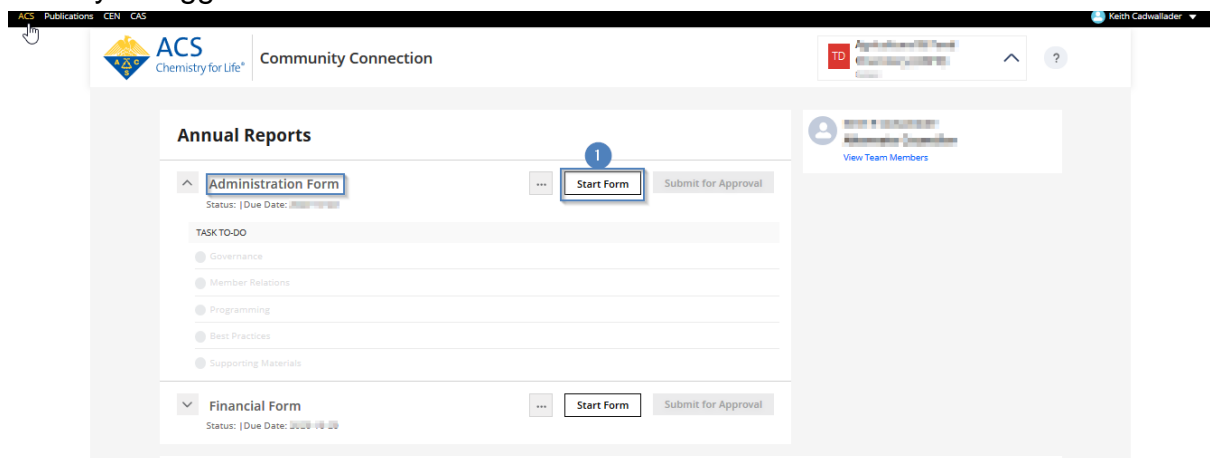
## Completing the Administration Form for Technical Division

Login to Community Connection from provided URL



The image shows the ACS login page. At the top, there are navigation links for ACS, Publications, C&EN, and CAS. The ACS logo and tagline "Chemistry for Life" are prominently displayed. Below the logo, there is a link to "American Chemical Society" and a "Login" button. A section titled "Don't have an ACS ID?" provides instructions on how to create a free ACS ID, including links to "Create a free ACS ID" and "Join ACS today". A list of benefits for members is provided, such as access to exclusive content and member benefits. A "Log In" form is located on the right side, with fields for "User Name" and "Password", and a "Log In" button. A "Forgot User Name or Password? | Help" link is also present.

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



The image shows the ACS Community Connection dashboard. The top navigation bar includes ACS, Publications, C&EN, and CAS. The main content area is titled "Annual Reports" and contains two sections: "Administration Form" and "Financial Form". The "Administration Form" section has a "Start Form" button marked with a blue circle and the number 1. Below this section is a "TASK TO DO" list with items: Governance, Member Relations, Programming, Best Practices, and Supporting Materials. The "Financial Form" section also has a "Start Form" button. On the right side, there is a user profile card for Keith Cadwallader with a "View Team Members" link.

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

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.

*continues on next page*

## 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

The screenshot shows the ACS Community Connection interface. The header includes the ACS logo and the text 'Community Connection'. Below the header, the breadcrumb trail reads 'Agricultural & Food Chemistry (AGFD) > Administration Form'. On the left side, there is a navigation menu with the following items: 'Governance' (marked with a red dot), 'Member Relations' (highlighted with a blue box and a red asterisk), 'Programming', 'Best Practices', and 'Supporting Materials (optional)'. A 'Submit For Approval' button is located below the menu. The main content area is titled 'Member Relations' and contains five questions, each marked with a red asterisk:

1. Did your total membership increase or decrease in 2019? \* (Dropdown menu with 'Select One' and a downward arrow)
2. Did the Division have an adequate number of volunteers to cover your requirements? \* (Radio buttons for 'Yes' and 'No')
3. How does your Division use its website to serve its members? \* (Large text input area)
4. When was your Divisions website last updated? \* (Date picker with a calendar icon)
5. Does your division have subdivisions? (Radio buttons for 'Yes' and 'No')

At the bottom of the form, there is a blue button labeled 'Save and Continue to Next Step' with a circled '3' next to it, indicating the current step in the process.

### 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.

Chemistry for Life  
Agricultural & Food Chemistry (AGFD) > Administration Form

**Programming**

1. In general, how would you assess the programming your Division delivered during 2019 ACS national meetings?

2. How far in advance does your Division plan its national meeting programming?\*

3. Do you have a Regional Meeting Coordinator for your Division?

4. Did someone attend a planning session last year?\*

5. Do you have Multidisciplinary Program Planning Group (MPPG) Representative for your Division?\*


4  
Save and Continue to Next Step

### 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.

Community Connection

Agricultural & Food Chemistry (AGFD) > Administration Form

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

Submit For Approval

### Best Practices

1. Please describe techniques used to develop volunteers.
2. Please describe how you recruit volunteers to serve the Division.
3. How does your Division recognize its volunteers? \*
4. How does your Division provide meeting content to its members?
5. Describe outreach activities to serve members who don't attend national meetings.
6. What are the most important benefits your Division provides to its members?
7. How does the Division provide information to its members on Divisional activities?
8. Describe activities aimed at students and young professionals.
9. List any 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.

- 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.

ACS  
Chemistry for Life®

Community Connection

Agricultural & Food Chemistry (AGFD) > Administration Form

Governance  
Member Relations  
Programming  
Best Practices  
**Supporting Materials (optional)**  
Submit For Approval

### Supporting Materials

Upload files related to your Annual Report

Allow file format: JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT And ZIP | Maximum File size: 10 MB  
File upload Limit: You may upload up to 10 Files. If you need to upload more than 10 files, zip the files and then upload the files.

Please provide brief description of uploaded file.

Fill in description of uploaded file

Choose File

Upload Files

#### Uploaded Files

Brief Description	File Name	File Size	Date Uploaded
-------------------	-----------	-----------	---------------

### 1. Upload File

- Complete a brief description of the file
- Click the Choose File button and locate the file on your computer
- Choose the file name and click the Open button
- Click the Upload button

## Submitting Form for Approval

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

- 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

ACS Chemistry for Life® Community Connection

Agricultural & Food Chemistry (AGFD) > Administration Form

**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?\*

Submit For Approval

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.

ACS Chemistry for Life® Community Connection

Agricultural & Food Chemistry (AGFD) > Administration Form

**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?\*

Submit For Approval

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?\*