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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 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 |  |