

DivCHED Financial Sponsorship Policy

Eligibility and Responsibility

Requests for financial support and sponsorship from entities outside the Division of Chemical Education (DivCHED) will be considered only if they are addressed to the Chair of DivCHED in writing, come from or are submitted on behalf of a not-for-profit entity (no individuals), and clearly indicate how requested funds will be used, how the proposed activity aligns with the DivCHED mission, and how the sponsorship will be advertised. Verbal requests will not be considered.

Requests for financial sponsorship will be accepted and evaluated on a quarterly basis:

- January 1 - March 31
- April 1 - June 30
- July 1 - September 30
- October 1 – December 31

Decisions on requests submitted within any of these periods will be communicated no later than 10 business days after the quarterly window closes.

For entities obtaining financial sponsorship, a brief report regarding the supported event must be sent to the Division Chair within one month after the event describing how the sponsorship funds were spent along with outcomes of note. Funds should be spent within 18 months of the decision to fund a sponsorship request. If the event is cancelled or postponed beyond the 18 months period, the Chair of DivCHED should be informed immediately and funds should be returned to the DivCHED within 2 months of the cancellation/postponement. A new request would have to be submitted for the rescheduled event.

NOTE: Requests for non-monetary sponsorship should be directed to the Chair of DivCHED in writing. Decisions in this area will be made by the DivCHED Chair succession based on the extent to which the request aligns with the division's mission.

Procedure

Requests for contributions will be evaluated and decided by the DivCHED Chair Succession in consultation with the Treasurer using the criteria below:

- *Impact on Chemistry Education:* The Chair Succession will consider the nature and extent of the impact of the sponsored activity on chemistry education by analyzing:
 - The extent to which the sponsored activity is aligned with the mission of the DivCHED and will help advance chemistry education research and/or practice at the national or international levels.
 - The number of DivCHED members from diverse groups (particularly those underrepresented in chemistry education) who might benefit from the funds provided or by their participation in the sponsored activity.
 - Evidence of significant impact from past support to the same or similar activities.
- *Impact on Finances:* Based on the yearly budget approved by ExComm, the Treasurer will evaluate if the contribution amount is feasible as requested or only feasible if reduced. The Treasurer will also report on similar sponsorships made over the past four years including the amount funded. Periodic requests by the same

entity will be considered based on demonstrated positive impact on chemistry education. Only one request per fiscal year from the same entity will be considered. Priority will be given to requests from entities that do not already receive organizational or structural support from the ACS.

Sponsorship Conflicts of Interest

If an ExComm member has an interest in a proposed sponsorship with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the sponsorship or holds (or has held) a position as trustee, director, chair, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of the ExComm is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration. If a conflict, or the potential appearance of a conflict, exists, the ExComm member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.