

INFORMATION FOR LEADERS OF A GRADUATE STUDENT SYMPOSIUM

Congratulations on your selection to lead an upcoming Graduate Student Symposium, and welcome to a leadership position within the Division of Chemical Education. I hope that you will find the experience rewarding and fulfilling. Following is some information that will help you manage many of the financial aspects of the symposium.

CONTACTS:

Division of Chemical Education Treasurer: David Licata – treasurer@divched.org

The Treasurer will assist you with information and advice about managing various financial aspects of the committee, its travel, and the Symposium.

Division of Chemical Education Business Manager: TurboExecs, Heather Good and Morgan Crump. Email for correspondence with the Business Manager – divchemed@turboexecs.com. The business manager will send invoices for confirmed donations, receive checks, process reimbursements, and maintain a spreadsheet of your receipts and disbursements. She will notify you of donations received. **You will be sent the link for this spreadsheet so that you can check your finances at any time.** The business manager is also responsible for all the Division's accounting.

You should also be in contact with Heather Johnson, the Division's Executive Assistant. She will help with room assignments, food and beverages, and extra audio-visual equipment (if needed, for example at the reception). Her email is HLJohnson@divched.org.

GETTING DONATIONS:

You and your committee are responsible for getting donations from whatever sources are willing to support your efforts (see below for some suggestions). The Division will start you off with \$2000. And you will also receive the "leftover" funds from the prior year's GSSPC. However, you are also expected to pass on the "leftovers" from your own efforts. This is usually a little less than \$2000.

It is important to send an acknowledgment when donations are received. While TurboExecs will prepare and send the invoice for you, and notify you when the donation is received, **it is up to some member of the GSSPC to send a "thank you" note.**

- When you have made a contact with a donor, and have received confirmation that a donation will be made,
- Go to the Division's web page, choose the "Financial" tab (at the far right), and scroll down to the bottom.
- Select the link [Accounts Receivable Invoice Request](#) and complete the form. This will go directly to the Business Manager.

- They will generate an invoice and send it to the contact you specify. The check will be directed to our business address and deposited by TurboExecs. They will enter the donation in your account within our accounting system and on the tracking spreadsheet.
- The direct URL for the Financial page is:
<http://www.divched.org/content/forms-requesting-payments-or-division>

If you want the logo for your university, or a logo unique to your GSSPC included on the invoice, please email it to the Division Treasurer and to the Business Manager.

I believe that the Division's Tax ID number is included on the invoice. Some donors may request confirmation of the nonprofit status of the Division of Chemical Education. A letter with this information is provided to you under separate cover.

REIMBURSEMENT FOR EXPENSES

Many GSSPCs create business cards to hand out to other students, people who attend the prior ACS national meeting, those at ACS local section meetings or their own regional. Some of them produce a poster to advertise their session (to put up at their own university, other nearby colleges and universities, and colleges and universities near the national meeting of their symposium). These posters may also (with permission) be displayed in hotels in the national meeting city, and by contacting the ACS Operations Office, in various places at the exhibition.

There may also be other expenses associated with the preparation for the Symposium.

To get reimbursement for GSSPC expenses

- Go to the Division's web page, choose the "Financial" tab (at the far right), and look at about the middle of the page.
- Select the third main link on the page: Reimbursement Request Form, and complete the form. The last item on the form will ask you to upload a receipt for the item. This will go directly to the Business Manager.
- They will enter the expense in the Division accounting system and on your spreadsheet, and issue a check (at this point a PAPER CHECK from CHASE BANK) to the person and address you specify.
- The direct URL for the Financial page is given above.

TRAVEL REIMBURSEMENTS

This is a more complicated issue, since each GSSPC sets their own rules for reimbursement (and I encourage you to do that early in the process). Some have a maximum number of nights covered, some have a maximum amount covered for each meeting members attend (\$500, \$1000, or whatever makes sense). And, we want one of the GSSPC leaders to approve the travel and amounts – that means the committee chair, the finance chair, or the travel coordinator (a position many committees do not use, but which can make the chair's job easier – just let us know who that person is).

So, I recommend that you create your own form that collects name, mailing address, email, and phone. Then the person making the request should give the amounts for travel by category: hotel, meals, registration (if you are paying this), and transportation to the meeting and to/from airports or train stations. The form should show the total requested, the total approved, and the signature (or other confirmation) of the chair, finance chair, or travel coordinator.

For a sample form, you can look at the Division Financial page again and check out the [Travel Reimbursement Form](#).

The completed form(s) should be sent to the Business Manager (divchemed@turboexecs.org) and to me (treasurer@divched.org) with receipts to support the expenses. Either the forms can all be collected (with receipts) and sent together by the travel coordinator (or whomever), or each individual can send their own form (with the signature of an appropriate GSSPC leader).

FINANCIAL RESPONSIBILITIES

The committee is responsible for all of its expenses. This includes the travel, publicity materials, any food and beverages you order (committees sometimes have one or more of a continental breakfast, afternoon snacks, and an hors d'ourves reception), and any audio-visual equipment you require (if you want audio and projector/screen at the reception, this is extra).

The reception usually costs between \$3500 and \$6000. Snacks and continental breakfast run between \$1500 and \$2300. The cost depends on your choices, the meeting location, number of people you expect to serve, and the hotel/convention center you are assigned. Be certain that you account for these costs when planning your budget.

TurboExecs will maintain a spreadsheet of your income and expenses, however, since they do not process items immediately (they have many other accounts in addition to CHED), it is imperative that **you keep your own spreadsheet to account for donations pledged and received, and all your expenses**. You are encouraged to compare your spreadsheet with the online report and notify both the Treasurer and TurboExecs of discrepancies.

Please keep a careful eye on your own budget. We will try to make sure that we do not let you go over budget. In practice that means that once it appears that your expenses exceed your income either TurboExecs or the Treasurer will stop approving payments and let you know.

FUNDRAISING SUGGESTIONS

Based on my experience as a High School Day chair many years ago and some things I have seen other committees do, here are some suggestions on whom to contact, and how to maximize the potential contributions.

First, contact your ACS local section chair, the chair of your department, and the dean of the college. Each of those should be willing to make some contribution toward your symposium. And if not, they may suggest other people to contact.

Then, consider the topic of your symposium. Contact other ACS special interest divisions. For example, suppose your symposium title is “The History of Organic Chemistry in the Development of Nanoparticle-based Computers by Researchers Under the Influence of Cannabis.” OK, granted this title is a little bit of a stretch. But, if this were the symposium you were going to give, then each of the underlined items represents a division or special interest group you could go to for funding. Usually you can expect between \$500 and \$1000.

Of course, you want to check with local industry; it does not have to be chemical-related. The department secretary will probably know who to contact to get a list of companies that recruit on your campus. That is the first group to go to. Your members may have other suggestions. Some may be interns with industry, or have other connections you can leverage. And don't forget to ask your professors and mentors for their ideas. Industry often will give between \$250 and \$1000.

One recent committee set up a GoFundMe page with their university (money went into a university account) so that friends, family, professors, and others could make smaller contributions. If you do this, the university will probably want to hold these funds and disburse them to you as requested. You could try to have the money sent to the Division, but it is probably not worth the trouble.

One of the ways to encourage larger contributions is to give people (divisions, companies) “sponsoring rights.” Sponsors may be recognized on posters, your symposium website (all the committees I know of have set up a website on their university server), and on screens during the symposium. Following are some examples:

Presenting (title) sponsor – for a donation of at least \$2000 the symposium is advertised much like you hear some of the football bowl games: “Title of Symposium” presented by the Division of Chemical Education and Acme Corporation. Remember that the Division is giving you \$2000. If someone gives you more, their name can go first. Several tweets during the national meeting can remind people about the symposium, tweet when it starts, when it breaks for lunch and comes back, and when it ends. Each time the sponsor is mentioned.

Speaker (paper) sponsor – for a donation of \$500 or perhaps \$1000 the donor is listed as the sponsor of one of the papers at the symposium. The speaker should credit the sponsor at the end of the talk. The website lists the sponsor's name along with the name of each speaker and their paper title and abstract. A tweet can be sent as each speaker is introduced giving the speaker's name, paper title, and sponsor's name. Of course you make sure the sponsor knows this.

Food and beverage sponsor – for a donation of \$1000 (or so) the donor is listed as sponsor of the snacks and/or reception (and maybe continental breakfast) at the symposium. A poster with the name of the sponsor should be on the table with the food. A tweet could announce when the food is available, and who sponsored it.

Of course, all the sponsors should be listed on the website, also on the screen as the symposium begins, and between speakers, and possibly at the reception (on posters, or if you can spend \$500 on AV equipment, on screen). If you use posters, make sure you let Heather Johnson know that you will need some easels at the reception. They are \$10 or \$25 to rent.

Please send me an email if you have questions or want to bounce an idea off someone outside local support. Best wishes for a successful symposium, and good luck in your fundraising.

Best wishes for a very successful program,

David Licata
Treasurer
Division of Chemical Education