

## **Division of Chemical Information (CINF) Fundraising Guidelines**

### **Introduction**

The Division will not provide any funds to support social events, speakers at technical sessions, and other related activities. The CINF Fundraising Committee (the “Committee”) is charged with soliciting financial support for various divisional activities. Only after sponsors have been secured shall the required arrangements for a given event be made. The guidelines are intended to provide an outline of the fundraising activities of the Committee. These guidelines will be reviewed by the Committee at each Spring meeting for needed changes/corrections

The Committee shall consist of the Committee Chair, the Chair-Elect of the Division and up to four additional selected division members, one of who will be responsible for providing minutes of the meetings. The Committee shall meet on the Saturday morning preceding each ACS National Meeting. The Chair shall be responsible to coordinate all fundraising activities and report to the Executive Committee. The Chair is responsible for keeping a record of incoming funds and expenses. He or she must work closely with the Division’s treasurer regarding the status of funds and donations and ensure that the Committee’s funds are correctly reflected in the Divisional budget. Any payments from the Fundraising account have to be approved by the Committee’s Chair. Organizational issues, such as securing rooms, selecting menus and publication of social events in ACS meeting announcements, must be agreed upon between the Chair of the Division and the Chair of the Committee. He or she is also responsible for ensuring that sponsors are duly recognized at the events and in CINF publications.

The following sections describe divisional events that must be fully sponsored followed by those that might receive partial funding and other sponsoring possibilities.

### **Fully sponsored events**

These events include the Welcoming Receptions on the first day, usually a Sunday, of the Spring and Fall ACS National Meetings, the Herman Skolnik Award Reception on Tuesday of the Fall meeting and a social get-together on the Tuesday of the Spring meeting. These events are open to all attendees of the ACS meeting and shall feature buffet-style hors d’oeuvres and an open bar. Based on past experience these events might draw up to 150 people and must be budgeted for approximately \$10,000.

If one organization is the sole sponsor of any of these events the sponsor should be given the choice either to make food arrangements directly with the ACS Office of National Meetings & Exhibitions or have CINF make the required arrangements in collaboration with the sponsor. In the event that multiple sponsors share the cost of any of these receptions, all arrangements have to be made by the Chair of the Committee in close collaboration with the Chair of CINF. The Chair of the Committee or its designee is responsible that the promised funds are delivered to the Division’s Treasurer before the

ACS meeting at which the sponsored event takes place. The minimum donation for an event with multiple sponsors shall be \$500.-/sponsor.

The committee shall work closely with the Herman Skolnik Awardee to identify potential sponsors for the Award reception which is being held in his or her honor.

If an organization decides to fully sponsor an event other than the aforementioned receptions, for example an excursion or a similar happening, the sponsor is fully responsible for all arrangements but must collaborate with the committee in a timely fashion. Any of the receptions, except the Herman Skolnik Award reception, can be substituted by a special event. Additionally, with approval of the Committee, sponsors might schedule special events under the auspices of CINF for another date during the ACS meeting.

### **Partially sponsored events**

These events include CINF technical sessions and the Divisional luncheon at ACS National Meetings. Furthermore, activities at the National Chemical Information Symposium (NCIS) and official CINF participation at ACS Regional Meetings can also be sponsored.

Funding for the Divisional luncheon shall be considered a subsidy. With luncheon prices increasing from year to year, many Division members cannot afford anymore to attend the luncheon as evidenced by the decreasing number of attendees. By reducing the costs of a luncheon in combination with the selection of higher quality menus it is anticipated that the negative trend can be reversed and more Division members will attend. A donation of \$2,000 – \$3,000 would allow the Division to reduce the price of a good luncheon to \$20 - \$30.-, assuming an attendance between 80 and 100 people. The maximal reduction of luncheon prices shall be 50%. Under certain circumstances portion of the donation could also be used to partially reimburse the luncheon speaker for travel expenses.

Funding for technical sessions can be used to invite important speakers who otherwise would not be able to come and pay their traveling expenses. Speaker's fees shall never be paid out of these funds. In most cases it is sufficient to partially reimburse qualified speakers for their traveling expenses. The total minimum donation for a half-day session shall be \$2,000.-, with individual donation set at \$500.-. The Program Chair in collaboration with the session organizer shall decide how the funds shall be distributed. After finalizing the technical program for a given ACS National Meeting the Program Chair shall notify the Chair of the Committee about sessions that require funding and might benefit from any financial support. Organizations interested in funding technical sessions must contact the Chair of the Committee at least three months before the next ACS National Meeting. Subsequently, the Program Chair will provide a list of session topics to interested organizations. Under no circumstances shall funding a particular session influence speaker selection and be taken as a sign to use the session for marketing purposes.

Funding for technical session under the sponsorship of ACS committees is not part of the Committee's duties and must be applied for by the Chair-Elect of the Division in close collaboration with the Program Chair.

### **Other fundraising options**

Over the years the Division has enjoyed continuous significant financial support from some of the same sponsors for various events. Rather than being approached throughout the year for funding certain events, organizations might prefer to make a yearly donation to the Division to be used for worthwhile causes throughout the year at the discretion of the Committee. The donations might be used for any of the events mentioned above or other divisional activities that benefit CINF members. The sponsors must be informed about the distribution of their funds and shall be duly recognized at the events to which they contributed.

Organizations might be interested in providing scholarships to students majoring or interested in chemical information or related disciplines, or to young scientists. Candidates can be chosen by the sponsoring organization or by the Division. In each case both sides must agree on the choice. The recipient(s) must attend an ACS National or Regional Meeting and present a paper or poster in a technical session organized by CINF. Any organization interested in providing scholarships must notify the Committee well in advance of the respective meeting. At the same time they must indicate the amount of financial support available.

### **Benefits for sponsors**

All sponsors will be duly recognized by the Division at the sponsored event(s) and in CINF publications, such as the CINF Newsletter and the divisional website. The sponsors will be listed according to the level of funding they have provided in the course of a calendar year. The following levels are attainable:

Platinum Sponsor	\$10,000 or more
Gold Sponsor	\$5,000 – \$9,999
Silver Sponsor	\$2,500 - \$4,999
Bronze Sponsor	\$1,000 - \$2,499
Contributor	\$500 - \$999

The names of sponsors will be prominently displayed on posters at those events sponsored by them and their names and black-and-white quarter-page ads will be inserted into the divisional program handouts. Importantly, all sponsors will have the opportunity to publish, subject to editorial control, press releases not exceeding one page in the Chemical Information Bulletin and the CINF E-News. Sponsors of social events will be recognized orally at these events and be given the opportunity to address the attendees (ca. 5 minutes), display brochures and hand out mementos. Only divisional sponsors

have the right to display brochures and marketing material on a table outside the meeting rooms where CINF technical sessions are being held.

A written acknowledgement for a donation to the Division is available from the Chair of the Committee upon request.

ACS National Meetings are five day affairs starting on Sunday. Technical sessions organized by CINF attract between 50 and 250 attendees. The receptions are normally attended by up to 150 persons.

Guenter Grethe  
CINF Fundraising Chair  
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