



American Chemical Society

Younger Chemists Committee

Local Section Younger Chemists Committee

(LSYCC) Starter Kit



Table of Contents

| | |
|--|-----------|
| Table of Contents | 2 |
| The Role of Local Section Younger Chemists Committees (LSYCC) | 4 |
| <i>American Chemical Society</i> | 4 |
| <i>ACS Younger Chemists Committee</i> | 5 |
| <i>Local Sections</i> | 5 |
| <i>Local Section Younger Chemists Committees</i> | 5 |
| How to Start your Local Section Younger Chemists Committee | 6 |
| <i>Step 1: Contact Your Local Section Officers</i> | 7 |
| <i>Step 2: Appoint a Local Section Younger Chemists Liaison</i> | 7 |
| <i>Step 3: Contact the ACS Younger Chemists Committee</i> | 8 |
| <i>Step 4: Structure Your Local Section Younger Chemists Committee</i> | 8 |
| <i>Step 6: Apply for Funding</i> | 11 |
| <i>Step 7: Advertise Your Events</i> | 12 |
| <i>Step 8: Complete Your Annual Report</i> | 12 |
| <i>Step 9: Apply for a ChemLuminary Award!</i> | 13 |
| <i>Step 10: What's Next?</i> | 13 |
| Appendix A Structure of the ACS Younger Chemists Committee | 14 |

If you are an ACS member 35 and under or just getting started in your career, then you are a younger chemist!



Dear Younger Chemist,

Thank you for your interest in forming a Local Section Younger Chemists Committee (LSYCC). This Starter Kit is designed to give you guidance and ideas for the formation of your LSYCC. I hope that you will find the information in the Starter Kit helpful, and I encourage you to utilize the assistance that YCC can provide as well as establishing strong relationships with the leadership of your local section.

Members of the National YCC subcommittee on Local and Regional Activities available to answer your questions and to help facilitate the use of YCC resources. To get in touch with a committee member, contact YCC by email at info@ycc-acs.org and someone will contact you regarding your inquiry. Additional information is also available on our website at <http://ycc.sites.acs.org>

Please do not hesitate to contact me or any of the other Local and Regional Activities Subcommittee members as you get started. Welcome!

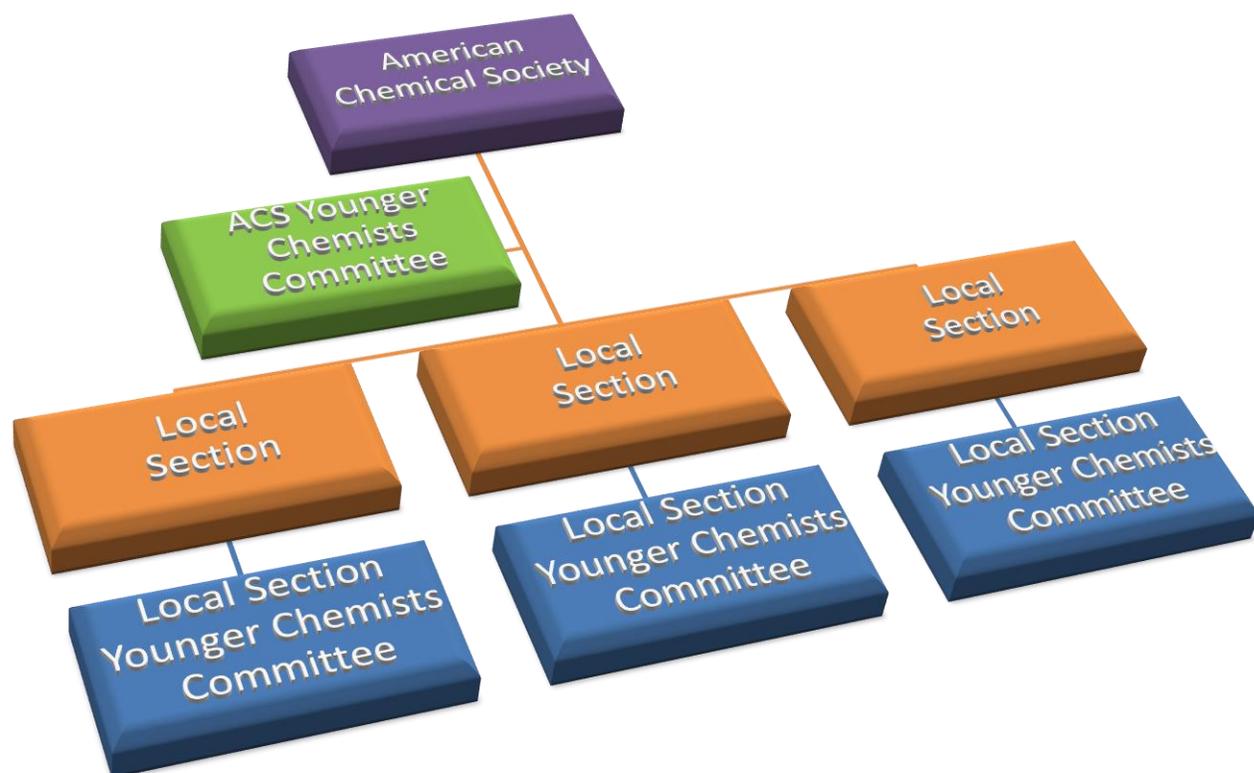
Sincerely,

A handwritten signature in black ink that reads 'Evijola Llabani'. The signature is written in a cursive style with a large initial 'E'.

Evijola Llabani

*YCC Local and Regional Activities
Working Group Chair*

The Role of Local Section Younger Chemists Committees (LSYCC)



American Chemical Society

The American Chemical Society (ACS) is a nonprofit educational and scientific organization chartered by Congress. The Society is a self-governed individual membership organization that consists of more than 163,000 members—chemists, chemical engineers and technicians, at all degree levels. This provides ample opportunity for peer interaction, regardless of professional or scientific interests.

ACS Younger Chemists Committee

The Younger Chemists Committee (YCC) was established in 1974 to focus on the specific issues facing younger chemists within ACS. Our mission is to advocate for, develop, and support rising chemists to positively impact their careers, the ACS, and the future of chemistry.

YCC has three goals: (1) advocate for younger chemists' needs, concerns, and contributions, (2) provide tools and support to younger chemists for diverse career opportunities and development, and (3) foster and connect communities of younger chemists around the world. More information about the ACS YCC is provided in Appendix A.

Local Sections

There are 188 Local Sections (LS) of the ACS, all located within the United States and its territories. Similar to the national ACS, each ACS LS may have a YCC as well. Local Section Younger Chemists Committees (LSYCC) enable chemists who are in the early stages of their careers to communicate and interact with other chemists in their areas, often participating in programs that enhance their professional development.

Local Section Younger Chemists Committees

The members of YCC realize the need to effectively reach all interested members by working not only at the national level but also on local platforms. ACS is a large organization and identifying members who are at the early stage of their careers can sometimes be difficult. Personal interactions and networking are important for professional development. For these reasons, YCC has supported and encouraged the development of LSYCC to better address the needs of our constituency at the local and regional level.

Why should you start a LSYCC? Starting a LSYCC helps to bring together members with similar professional needs and enables them to identify and address common issues. LSYCC provide leadership opportunities for younger chemists who wish to develop skills and provide a vehicle to voice their opinions concerns to the Society and to the larger scientific community. There is a network of LSYCC (coordinated by YCC) to help these groups share ideas, successes, and solutions to problems.

How to Start your Local Section Younger Chemists Committee

Recently, the ACS Younger Chemists Committee has encouraged the establishment of LSYCC to urge young chemical professionals to network at the grassroots level and to engage in active roles within the chemical society. How to get started? This often depends on the population of younger chemists in your local and regional area, as well as their needs.

1 Contact Your Local Section Officers



2 Appoint a Local Section Younger Chemists Liaison



3 Contact the ACS Younger Chemists Committee



4 Structure Your Local Section Younger Chemists Committee



5 Plan Your Events



6 Apply for Funding



7 Advertise Your Events



8 Complete Your Annual Report



9 Apply for a ChemLuminary Award



10 What's Next?



Step 1: Contact Your Local Section Officers

The first step for organizing your *Local Section Younger Chemists Committee (LSYCC)* is to contact the officers of your local section. Your local section officers will know whether your section already has a LSYCC or if there has been any additional/recent interest in starting one. The YCC encourages LSYCC to turn to the local section for mentoring and advice. It is also required that each LSYCC affiliate with at least one local section. Your discussions with your local section leadership should include your plans and specify what a LSYCC will add to their framework. Articulating the benefits should help to obtain their support and commitment. During these decision, request a mentor or champion within the local section who can help you to navigate the dynamics of your local, regional, and national ACS entities.

The ACS website lists contact information for local section officers at <http://webapps.acs.org/llookup/>

Step 2: Appoint a Local Section Younger Chemists Liaison

The role of the local section *Younger Chemists Liaison* is to act as a connection between the LSYCC, local section leadership and the YCC. The national YCC recommends that at least one LSYCC member act as a Local Section Younger Chemist Liaison.

The local section Younger Chemist Liaison should regularly attend local section board meetings. At these meetings, the Younger Chemists Liaison can share progress on LSYCC development and activities, while actively soliciting support from the local section and representing a voice for younger chemists within their constituency. To be successful, your LSYCC will need participation from the chemists in your area. You should consult with them often, and your LSYCC should participate in local section activities.

Additionally, the Younger Chemists Liaison facilitates the exchange of information between your new LSYCC and the ACS National Younger Chemists Committee. It is not a requirement that the Younger Chemists Liaison be a Younger Chemist, although it is encouraged. The YCC will share programming ideas and other resources aimed at addressing the needs of young chemical professionals with the Younger Chemists Liaisons.

If you are interested in being the voice of your local section or in starting a LSYCC, contact your local section officers and express your interest!

Step 3: Contact the ACS Younger Chemists Committee

When you start a LSYCC, we ask that you inform the national YCC via an email to info@ycc-acs.org to let us know! Please forward the contact information (including e-mail addresses) for any individual(s) in your local section who has been identified to serve as a Local Section Younger Chemists Liaison.

Many new LSYCC launch web sites and social media pages as part of their efforts to reach younger chemists. Should your LSYCC decide to establish an online presence, the YCC requests your webpage and social media links be included on the YCC web page. Feel free to use other LSYCC as inspiration for your online development, found at <http://ycc.sites.acs.org>.

Resource Consultants are available at info@ycc-acs.org to answer any questions that you have about starting and running your LSYCC!

Step 4: Structure Your Local Section Younger Chemists Committee

No set organizational structure is required by the YCC. Your LSYCC should be structured to your section's needs. In some LSYCC, one member alone or co-chairs may take on the leadership role, while in other groups, a treasurer, and officers may be added. Keep in mind, one of the greatest struggles for any organization focused on grassroots members within a certain, younger age group is the high turn-over of leaders and members. Ensure your organization structure includes measures for quick and unexpected turnover (i.e. documentation for past and current activities such as detailed standard operative procedures [SOPs], clear leadership successors, and archival documentation, to name a few). Because many LSYCC participate as full committees in local sections, keep in mind that your local section may have specific requirements to follow. This is why it is important to keep an open line of communication to the local section throughout development and establishment. Regardless, given the wealth of experience that your local section has developed over time, your local section officers can be a great source of guidance.

Also, determine the mission and goals of your LSYCC including but not limited to your membership base, potential projects, and short/long term goals.

Step 5: Plan Your Events

Programming for a LSYCC can take many forms depending on the needs of your area. Some local sections have one or two focused events a year, while others have monthly events geared toward younger chemists. Regardless, the heart of every LSYCC is its programming. Effective events can include everything from social get-togethers to career forums. The ultimate goal of any programming should be to help younger chemists connect with one another, connect with local section leadership and members, and generate excitement for chemistry. There is no limit to what a LSYCC can do!

Some of the more popular LSYCC events include career forums, industry tours, community involvement and outreach, volunteer opportunities, and socials!

The YCC recommends that you start your LSYCC with an event geared toward the younger chemist audience. Social events are popular starters because they serve as a way to identify younger chemists' interests in your area and provide a means to recruit volunteers. Career programs (similar to the YCC Regional Programs) can also be successful first projects. Remember that if you are interested in inviting a speaker to come to your local section event, you can use the online speaker directory through the ACS: <https://www.acs.org/content/acs/en/membership-and-networks/ls/programming/speakerservice.html>. Another great way to recruit speakers and establish a relationship with your local section leadership is to invite them to be guest speakers or judges at your events. Specific invitations will commit local section leadership to attend your events. It is important to use professional letterhead and a formal invite when reaching out to potential speakers.

Use the following **Program Guide** to generate ideas for programming events. You may also gain inspiration from other LSYCC sections, for ideas please visit the YCC webpage (<http://ycc.sites.acs.org>). On the website, you will find LSYCC newsletter articles, descriptions of award-winning LSYCC events, and previous annual reports submitted by established LSYCC outlining their programming. Finally, you may be able to identify other LSYCC groups that are active in your region. You may even consider planning an event with a neighboring LSYCC. Email a member of the Local and Regional Affairs subcommittee (info@ycc-acs.org) for more information. Still need ideas? Contact your LSYCC mentor, a member of your ACS local section, or a member of another LSYCC.

Programming Ideas for Your LSYCC

Professional Development

- **Career Seminar**
Invite ACS Career Services to give a career seminar on resume preparation or interviewing
- **Organize a Panel Discussion**
Invite diverse panel speakers to share their paths towards traditional and alternative careers
- **Host a Seminar**
Ask a local industrial or academic scientist to give a talk on their research (or use the ACS Speaker Directory)
- **Hold a Webinar with Dessert**
Log onto ACS Career Services during their features and provide snacks from local bakeries to enjoy during the viewing
- **Plan a Symposium or Poster Session**
Organize a scientific symposium or poster session featuring research done by chemists in your section, specifically focusing on younger chemists
- **Apply for Workshops**
Apply to attend a workshop at an ACS Regional Meeting

Socials

- **Kick-Off Social**
Host a yearly kick-off social or informational event where members can meet one another and you can survey the group for new ideas or interest
- **Arrange a Networking Event***
Plan a social mixer at your favorite local watering hole or beat the heat with an Ice Cream Social (or alternatively a Hot Chocolate Social for the colder months)
- **Sporting Games**
Organize a social event centered on sports, examples include a golf tournament, ice skating, or a friendly game of soccer, volleyball, or softball. You can also plan an outing to see a professional sports team in your area!
- **Go National**
Meet younger chemists from across the country by attending a YCC event at the American Chemical Society National Meetings

Community Involvement and Outreach

- **Art Museum**
Visit a local art museum, couple the visit with a talk on art preservation, restoration, or authentication
- **Local Breweries and Wineries**
Hold a meeting at a local brewery or winery and have the brewer/vintner talk about the chemical process of their craft
- **Industry Tours***
Tour a local company or plant and have the opportunity to not only learn about their product development but also network with local area professionals
- **Help Other Clubs**
Get involved with your local Boy Scouts or Girl Scouts chemistry merit badge program
- **National Chemistry Week**
Help out with a National Chemistry Week event at a local science museum or community event

**Advance planning is required for these events*

Step 6: Apply for Funding

There are various means to obtain funding for your LSYCC activities including but not limited to YCC grants, ACS mini-grants, local section budgets, and external sponsorships.

YCC Grants

YCC grants money to help LSYCC get started with the Local Section YCC Grants. The YCC funds these Local Section YCC Grants to help groups sponsor their first big event or launch a new program. Although there are few restrictions on the grants, their uses can be expansive.

To apply for a starter grant, complete the *Local Section YCC Starter Grant Proposal*: <http://ycc.sites.acs.org>. You may make a request at any time. However, please be mindful that submission after the deadline will be reviewed on a longer timeline. Regardless, do not hesitate to reach out to the national YCC if you have questions.

Typically, the money is disbursed through your ACS local section Treasurer so ensure their information is UpToDate and they are aware of your application. This person has access to a checking account for the local section and can disburse the funds to your LSYCC as needed. This arrangement encourages interaction between your LSYCC and ACS local section. It also indicates to the local section that your LSYCC has the support of national YCC and adds credibility to your newly established programming.

ACS Mini-Grants

ACS has a mini-grant program. Other committees within the ACS provide small grants to fund projects that meet the mission of the respective committee. ACS mini-grant opportunities and information can be found at www.acs.org/content/acs/en/funding-and-awards/grants.html

Local Section Budgets

Some LSYCC have received funding through their local section treasuries. Reach out to your local section leadership to discuss available funding. It often helps to initially request funding for a specific project or task. Outlining a full budget can aid in garnering support from the local section.

External Sponsors

Local sections can obtain corporate sponsorship for events. Each local section has established rules for seeking external sponsors. To get started, reach out to your local section treasurer or leadership for more information.

Other Ways to Raise Funds

Many of our LSYCC have been creative in raising funds. Members of the St. Louis LSYCC volunteer annually at a local minor league baseball game in exchange for funding which they use to sponsor younger chemist travel grants to national ACS meetings. The Western New York LSYCC has effectively utilized graduate student club funding through the University at Buffalo. Additionally, the Dallas LSYCC has organized lab safety supply sales to campus students to raise money for programs. These are just a few of the many creative routes your LSYCC could look towards utilizing. Contact a National YCC member for details on the above funding opportunities!

Step 7: Advertise Your Events

Your local section Secretary can provide you with a list of section members that are valuable resources when advertising your LSYCC programming. You may want to contact members via phone, email, a mutual contact, an advertisement in your local section's newsletter or webpage, or through university mailing lists. Starting your own LSYCC webpage, Facebook, or Twitter is also an effective way to disperse information to your members. It is important to note social media platforms are often easier to manage and less expensive than webpages (check out social media training webinar for LSYCC on our website. National YCC can also help you advertise your events.

Effective communication within your section is essential for the success of your LSYCC. Your contact with local section membership will be more successful if you have a specific program to announce and your first activity planned. To maintain good communication, attend local section meetings regularly and report LSYCC activities to the section's executive committee. Your section leadership will find a written report helpful and will generally be glad to put it in their annual report. The more concrete details, successful practices, and action items you can provide, the better. You, and local section members, will find your LSYCC to be an integral part of your local section. Current communication will not only facilitate communication throughout the section, but also establish a long-term stability within your LSYCC framework. As younger chemists are quite mobile and their interests change, being a part of a section which is committed to maintaining a LSYCC over time is crucial to its success.

Step 8: Complete Your Annual Report

Each LSYCC is asked to complete a short **annual report** to update both the National YCC and the Local Section on its activities. The annual report highlights the LSYCC's activities of the previous year, outlines member contact and succession planning information, and provides an overview of the LSYCC's goals for the future. It is important to keep in mind the goals and mission of the Society when looking towards the future goals of your LSYCC.

This report should be viewed as a way to both reflect on the past year and plan for the upcoming year. Further information can be found in the *YCC Annual Reports and Awards* brochure which will be available Fall 2018 on the YCC webpage.

Step 9: Apply for a ChemLuminary Award!

Any Local Section that holds an event or has a program geared toward younger chemists is eligible for a *ChemLuminary Award*. ChemLuminary Awards are given by the ACS to honor its members' volunteer activities and accomplishments. Awards are presented at a gala event at the Spring National ACS Meeting each year. YCC gives four awards to recognize the efforts of younger chemists and the programs that benefit their constituents. The *YCC Annual Reports and Awards* brochure (available Fall 2018) contains a description of the YCC awards, the eligibility requirements, award criteria, and self-nomination/annual reporting process.

Step 10: What's Next?

This Starter Kit contains only a few suggestions to stimulate your thinking about what your LSYCC can be. The real vision and leadership will come from you and your members, but remember that you do not need to do it alone. Don't be shy about asking for advice from your local section and National YCC. We look forward to what the future of your local section brings!

Appendix A

Structure of the ACS Younger Chemists Committee

The vision of the ACS Younger Chemist Committee is *Younger leaders transforming the world through chemistry*. This vision is maintained through our mission to advocate for, develop, and support rising chemists to positively impact their careers, the ACS, and the future of chemistry

ACS offers an opportunity for its members to influence the direction of the Society by participating in governance through committees (e.g., the Younger Chemists Committee). The National YCC serves as a bridge between chemists new to the profession and the larger ACS through championing local section or division concerns and setting national policy. The three YCC subcommittees are:

- 1) Membership Engagement (ME)
- 2) Communications (COM)
- 3) Governance Interface and Outreach (GIO)

Our members represent a cross-section of younger chemists in the ACS: students, faculty members, industrial chemists, and early career professionals. Our diversity helps us to realize that although there are some common needs, not all younger chemists face the same issues. Our programs and support activities must address the wide range of needs of younger chemists and help us meet our three objectives: (1) advocate for younger chemists' needs, concerns, and contributions, (2) provide tools and support to younger chemists for diverse career opportunities and development, and (3) foster and connect communities of younger chemists around the world.

Through the actions and involvements of the YCC subcommittees, the YCC is able to help lead younger chemists into successful careers and active roles in the ACS and the chemical profession.

Membership Engagement (ME) The Membership Engagement Subcommittee encourages participation in local ACS activities by establishing contact with and helping to develop LSYCC. Subcommittee members answer questions and facilitate communication between the LSYCC and the National YCC when needed. Through these LSYCC, the YCC is able to reach a wider audience throughout the United States and around the globe. We also encourage interaction between the LSYCC and their ACS local sections. The subcommittee supports YCC programming that is held across the country at regional meetings. At National Meetings, we organize career forums that focus on technical and social issues of interest to younger chemists. We not only cover how to get that first job—but also how to help you keep it! Many of these programs are panel discussions that provide younger chemists with an opportunity to ask questions and interact with someone who has experience and guidance towards professional career development. Through ME, YCC serves as a platform to train effective and active leaders within the society; ME also act as a bridge between the training of new leaders and incorporation of those leaders into the Society.

Communications (COM) The Communications Subcommittee is constantly looking for new ways to disseminate information to younger chemists. We publish two newsletters per year that contain articles focusing on career and professional development topics. These articles are available on the YCC website: <http://ycc.sites.acs.org>. Our web page features information on ACS and YCC programs, employment resources, articles on career and professional development issues, an electronic bulletin board, and “One-on-One,” a virtual mentoring project designed to encourage and assist students as they pursue a career in science. We also maintain the YCC Facebook and Twitter accounts, helping to get younger chemists the information they need in a format that is relevant to their everyday intake of information.

Governance Interface and Outreach (GIO) YCC also works with other committees and groups within the ACS. These efforts are through the Governance Interface and Outreach Subcommittee. We provide input to the ACS Council by commenting on petitions and providing a report during Council meetings. We form alliances with other governance groups who cosponsor YCC programs and establish liaison relationships to encourage interaction between groups. For example, YCC members serve on the Membership Retention Task Force and the Local Section Mentoring Steering Team. GIO is involved with publicizing awards specifically targeted towards younger chemists and recognizing activities that support younger chemists. These awards are intended to showcase and recognize the excellent research, volunteerism, and leadership of young scientists. Additionally, YCC provides information to all chemists about ACS Presidential candidates through *Catalyze the Vote* initiative.

For more information on the Society as a whole, we invite you to explore the ACS website at <https://www.acs.org>.