

## **ACS National Symposia: POLY Fundraising and Financial Support**

**POLY Support:** Seed funding for POLY in person technical sessions is available up to \$500 per ½ day (\$2,000 max) while funds last (General Papers Symposia and Awards Symposia generally do not qualify). For joint programmed symposia listed in POLY and one other division, POLY provides \$250 per half-day session in the whole symposium, up to a maximum of \$1,000; for joint programmed symposia listed by POLY and two or more additional divisions, POLY provides \$175 per half-day session in the whole symposium, up to a maximum of \$700. At least one organizer of the POLY programmed/co-programmed symposium must be an active POLY member and should email the current POLY Treasurer (John Matson jbmatson@vt.edu) to request consideration at least three months prior to the start of the ACS National Meeting. In the email, please clarify the session title, meeting date, anticipated use of funds, and the number of expected half-day sessions in the symposium overall and if applicable other divisions involved in the co-programming (cc Kathy in the business office KATHYL@VT.EDU ). It is strongly recommended that this support be primarily used to support travel and registration costs of younger members, such as students and young professionals who typically would (1) benefit financially and (2) would value this recognition. With financial support from the POLY division, the organizers are encouraged to bring the benefits of POLY membership to the symposium participants.

**Raising Sponsor Support:** Some organizers choose to collect additional sponsor support. The POLY Business Office can assist organizers by sending an invoice to the sponsor, collecting the support, and distributing funds. Once the organizer has a confirmation from a sponsor for support, simply reply and cc Kathy Mitchem (KATHYL@VT.EDU). Add a note that says, “Kathy from the POLY Business office is cc’d on the message and can assist with the payment process”. The sponsor will be directly invoiced by POLY, the funding sent directly to the POLY business office, and the POLY office will handle reimbursements (see below). A 5% collection service fee for processing sponsored support will be deducted from the collection.

**Utilizing Support:** Kathy Mitchem in the POLY Business Office can assist with support distribution (KATHYL@VT.EDU ). Funds for your symposia can be used for travel or registration refunds, a reception or dinner, or other symposia-related expenses. If you provide a list of speaker name(s) and amount(s) at least 1 week prior to the ACS meeting, the checks will be prepared and ready for pick up at the POLY desk onsite for individuals. If you prefer to process this post-meeting, email your list of names, the amount per person, and email contact for follow-up. If a check is to be written to an individual for \$600 or more, receipts for expenses are required (per tax law). If you would like to hold a reception or dinner, the organizer is required to make all prearrangements and pay the bill on-site. Bring the receipt by the POLY Desk for a refund on-site or email the receipt and address post-meeting and a check will be mailed to you. The staff brings a limited amount of checks to the ACS meeting. If you feel several checks will be required on-site, please alert the staff 7 days prior to the meeting. All support distribution should be processed within 2 months post-ACS Meeting.

Financial support cannot be carried over for future use or transferred for a different purpose. If a sponsor clarifies a specific use, the staff will honor that requirement. Collected Sponsor funds will be utilized prior to POLY sponsored funds. POLY Operates on a money-in before money-out policy. If the sponsor support has not arrived in the bank by the beginning of the ACS meeting, those funds cannot be distributed until support arrives.

**Award Support:** POLY Award Sessions are supported through the award funds and do not qualify for technical session support. The awardee is provided an amount for their award and on occasion travel support. Please check the email from the award committee to clarify this amount. If additional support is desired for additional speaker support or a special dinner, organizers are encouraged to seek sponsors. Also, ACS provides a special one-day registration for invited speakers who will only attend their specific talk or session only (typically \$99). If you expect to have someone that might fit this description, you can request more information from Kathy (KATHYL@VT.EDU).

**Support from Other Divisions:** Organizers are encouraged, when appropriate, to seek funding from other Technical Divisions if the topic of their symposium would be relevant to the interests of those divisions. In addition, if the topic of the symposium is closely aligned with the theme of the National Meeting, organizers can request financial support from the Multidisciplinary Program Planning Group (MPPG). Typically, MPPG funds only symposia with more than one sponsoring division. MPPG typically gets a number of requests for symposium support, so organizers are encouraged to contact them and request support early in the planning process.