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**ACTIVITY REPORT**

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| **Name of Event** |  |
| **Date of Event** |  |
| **Place of Event** |  |
| **State Event Organizer/s and Specific Collaboration**  **(please include member’s name and contact details)**  **\*if applicable** |  Organized by:   \*Jointly organized by:   \*Co-organized by:   \*Sponsored by:   \*Supported by IAC/Grants:   \*Supported by: |
| **Strategic Objective/s**  **(tick all that apply)** |  Provide Information Solutions  **** Empower Members and Member Communities   Support Excellence in Education   Communicate Chemistry's Value   Embrace and Advance Inclusion in Chemistry |
| **Task Force Group**  **(tick only one)** |  Public Relations  **** Capacity Development   Outreach   Award |
| **How many volunteers (organizing committee) participated?**  **(please include the specific number for each category)** | Total number of volunteers:  ACS members:  Non-members: |
| **Number of hours your volunteers spent on the event.** |  |
| **How many people attended your event?**  **(please include the specific number for each category)** | Total number of attendees:  ACS members:  Public: |
| **Weblinks for the event**  **(Facebook, YouTube, Twitter, etc.)** |  |
| **Brief Summary of the event/activity** |  |
| **What were the greatest successes of this event?** |  |
| **Lessons learned / suggestions to improve this event.** |  |
| **Financial Budget**  **(Granted Amount)** |  |
| **Financial Expenses** |  |
| **List of Income Re-generation and Sponsorships.** |  |

**APPENDIXES TO BE INCLUDED IN THE REPORT:**

1. List of attendees

2. Event promotional materials

3. Program tentative

4. Photos during the event

5. Survey / Feedback

Please email the report to [acsmalaysiachapter@gmail.com](mailto:acsmalaysiachapter@gmail.com) by the latest **one month after** the event.

For the Chapter’s committee use only

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| Activity proposal approved? | Yes/No |
| Approval date |  |