

American Chemical Society

Chemists with Disabilities Committee

DRAFT Committee Member Handbook



# Forward

This handbook is a guide for members of the Chemists with Disabilities Committee of the American Chemical Society. This handbook is also designed to be model for universal accessibility for other entities. For more information on accessibility features used in this handbook, please see the appendices.

Please note that the information in this handbook is updated approximately every 5 years and is subject to change. The descriptions in this handbook reflect information as of March 10, 2014.

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**Illustration 1** Drawing of children playing. Some children have assistive devices.

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# Welcome

## **Welcome to the Chemists with Disabilities Committee!**

### **CWD History**

Our committee's history began in 1977, when the American Association for the Advancement of Science (AAAS) established the AAAS Resource Group of Handicapped Scientists. In 1978, a few members of the American Chemical Society (ACS), who participated in this project, began to work in partnership with



**Figure 1** Figure of 2 wheelchair users with 5 other people. Figures are holding hands.

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AAAS to remove the many obstacles to the education, employment, and professional development for persons with disabilities. In 1980, the ACS Committee on the Handicapped was formed as a board committee. After the Americans with Disabilities Act (ADA) was signed into law in 1990, our committee's name was changed to Committee on Chemists with Disabilities (CWD) in 1991. In 2007, we became a joint Board-Council committee and are part of the Diversity and Inclusion Advisory Board (DIAB) of the ACS.

The goals for our committee since its formation, have always been, and are:

- improving accessibility
- advocating participation
- promoting inclusion for all members of the ACS.

These goals are reflected in CWD's mission and vision statements.

## CWD Mission Statement

The committee will promote educational and professional opportunities in the chemical sciences and in fields requiring knowledge of chemistry for persons with disabilities. The committee will champion the capabilities of those persons to educators, employers, and peers.

### Vision Statement:

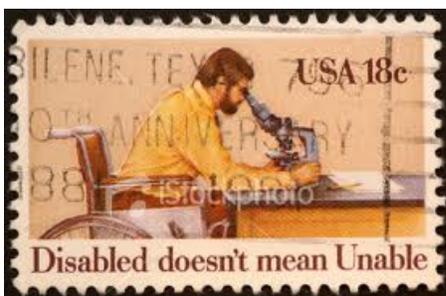
The committee envisions a time when **all** individuals, including those with disabilities, will advance the chemical enterprise by drawing on the full range of their talents.

CWD objectives are:

OBJECTIVE: Ensure that all ACS-sponsored services and programs promote and advance the full participation of students with disabilities.

OBJECTIVE: Promote opportunities for individuals with disabilities employed in or seeking employment within Chemistry and its allied fields, supporting the ACS Strategic Plan. Provide and promote a portfolio of programs, products and services to increase their participation and leadership in the chemical community.

OBJECTIVE: Serve as a resource to the Chemistry community as a whole with reference to issues concerning the education and employment of individuals with disabilities



**Photo 1** USA 18¢ stamp with a wheelchair user peering into a microscope. On the bottom of the stamp it is written “Disabled doesn’t mean Unable”.

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## Progress

Since 1981, CWD has produced four editions of the landmark publication, *Teaching Chemistry to Students with Disabilities*. We are currently in the process of producing an updated fifth edition of this book.

**Another publication, *Working Chemists with Disabilities: Expanding Opportunities in Science* was published in 1996. This book showcased the careers of chemists with disabilities.**

**CWD members have participated with other organizations such as AAAS (American Association for the Advancement of Science) and NSF (National Science Foundation) as part of national initiatives to improve educational opportunities and increase professional acceptance of scientists with disabilities.**

Since 2005, our committee has focused on working with the ACS leadership and other ACS committees to increase the diversity our society's membership and better serve the needs of all ACS members.

There have been ongoing issues that have been a concern of our committee for many years.

Progress still needs to be made in the areas of:

- 1) Ensuring full accessibility of all current and future ACS material which includes but is not limited to:
  - Accessible web-based material
  - Video materials which use both captioning and embedded video or similar technologies
  - web browsers for printed material which are compatible with current technology for those with visual impairments
- 2) Improving accessibility at both national and regional ACS meetings



**Figure 2** There is an illustration titled “WebAIM’s Hierarchy for Motivating Accessibility Change.” It depicts a pyramid constructed from a series of layers labeled, from base to tip, Guilt, Punish, Require, Reward, Enlighten and Inspire. An arrow indicates that effectiveness increases as you rise through the layers from guilt to Inspire.

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- 3) Educating others of the many contributions made by chemists with disabilities to the chemical sciences
- 4) Increasing understanding that persons with disabilities are unique individuals that are differently abled.

## **Awards**

### CWD Chemistry Ambassador Award

Award CWD gave to Tom Kucera to recognize his lifetime achievement in advancing the inclusion of persons with disabilities in Chemistry.

### ChemLuminary Award: Committee on Chemists with Disabilities Inclusion Award

This award recognizes the outstanding effort of a local section that has a program designed to increase the participation of people with disabilities in Chemistry.

Hopefully in the future, we will have a CWD Travel Award used to defray expenses connected with meeting attendance.

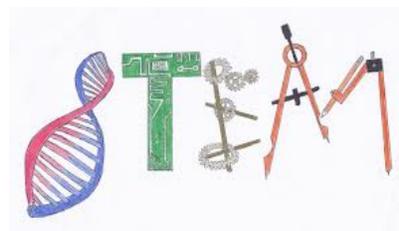
## **Selected Landmark Achievements:**

- 1973: AAAS convened the first meeting of the Committee on Opportunities in Science, inviting African American, Latino, and Native American scientists and engineers.
- 1975: At the request of John Gavin, a Biochemist with a disability, AAAS placed an article in Science inviting other scientists with disabilities to self-identify. A session at the AAAS Annual Meeting in New York City on “The Handicapped in Science” (language of the time) was thinly attended. Six speakers were on the panel and approximately six more in the audience. AAAS opened its full-time Project on the Handicapped in Science.



- 1976: The AAAS Annual Meeting in Boston was the first barrier-free meeting of any organization in the country. It was followed by the publication, *Barrier-Free Meetings* (1<sup>st</sup> edition) , which became a best-seller at the U.S. Department of Education, reflecting the national effort to open pre-college and post-secondary education to students with disabilities.

- 1977-78: AAAS expanded its research on the education and professional lives of scientists with disabilities and published the first edition (1978) of the *Resource Directory of Handicapped Scientists*, in which members of the group offered to speak or consult on accessibility.



**Figure 3** Above is a humorous drawing of the mnemonic STEM where the S is constructed from a snippet of DNA, T from an electronic board, E from gears and M from 2 sets of compasses.

- 1978: AAAS convened a small meeting on scientists with disabilities, faculty, and researchers who had a strong interest in opening up STEM (Science Technology Engineering and Mathematics) opportunities for people with disabilities. ACS played an important role in recommending participants and in writing up the report of the meeting.

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- 1980: AAAS published *Scientific and Engineering Societies, Resources for Career Planning* (compiled by Virginia W. Stern and Martha Ross Redden), funded by HEW (Department of Health, Education, and Welfare), in an effort to encourage AAAS Affiliates to become aware of and accommodate students with disabilities to join student chapters of the societies. Marshall W.

**Figure 4** The seal of the Americans with Disabilities Act is shown.

Mead, Head of the ACS Membership Activities Department, wrote the preface to the book.

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- 1980: ACS formally established the Committee on the Handicapped, which met at the ACS Headquarters on 16<sup>th</sup> Street. AAAS played an active role, partly due to geographic proximity to the then 1776 Massachusetts office of AAAS and more importantly the experience of AAAS for the previous five years with underrepresented groups in science. ACS immediately made plans to make its meetings as barrier-free as possible.

- 1981: ACS published *Teaching Chemistry to Physically Handicapped Students*, (1<sup>st</sup> edition), the first book offering practical solutions to challenges of chemistry students with disabilities, at the post-secondary and precollege level. The book continues through four editions, and the name has changed to *Teaching Chemistry to Students with Disabilities*, reflecting progress in both legislation and technology, and serves faculty and students in other science disciplines



**Figure 5** photograph of the cover of *Teaching Chemistry to Students with Disabilities*

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- 1985: More ACS members joined the AAAS Resource Group.

- 1985: AAAS published 2<sup>nd</sup> edition of the Resource Directory of Scientists and Engineers with Disabilities. Note change of language: “Handicapped “is out of date except in the building and parking industries.

- 1990: In March, thousands of people with disabilities marched on to advocate for the passage of the Americans with Disabilities Act (ADA), the first civil rights law for people with disabilities. On July 26, the law was passed by Congress and signed on the White House lawn by President George H.W. Bush. The ADA was a watershed moment for Americans with disabilities in the areas of employment, public accommodation, public transportation, and telecommunications. It took several years for the articles of the law to be implemented. Within a few years, many of the ADA articles took effect, but there is still much room for education and improvement.

- 1990: Reflecting the need for more practical suggestions for participation on campus, professional meetings, and media relations, AAAS published four small booklets: *Barrier Free in Brief: Laboratories and Classrooms; Workshops and Conferences; Access to Science Literacy (accommodating students with visual, hearing, speech, learning, and mobility disabilities);* and *Access in Word and Deed (attitudes and language)*. The content of these booklets received significant contributions for the CWD meeting in Boston. Anne Swanson was a major contributor to the editing.



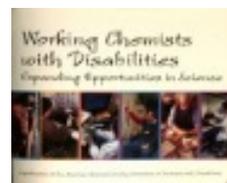
**Figure 6** Cartoon of a person using a wheelchair and pointing indignantly to the steps at the entry to a “City Transit” bus.

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- 1992: ACS published the 3rd edition of *Teaching Chemistry to Students with Disabilities*.
- 1996: Recognizing that many high-achieving science and engineering students with disabilities graduated from excellent colleges and universities, but still did not get employment in their chosen fields, AAAS initiated the ENTRY POINT! program, to recruit and vet top students and get them paid internships in government and industry. NASA and IBM were the initial sponsors. Later, Merck and Dow were among the chemical companies supporting interns. These internships have been truly the gateway to professional employment and advancement to more than one thousand students.

ENTRY POINT! still continues today. Approximately 92% of alumni of the ENTRY POINT! program are fully employed in STEM or pursuing a graduate degree.

- 1996: ACS published *Working Chemists with Disabilities: Expanding Opportunities in Science*, (co-edited by Todd Blumenkopf, Virginia Stern, Anne Swanson, and David Wohlers, and written by Michael Woods), a groundbreaking book profiling a wide variety of chemists with disabilities and describing in detail how they worked in a range of professional settings. This publication also included an appendix with many resources.



**Photo 2** A photograph of the cover of “Working Chemists with Disabilities” is shown.

- 2000: ACS published the 4<sup>th</sup> edition of *Teaching Chemistry to Students with Disabilities*.

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- 2001: AAAS published *Roadmaps and Rampways*, profiling the early education and careers of scientists with disabilities who had or had not received accommodations during their education. The book also featured development of assistive technology for education and jobs.
- 2001: In December, AAAS Project on Science, Technology, and Disability received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring (PAESMEM) from the White House.

- 2002: AAAS published *New Career Paths for Students with Disabilities*, which advocated for better legislation, development of technology, business and community support.

- 2005: AAAS celebrated 30 years of the Project on Disability at its Annual Meeting in St. Louis, and published *Thirty Years of Changing Lives*. A time line in the publication tracked progress in legislation, assistive technology, programs, and publications, including the CWD publications.



**Illustration 2** Illustration depicts a group of students of different ages and disabilities.

- 2006: AAAS published the 4<sup>th</sup> edition of the Resource Directory, the first to be electronic.

- 2009: December 13-14, AAAS convened a major conference: “The Problem Solvers: Education and Career Paths of Engineers with Disabilities”. The NSF Engineering Directorate funded the meeting. Several members of ACS CWD were invited and participated because of their extensive experience in issues of disability and science. Alumni of the AAAS ENTRY POINT! program who had internships and now working in industry, government, and academia were also participants.

# CWD STRUCTURE

## **Appointment to the Chemists with Disabilities Committee**

The Members and Associates of CWD are appointed by the ACS president and the board chair based on a list of recommendations from Committee on Committees (CONC). This list of recommendations is based on recommendations from the CWD chair, staff liaison, and others.

- Appointments are made by the Board of Directors or the Council (elected; or appointed by the President-Elect and the Chair of the ACS Board of Directors).
- Full members serve a term of three years. They are permitted up to three consecutive three-year terms, not including the time served as Associate Members.
- Associate Members are appointed for a one year term. Being an Associate Member enables newer members an opportunity to become familiar with CWD before taking on a 3 year full membership. Associate Members are appointed in the same manner as Full Members.
- It has been CWD's tradition to allow Associate Members the same voting rights as our Full Members. However, every year Full Members must vote whether or not to allow Associate Members voting privileges during the present year.
- The Chair is appointed in the same manner as the Members for a one year term. Chairs must be voting Councilors and are limited to three consecutive one-year terms
- Consultants bring particular skills or expertise to the Committee through a clearly defined role such as a special project. Consultants serve for one year terms. Consultants should serve no more than five years. CWD traditionally has a staff member of AAAS as a consultant on our committee. Consultants do not have voting privileges.



**Photo 3**  
Headshot of  
Laureen Summers,  
AAAS consultant  
to CWD.

- The Staff Liaison is an ACS staff member who has the administration of the CWD as one of their significant job responsibilities. Paula Christopher, the current CWD Staff Liaison, is a Membership Specialist in the Department of Diversity Programs
- Throughout this handbook, there is no attempt to distinguish the difference between Committee Members and Associate Members. Everything in this handbook that applies to Full Committee members also applies to Associate Members.

### **Benefits to CWD Appointment:**

- Support and understanding from the community of chemists with disabilities
- Low risk environment to develop and practice leadership skills
- Opportunity to practice diverse communication skills in an accessible environment
- Improve interpersonal skills
- Opportunity for networking and making new contacts
- Coaching/mentoring
- Professional development
- Be an advocate for people with disabilities
- Increase knowledge of the ACS
- Recognition within CWD
- Personal satisfaction in helping others/making a difference
- Opportunity to make a lasting contribution
- Opportunity to directly impact issues of importance to chemists with disabilities in the chemical enterprise
- Increased interaction & access to ACS leadership
- Leadership training and future opportunities in ACS
- Travel compensation for National Meetings



Photo 4 A group of happy chemists, enjoying the festivities at the ACS meeting in New Orleans.

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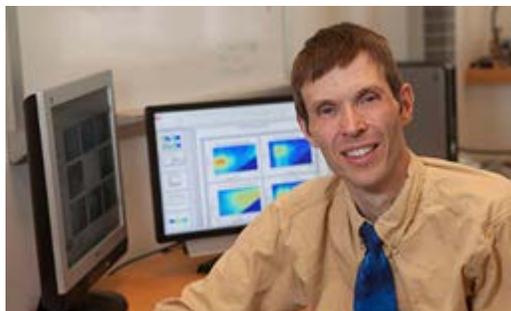
## Membership Expectations:

- Be familiar with the content in the CWD Member Handbook
- Attend CWD Executive Meetings at the biannual ACS National Meetings
- Be an active and contributing member of at least one Subcommittee
- Remain active and up to date between meetings (i.e., participate in telephone conferences, answer e-mails, assist with technical programming, perform subcommittee work, etc.)
- Read agenda book and be prepared for Executive and Subcommittee Meetings
- Be a liaison from CWD to other ACS entities, as requested
- Promote awareness, advocacy, respect, and understanding for all people
- Be an advocate for chemists with a disabilities both within and outside the ACS
- improve visibility of CWD and persons with disabilities in ACS
- Mentor others when the opportunity presents
- Promote universally accessible environments both within ACS and the wider chemical community
- Be informed about disability laws and rights
- Keep up to date on disability related technology

## Leadership Responsibilities

### CWD Chair:

- Provide vision and guidance to the CWD
- Seek opinions of Committee Members in areas of growth and concern
- Interpret and carry out all rules and bylaws with the help of the Staff Liaison
- Assume responsibility and accountability for committee strategic planning



**Photo 5** Karl Bookish, 2014 CWD chair, seated at his office at the University of Delaware

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- Head CWD open and executive meetings at ACS national meetings and coordinate the work of the full Committee
- Conduct meetings in a business-like manner, following a printed agenda.
- Ensure that areas of concern are discussed and views of all Committee members are heard
- Serve as the official representative of the Committee to Council, Board, and other ACS Governance
- Initiate discussions on various aspects of CWD programs and activities with Committee Members, ACS staff, ACS Governance, members at large, and the public

#### Subcommittee Chairs:

- Provide vision and guidance to the Subcommittee
- Head Subcommittee meetings at ACS national meetings and in-between meetings.
- Coordinate volunteer efforts of the Subcommittee Members to ensure timely completion of all action items, setting deadlines as necessary
- Seek opinions of Subcommittee Members in areas of services
- With the Subcommittee, review all programs, projects, and services for relevance.

#### Staff Liaison – Paula Christopher:

This is a key role for the Committee as the Staff Liaison is the bridge between ACS staff and the CWD committee. This person is also an administrator, a communicator, a financial analyst, a motivator, a facilitator of team cohesiveness, and a finder of common ground between committees.

- Understand the staff liaison's role and responsibilities.
- Provide support to the Committee
- Exhibit awareness of the committee's mission and goals.
- Work with the chair.
- Understand the Committee's structure.
- Provide in-depth knowledge and supporting information during meetings
- Follow up on assignments and action items.
- Provide a carefully prepared and easy to follow agenda



**Photo 6 Headshot of ACS staff liaison, Paula Christopher, wearing her typical broad smile.**

- Submit documents and committee communications in a timely manner.

### Committee liaisons

CWD has liaisons to and from several other ACS bodies (committees, divisions, etc.). This structure improves communications and partnering between different groups.

- If possible CWD liaisons should attend the open meeting of their designated committee. Sometimes the other committees meet at the same time as CWD does. If this is the case, the CWD liaison should obtain a copy of the agenda and make contact with the committee when possible
- Respond to email inquiries regarding attendance at CWD meetings, activities and events.
- Submit a written report to Paula Christopher with less than 500 words no later than four (4) weeks after the meeting summarizing activities and actions of interest to CWD
- During national meetings, brief oral reports should be given in regards to items of immediate interest to the business of CWD. Routine or unrelated matters should be relayed through the liaison's written report.



**ACS CWD Liaison Report**  
[Submitted by]  
[Date]

**Committee**

<input type="checkbox"/> Chemical Safety	<input type="checkbox"/> Minority Affairs	<input type="checkbox"/> Women Chemists
<input type="checkbox"/> Community Activities	<input type="checkbox"/> Prof. and Member Relations	<input type="checkbox"/> Younger Chemists
<input type="checkbox"/> Diversity and Inclusion	<input type="checkbox"/> SOC ED	<input type="checkbox"/>
<input type="checkbox"/> Ethics	<input type="checkbox"/> SEED	<input type="checkbox"/>

---

Meeting Location and Date:

Major CWD Related Issues Discussed:

Opportunities for Interactions with CWD:

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Meeting Summary (Less than one page):

Figure 7 A copy of the template “ACS CWD Liaison Report.” At top are the ACS and CWD logos. Required information includes name of submitter, date, committee name, meeting location and date, major CWD-related items discussed, opportunities for interaction with CWD, and meeting summary.

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### CONC Liaison (Committee on Committees Liaison)

- Observe the CWD group dynamics, share findings, and propose solutions to any concerns.
- Recommend ACS members for appointment to the Committee.
- Facilitate the CONC 5-year performance reviews
- Build a pipeline of diverse talent pool for CWD
- Recruit CWD members for other ACS governance committees.



## Subcommittee Structure

All Members, including Associate Members, must serve on at least one subcommittee. Historically CWD subcommittees were: projects, awareness, and content. Then, in 2012 the subcommittee structure was revised to ad hoc as per project or objective. Subcommittee members can be revised or added at biannual national meetings and may be disbanded when project or objective has been completed. Subcommittee members do not meet during the CWD open and executive meeting. Subcommittee members should informally meet in between national meetings to accomplish objectives.



**Illustration 3** Drawing of committee members working together to accomplish their goals.

## Subcommittees as of Fall 2013

### Revision of *Teaching Chemistry to Students with Disabilities*

Michael Kenney, Chair

Zelda Wasserman

Todd Pagano

Dorothy Miner

Annemarie Ross

Cary Supalo

### Historical Preservation

Marilynn Sikes, Chair

Missy Postlewaite

Daniel E. Libby  
Virginia Stern

Partnering with Other Agencies

Laureen Summers (Advisor)  
Karl Booksh

Publications for C&EN

Allison Aldridge, Chair  
Todd Pagano  
Laureen Summers  
Cary Supalo



**Figure 8** Boys Scouts of America merit badge for disability awareness

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Symposium planning for March 2014 Dallas Meeting

Roland Hirsh, Chair  
Cary Supalo  
Karl Booksh  
Allison Aldridge

CWD Travel Grant

Dorothy Miner  
Karl Booksh  
Missy Postlewaite

ACS Network Communications for CWD

Robert Gates  
Cary Supalo  
Dennis Fantin  
Judith Summers-Gates  
Annemarie Ross

CWD Handbook

Marilynn Sikes

Missy Postlewaite  
Zelda R Wasserman

Workshop on Understanding Different  
Experiences of People with Disabilities

Allison Aldridge  
Karl Booksh  
Cary Supalo  
Annmarie Ross



**Photo 7** Cary Supalo working in a laboratory wearing safety glasses and a lab coat.

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Working Chemists Video Project

Judith Summer's Gate's (Chair)  
Karl Booksh  
Dennis Fatin

Chem Luminary Award

Allison Aldridge  
Taylor Hood  
Missy Postlewaite  
Judy Summers-Gates

Chem Ambassador Award and ACS Fellow Award

Daniel E. Libby  
Lee Hoffman  
Karl Booksh



For a complete and updated list of subcommittees please see the CWD Agenda from the most recent ACS meeting. To receive a copy of the updated list of subcommittees you may contact Paula Christopher at [P\\_Christopher@acs.org](mailto:P_Christopher@acs.org).

## ACS Biannual Meeting

CWD members are required to attend the biannual national meetings. Although it may be subject to future change, the CWD open and executive meetings are held on Sunday during the national meetings. CWD tries to schedule this meeting at the governance hotel and all CWD members are encouraged to try to make their accommodations there. This not only makes it easier to access meetings and events, it keeps the committee members in a central location to help facilitate cooperation and productivity.

CWD members will be notified via email by the staff liaison, Paula Christopher, indicating which hotel the executive meeting will be held and when VIP housing will start. VIP housing is only open for a limited amount of time. CWD members should make reservations and travel arrangements as soon as possible.

Information for the CWD national meeting events will be emailed to members by Paula Christopher about 3 months before the national meetings. Information will include events, places, locations, and times. The CWD Committee Dinner is currently held on Saturday and may have an approximate time and a location to be determined. CWD members are required to RSVP to the events within the deadline provided by Paula Christopher in the e-mail.

Expenses associated with CWD business are reimbursable on an actual cost basis. This includes expenses for CWD members to attend the ACS national meetings. However, expenses outside of the scope of CWD business, such as other committee luncheons, dinners, liaison expenses, etc., are not reimbursable. Currently, CWD does provide ticketed lunch for the CMA Luncheon which is customarily on Mondays. Entertainment expenses are non-reimbursable as are alcoholic beverages.

According to the ACS bylaws, everyone attending the meeting must register including committee members and presenters. Registration for the national meetings can be done online on the ACS website, by phone, by fax, or at the convention site. CWD members will *not* be reimbursed for the registration fee. CWD members are *not* required to pay for a ticket to the CMA luncheon when they register for the biannual national meetings.

To make travel arrangements for the ACS meetings contact Kelley Maddox, the ACS Travel Coordinator. She will make your flight arrangements and charge the CWD budget for your ticket. Kelley will send you an e-mail with a proposed flight itinerary for your approval before actually booking it. Kelly Maddox can be reach by calling 1.800.227.5558 (press 16053#) or by e-mail [K\\_Maddox@acs.org](mailto:K_Maddox@acs.org). Please make your flight arrangements as early as possible because, prices on flights increase as time goes on.

If you wish to drive to the ACS meetings, use of a personal vehicle will be reimbursed at the Internal Revenue Service tax-deductible rate for mileage, currently 56.5¢ per mile, provided total does not exceed the cost of air coach class. Gasoline or oil is not reimbursable. CWD does not reimburse for rental cars expenses for national meetings except for very special circumstances that are approved in advance. Because ACS provides shuttle buses during the meeting, taxi charges other than the days of arrival and departure are subject to scrutiny and may not be reimbursed.



**Photo 8** Group photograph of attendees at CWD open and executive meeting in Indianapolis in fall of 2013.

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## **CWD Reimbursement Forms and Procedures**

The following guidelines will help avoid the time-consuming and money-delaying problems with travel reimbursements.

All travel expense forms should be sent within 10 days after the national meeting to:

American Chemical Society  
Attn: Paula Christopher  
1155 16th Street, NW  
Washington, D.C. 20036

Please keep full expense documentation consistent with established ACS travel guidelines (for example, traveler's copy of rail or airline ticket, hotel bill, meal receipts, and taxi receipts).

Please tape original receipts on a separate page(s) and attach to your travel expense form for meals, transportation, and hotel. An original receipt must be shown for every expense. Do not staple receipts; use scotch tape or equivalent. If CWD member travels by air and purchases an electronic ticket, do not include credit card statements or itineraries as proof of travel. Airline representatives can provide as many receipts as wanted when requested by the traveler. Keep track and tally the expenses for each day on the expense reimbursement form. Any expense that does not have a corresponding receipt could delay reimbursement.

When completing these forms please fill in the "Voucher Prepared and Phone Number" lines. Also, complete the "Purpose of Travel" section. Leave the account distribution, approval signature and date lines blank.

Separate charges from the hotel bill and record in the appropriate spaces on page 2. Horizontal and vertical column totals on page 2 are required; the totals should match. Check that the totals of the various line items for which you are requesting reimbursement equal the total bill. If some portion of the hotel bill is a personal expense (e.g., dry cleaning, in-room movie or bar), CWD members should indicate charges for which they are paying. If you share a room with another CWD member, please note on the form in the traveler's comments section the name of the person with whom you shared a room. Plan your expense reporting strategy with your partner. You have two options: either each claims one-

half the room charges; or one claims all room charges and the other nothing. The room charge equals the per-night fee plus related taxes.

An example of how to fill out a travel expense form is given below. For a blank electronic copy of the travel expense forms email Paula Christopher at P\_Christopher@acs.org

The deadline to process meeting expenses is 10 days after the national meeting. Be sure to keep copies of your form and receipts should any discussion about your reimbursement be required.

FORM 5.08 TRAVEL EXPENSE WORKSHEET FOR REIMBURSABLE EXPENSES

RECEIPTS ARE REQUIRED FOR CHARGES OVER \$25 AND ALL ENTERTAINMENT EXPENSES													
DAILY EXPENSES													
DATE	8/19 Sun	8/20 Mon	8/21 Tues									REIMBURSABLE CHARGES	
AIR, RAIL & BUS TRANSPORTATION				-	-	-	-	-	-	-	-	-	-
TAXIS, RENTAL CAR & OTHER TRANSPORTATION				-	-	-	-	-	-	-	-	-	-
PERSONAL AUTO	MILES	32	16	32	-	-	-	-	-	-	-	-	-
(REFER TO ACS POLICY FOR RATE)	AMOUNT	\$ 17.76	\$ 8.88	\$ 17.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44.40
ROOM CHARGES, PER ATTACHED HOTEL BILL			298.08										298.08
PARKING, HIGHWAY, AND BRIDGE TOLLS		56.00	91.20	28.00									175.20
TELEPHONE													
CLEANING, LAUNDRY, AND VALET													
OTHER EXPENSES (EXPLAIN ITEMS OVER \$10 OR TOTAL IF OVER \$20)													
SUBTOTAL		73.76	398.16	45.76									517.68
MEALS AND ENTERTAINMENT (EXPLAIN ENTERTAINMENT ITEMS BELOW)			44.98	31.12									76.10
TOTALS PER DAY		73.76	443.14	76.88									
TOTAL TRAVEL EXPENSES												\$ 593.78	

TRAVELER'S NOTES AND DESCRIPTIONS OF ENTERTAINMENT AND OTHER EXPENSE ITEMS - (IF ADDITIONAL SPACE FOR COMMENTS IS NEEDED PLEASE ATTACH ANOTHER PAGE)
Tolls across Walt Whitman Bridge and Ben Franklin Bridge into PA are highlighted on my easypass statement.
\$20.99 was deducted from the total on my 8/20 receipt from Bookbinders Resteraunt for noreimbursable expense of alcoholic beverages. I paid for this out of pocket



AMERICAN CHEMICAL SOCIETY

Date: 8/23/2012

Accounts Payable
Form 5.08 TRAVEL EXPENSE VOUCHER

TO: (PAYEE) Jane Doe

ADDRESS: 42 Inclusion Way

Hometown, NJ 08080

Special Instructions for mailing of check:
(This will not appear on the check)

Table with columns: Amount, Bus. Unit, Account, Dept. ID, Product. Includes fields for Vendor #, Location #, Voucher #, Trip #, Audited By, and Mailed By.

PURPOSE OF TRAVEL:
To participate and serve the Chemists with Disabilities Committee and participate in governance at the ACS national meeting.
Note: Internal Revenue Code Regulation 1.274-5 stipulates that no deduction will be allowed for any expenditure for travel or entertainment unless the expenditure is substantiated by inclusion of the location, participants, and business purpose of the expenditure on the request for reimbursement.

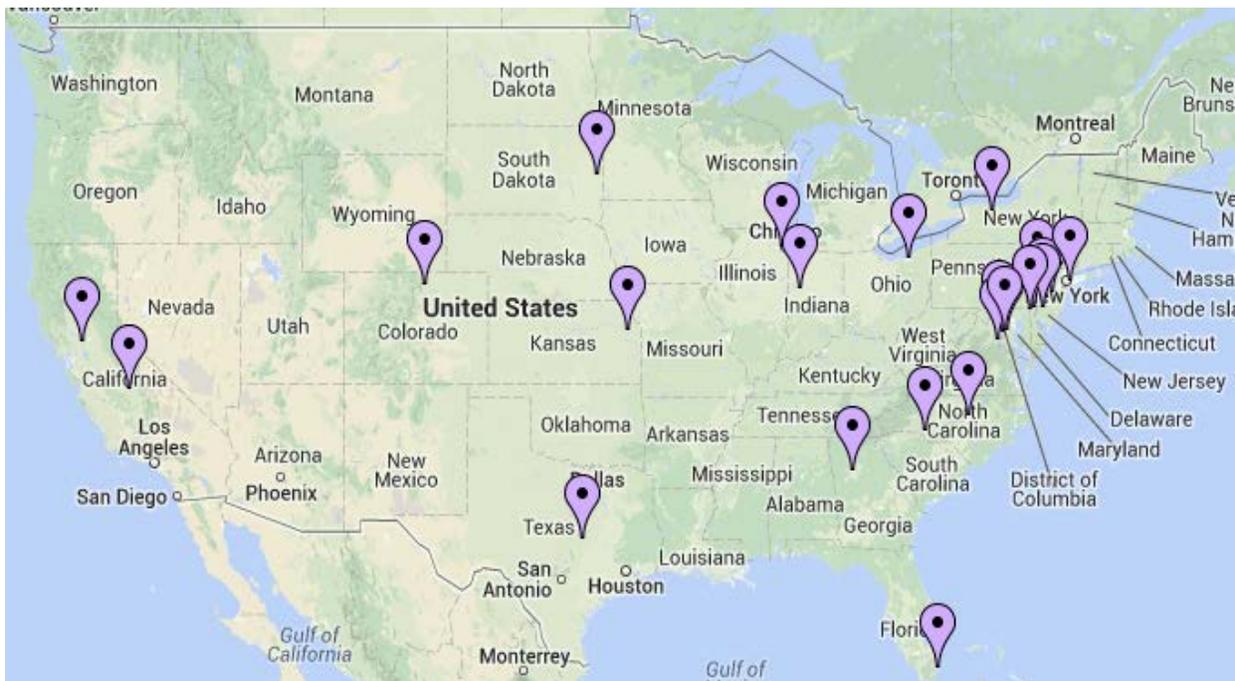
SUMMARY OF EXPENSES (FROM WORKSHEET-PAGE 2)
Table with columns: Expense Category, Amount. Includes rows for Reimbursable Charges, Less Personal Charges, Subtotal, Less Travel Advance, and Balance Due.

PAYEE SIGNATURE: Jane Doe
PHONE: 609-867-5309
PREPARED BY: (Print Name/Signature)
PHONE:
APPROVAL SIGNATURE: (Print Name/Signature)
DATE:

## Communications between National Meetings

Being a member of CWD is not just showing up to the national meetings. A lot of the work is done between meetings. CWD members are required to work on subcommittee work and other projects between meetings.

With our members spread all over the United States, it is difficult to meet in person to collaborate on projects. Sometimes the subcommittees communicate through e-mail, conference calls, Google drive, TTY, and Skype.



**Figure 9** Map of the United States with markers where 2014 members of CWD live.

# **ACS Governance and CWD**

## **CWD Committee Charter**

Bylaw III, 3, e, g

- Promoting educational and professional opportunities in the chemical sciences and in fields requiring knowledge of chemistry for persons with disabilities
  - Championing the capabilities of those persons to educators, employers, and peers
  - Envisioning a time when all individuals, including those with disabilities, will advance the chemical enterprise by drawing on the full range of their talents
- 
- a) Ensuring that all ACS sponsored services and programs promote and advance the full participation of students with disabilities;
  - b) Promoting opportunities for individuals with disabilities employed in or seeking employment within chemistry and its allied fields, supporting the ACS Strategic Plan;
  - c) Providing and promoting a portfolio of programs, products and services to increase their participation and leadership in the chemical community and
  - d) Serving as a resource to the chemistry community as a whole with reference to issues concerning the education and employment of individual with disabilities

## ACS Structure and Governance

The American Chemical Society (ACS) is made up of a variety of pieces. The two deliberative bodies that govern the ACS are the Council and the Board of Directors.

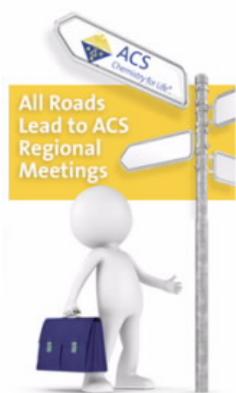
The members of the American Chemical Society Council serve as a kind of "Congress" for the ACS. They are elected for a three-year term and serve as a vital bridge between national and local section, or division, concerns. They help to set national policies for ACS that directly or indirectly affect constituency. Council members integrate the views of their constituency with an open and objective evaluation of the broader needs of the ACS on the national level. Thus, Councilors are a voice for their constituency to the national ACS.

The ACS Board of Directors is the legal representative and policy-setting body of ACS. The Board includes the ACS President, the President-Elect, the Immediate Past-President, the Executive Director & CEO, six District Directors, and six Directors-at-Large. The ACS Board holds all of the Society's property and funds, and manages its affairs.

When someone joins the ACS they are automatically assigned to the nearest ACS Local Section. Local sections are geographically based member groups. They enable members to communicate and interact with other ACS members in their community. Local Sections elect their own officers and Councilors.

Local Sections are organized into Regions. Each Region of the ACS may host Regional Meeting.

**Figure 10** A cartoon of a man holding a briefcase and standing, seemingly puzzled, at a signpost. There are several arrows pointing in different directions. Only one is labeled; it says ACS, Chemistry for Life. There is also a sign reading "All Roads Lead to ACS regional Meetings."



ACS Regional Meetings are organized by ACS Local Sections and reflect the diverse professional interests in their geographic regions. Regional meetings are smaller-scale than national meetings, and provide more opportunities for ACS technical and professional interactions.

When an individual becomes a member of ACS, they are offered an opportunity to join a Division. ACS Division memberships are optional and

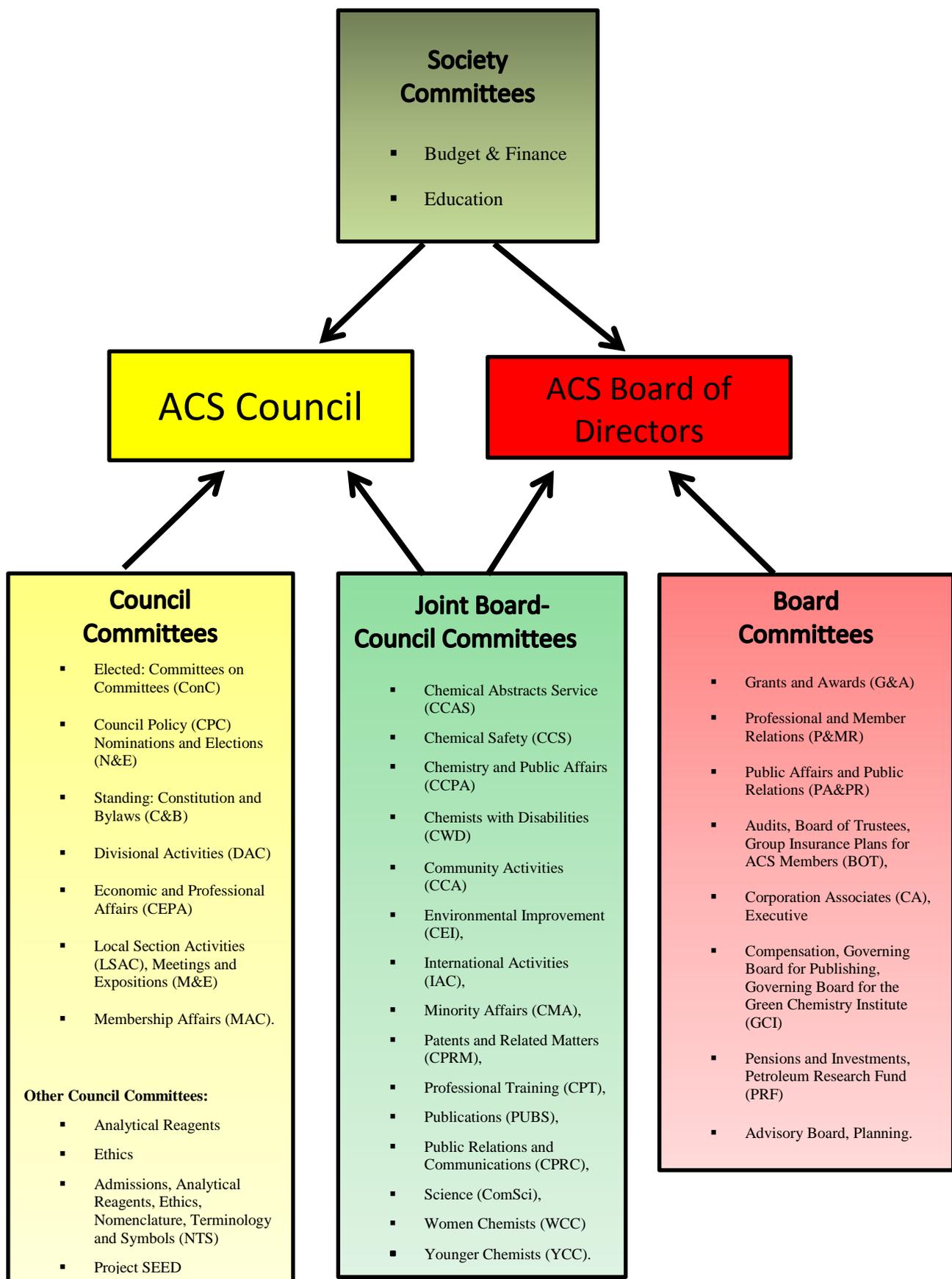
are selected by an individual's personal preference. The Divisions are responsible for programming at national meetings and offer awards, scholarships, workshops, and publications in their technical field. Divisions elect their own officers and Councilors. A list of ACS Divisions and their abbreviations are located in the appendix.

## **ACS Committees**

The ACS Board and Council cannot do everything alone and sometimes has to delegate the work. That is why there are ACS Committees. At the national level, the committees of ACS can be classified into one of four basic categories: Society, Council, Board, and Joint Board-Council. There are 2 Society Committees: Budget and Finance, and Education and they report to both the ACS Council, and the ACS Board of Directors. Committees that report to the ACS Board of Directors are known as Board Committees. Committees that report to the ACS council are Council Committees. The third type of committee is a Joint Board-Council committee which report to both the ACS Council and the Board of Directors. CWD is a Joint Board-Council committee.



Committees are the driving forces of the ACS. They significantly influence the goals and actions of the Society; they are where most initiatives for Council consideration originate and are developed.



# ACS Strategic Plan for 2013 and Beyond

## Vision

Improving people's lives through the transforming power of chemistry

## Mission

Advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people

## Core Values Goals

In pursuing the ACS Goals, we systematically apply the following Core Values:

### Passion for chemistry in the broadest sense

- Research
- Education
- Innovation
- Solutions

### Focus on members

- Service to members
- Volunteer contributions

### Professionalism

- Integrity and transparency
- High standards

### Diversity and inclusion

- Diverse community of highly-skilled chemistry professionals
- Advancement of chemistry as a global multidisciplinary science



## ACS Strategic Goals:

*1. Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information.*

ACS will be the most trusted source for chemistry related information by providing indispensable products and services. These include high-quality journals and periodicals, databases, and meetings that advance the practice of chemistry and related sciences. Through creative collaborations, transformative technologies, and best practices, ACS will ensure that its information products and services are the most authoritative and accessible.

*2. Empower an inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy.*

ACS will provide and develop resources to enable its members and other chemistry-related professionals to succeed in the global scientific enterprise at all stages of their careers. ACS will be a key resource for professional and career development and peer collaboration, and will encourage diversity in the chemical sciences. Through advocacy efforts, ACS will encourage the creation and retention of chemistry-related jobs within the U.S.

*3. Foster the development of the most innovative, relevant and effective chemistry education in the world.*

ACS will promote the development and dissemination of best practices in chemistry education to ensure a scientifically literate citizenry and a highly qualified chemical workforce. High-quality, evidence-based approaches to chemistry education and advanced professional development for teachers will be fostered. ACS will support reforms and initiatives that result in safer laboratory practices and a pipeline of competent, ethical, and competitive U.S. chemists ready to address global challenges.

#### 4. Communicate Chemistry's Value

*Communicate chemistry's vital role in addressing the world's challenges to the public and policymakers.*

ACS will lead in communicating the value of chemistry. Active participation of individual members in public outreach efforts will be encouraged and supported. ACS will be the premier advocacy organization to promote science, engineering, and innovation within the chemistry enterprise.

#### **ACS Statement on Diversity** (Approved by the ACS Board of Directors – 2007)

The American Chemical Society believes that to remain the premier chemical organization that promotes innovation and advances the chemical sciences requires the empowerment of a diverse and inclusive community of highly skilled chemical professionals regardless of race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, presence of disabilities, educational background, and other factors. Chemical scientists rely on the ACS to promote inclusion and diversity in the discipline. To enable scientific progress and maintain its global competitive edge, the ACS remains committed to inspiring and educating the present and future generations of diverse, innovative, and creative chemical professionals. By promoting inclusion and equity to all, the ACS will succeed in fostering a diverse community of professionals in the chemical sciences who will be the catalyst for transforming the world through their full participation and integration into the chemical professions.



**Photo 9** The illustration depicts a small group, diverse in gender, race and ethnicity. It includes a young man who uses a wheelchair.

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## Department of Diversity Programs (DDP)

The DDP is chartered with increasing the diversity of ACS membership, educating members and stakeholders on the value and status of diversity in chemical science, and recognizing and communicating outstanding diversity achievements. DDP seeks to increase the representation and inclusion of underrepresented minorities, women, younger chemists, and chemists with disabilities in the chemical sciences, as well as establishing strategic collaborations within ACS and with other organizations which are critical to success. The core DDP program focuses essentially on two things: facilitating and implementing ACS committee-driven initiatives and reaching out to diversity-related scientific groups to enhance ACS's diversity image and lay the groundwork for future partnerships. This administrative support involves ACS statements on diversity, internal educational presentations, committee support, and relationshipbuilding with other organizations.



**Photo 10** A corkboard with letters spelling "Diversity" all in different fonts, sizes, and colors.

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### Organizational chart DDP

- Joy Titus-Young, Manager with four direct reports Staff Liaison to CMA and D&I, Managing relationships with our sister societies AISES, SACNAS, NOBCCHE.
- Audley Burke, Sr. membership Associate
- Staff Liaison to YCC, Project Manager for D&I Presidential Task Force recommendations, NSBE , URM Undergraduate students.
- Paula Christopher, membership Associate Staff Liaison to CWD, and NOBCCHE. Focuses on African-American issues and chemists with disabilities.
- Victoria Fuentes, membership Associate , assists with CMA & D&I, SACNAS, AISES
- Katherine Hoffman, membership Specialist, Staff Liaison to WCC, Women Chemists of Color Program and Woman's issues

## DIVERSITY & INCLUSION ADVISORY BOARD (DIAB)

The ACS Diversity & Inclusion (D&I) Advisory Board was constituted by P&MR December 2010 to leverage efforts of the Joint Subcommittee on Diversity to drive synergies, leverage, and integration across ACS governance and other units to maximize opportunities and growth for members across the spectrum of gender, race, physical ability, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, educational background and other factors. The D&I will be made up of 12 representatives, drawn from the following ACS units: Committee on Professional Training (CPT), Committee on Minority Affairs (CMA), Committee on Technician Affairs (CTA), Women Chemists Committee (WCC), Chemists with Disabilities (CWD), Younger Chemists Committee (YCC), Senior Chemists Subcommittee, Division of Professional Relations, and diversity partners representing the African- American, Asian, Hispanic and Native American communities.

### Vision:

The American Chemical Society is an inclusive community of highly skilled chemical professionals that reflects the diversity of the chemical enterprise today.

### Mission:

D&I exists to promote and advance diversity and inclusion within and on behalf of the Society by increasing the diversity of ACS membership and governance.

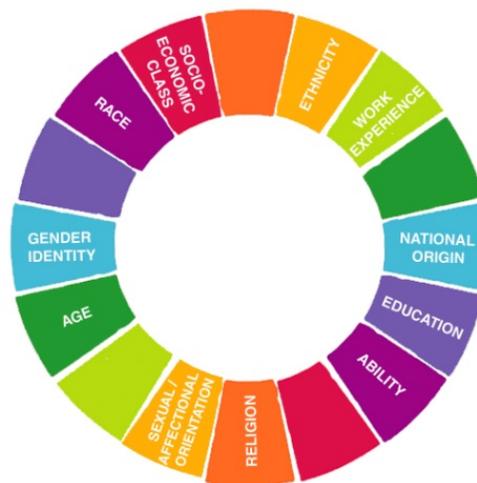


Figure 11 The figure is a doughnut shape composed of colorful blocks representing some aspects of diversity. They are Ethnicity, Work Experience, National Origin, Education, Ability, Religion, Sexual/Affectional Orientation, Gender identity, Race and Socioeconomic Class.

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## Responsibilities:

- Advise the ACS Board of Directors on ways to increase the participation and membership of underrepresented minorities in ACS governance and other volunteer activities.
- Monitor the implementation of the recommendations resulting from the Report of the Presidential Task Force on Implementing the ACS Diversity Reports.
- Advance diversity and inclusion in the chemical sciences by raising awareness among ACS members, students, and relevant stakeholders
- Recognize and disseminate information on outstanding achievements in diversity by members, staff, and other stakeholders

It is easy to confuse the Diversity and Inclusion Board (DIAB) and Department of Diversity Programs (DDP). DIAB is made up of committees of volunteers and DDP is made up of ACS staff members.

## **Division of Professional Relations (PROF) Chemists with Disabilities Subdivision**

The Division of Professional Relations, or PROF, is a Technical Division of the ACS, not a committee. PROF is present at all ACS National Meetings and some Regional meetings. PROF does programming at ACS meetings to help ACS members with their careers.



Figure 12 The logo of the Division of Professional Relations is shown. It features the letters D, P and R.

The objectives of PROF are:

- To represent its membership and to inform general membership in professional rather than scientific matters
- To increase awareness of members and to influence SOCIETY policies on professional matters through the organization of appropriate programs, conferences and discussion groups
- To assess member opinions on professional matters and to make this information available to SOCIETY members through appropriate means

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**PROF has several subdivisions. These subdivisions are:**

- [Gay and Transgender Chemists and Allies](#)
- [Chemists with Disabilities](#)
- [Minority Affairs](#)
- [Ethics](#)
- [Women Chemists](#)
- [Younger Chemists](#)

**Notice that PROF has a Chemists with Disabilities Subdivision. This is easily confused with us, Chemists with Disabilities Committee. PROF Chemists with Disabilities is a subdivision of Technical Division of the ACS. We are Chemists with Disabilities Committee, a joint Board-Council committee and are part of the Diversity and Inclusion Advisory Board (DIAB) of the ACS.**

**The goals of the PROF Chemists with Disabilities Subdivision:**

- Promote Inclusion, Advocacy, Recognition, Mentoring, Networking for American Chemical Society members who are, or work with, disabled chemists and aspiring chemical professionals.
- Educate the American Chemical Society, its members, employers of chemists, chemical educators, and science education leaders and policymakers about why overt inclusion, advocacy, recognition, and respect of disabled people is important – in curricular and pedagogical practices, learning and training settings, laboratory settings, career guidance, The Americans with Disabilities Act, Affirmative Action/Equal Opportunity Employment policy and practices, hiring/benefit practices, the workplace social environment in academic and industrial settings, diversity training, and diversity outreach.
- Collaborate with other organizations concerned about educational, workplace and career issues unique to disabled people and those who work with them.

**For more information on the PROF Chemists with Disabilities Subdivision go to <http://prof.sites.acs.org/chemwithdisabilities.htm> or e-mail the subdivision chair at [cas380@gmail.com](mailto:cas380@gmail.com).**

## ACS Career Consultants

Career consultants are volunteers who offer advice to chemical professionals in all stages careers. They provides information and services to ACS members including job search strategies, résumé and curriculum vitae formats, effective use of electronic communication, and career management & planning. When a Chemist with a disability seeks a position in their career field, they may look for different attributes in their job search. ACS career consultants need volunteers who understand the unique perspectives and challenges a chemist with a disability has when searching for a career. That is why volunteers with expertise in disability related issues are needed for the ACS Career Consultant Program.

Responsibilities for ACS Career Consultants:

- Respond to member's request for one-on-one career assistance within 3 days, and continue timely contact
- Remain current on trends in chemical employment and the workforce
- Participate in career development workshops at national, regional, or local meetings
- Interact with local sections to provide career development resources

Requirements for the ACS career consultant program:

- Must be a current ACS member with at least 2 years of pertinent work experience in the chemical sciences.
- Should have job search and career change experience, including but not limited to: hiring, promotions, layoffs, downsizing, or retirement.
- Be proficient with online communications including e-mail, e-mail attachments, internet, search engines, LinkedIn, Facebook, blogs, share software packages and other internet related services
- Annual weekend training retreat, shadow experienced, volunteer, electronic access to policies and instructions
- Recertify every 5 years
- Apply online or on paper, with resume and 2 letters of recommendation



**Photo 11** Picture demonstrating mentor-mentee relationship. Two men are seated at a desk or table. One seems to be giving advice, the other taking notes.

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For more information:

visit [acs.org/careers](http://acs.org/careers) > Job Search Strategies

or contact Malahat Layazali at 1-800-227-5558 ext6204 [m\\_layazali@acs.org](mailto:m_layazali@acs.org)

## ACS Leadership Development System

The mission of the ACS Leadership Program is to build skills and create leaders ready, willing, and able to step into leadership roles in their volunteer and professional lives with confidence and competence.

As volunteer leaders in the American Chemical Society, committee members often find themselves operating in uncharted territory. Whether taking on new responsibilities, trying to achieve buy-in, or organizing a team of volunteers, their leadership skills will be put to the test. Therefore, members of CWD are encouraged to take advantage of the ACS Leadership Development System courses.

ACS Leadership Development System courses:

- Competency-based, integrated framework of learning modules designed to help members develop into highly skilled leaders
- Highly rated, research based curriculum tailored to the needs of ACS members
- All courses are taught by an ACS Member trained and certified to facilitate the course
- CART and other accommodations available upon request
- Customized courses available upon request
- Over 45 courses offered throughout the year at:
  - ACS Leadership Institute
  - National Meetings
  - Regional Meetings
  - Local Sections
  - Some courses are offered online



**Photo 12** Presenter in suit and tie in front of a screen with “Fostering Innovation” projected on it.

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For list of available courses, schedule, and detailed descriptions of go to <http://www.acs.org/leaderdevelopment>

	Personal Capability	Interpersonal Skills	Focusing on Results	Setting A Clear Direction
Emerging Volunteers	<i>The ACS and You</i>	Engaging Colleagues in Dialogue	<i>Becoming an Effective Contributor</i>	<i>Matching Interests with Goals</i>
Emerging Leaders	<i>Managing Projects Effectively</i>	<i>Running Productive Meetings</i>	Engaging and Motivation Volunteers	<i>Understanding Members' Interests</i>
Developing Leaders	Fostering Innovation	Coaching and Feedback	Collaborating Across Bounds	Leading Change
Advanced Leaders	Leading Without Authority	Developing Communication Strategies	<i>Succession Planning</i>	Strategic Planning
Extraordinary Leader -8 hours				

**Figure 13** Chart of areas of core leadership, competency, and the correlating ACS leadership courses. Courses written in italics are online courses.

- The ACS and You – online course FREE
- 4-Hour Facilitated Courses \$150 for members
- 8-Hour Extraordinary Leaders Course \$650 for members
- Self-Paced online courses \$25 for members

The fee for each four hour course is normally \$150 for ACS members. However, all committees, including CWD, have scholarships available. In the past, some CWD members have received full scholarships to attend the ACS Leadership Institute classes.

For information on CWD scholarships for ACS Leadership Development courses, contact the CWD chair or Paula Christopher.

For more information on ACS Leadership Institute scholarships, contact [leaders@acs.org](mailto:leaders@acs.org) to obtain the scholarship codes and registration instructions.

For more information on the ACS Leadership Institute or their courses go to:

<http://www.acs.org/content/acs/en/careers/profdev/leadership.html>

# **APPENDIX**

## **Accommodations of this Handbook:**

- Handbook is available as an audiobook for dyslexic and blind
- Handbook available in electronic format to be assessable to screen readers.
  - Handbook is created in word along with the charts and figures.  
Screen readers will not read charts and other material copied and passed into the word document.
- Captions in all the photos for visually impaired.
  - Captions contain concise details pertained to the function and message of the picture. Captions do not provide superfluous details
  - Captions end with “return to text” to instruct someone reading out loud to say “return to text” before they resume reading the principle text.
- Content is written in easy to understand English for learning disabled and different cognitive levels.
- Text is written in Times New Roman font for visually impaired. The text size is a minimum of 16 point.

## **The ADA**

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. The current text of the ADA includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009. The ADA was originally enacted in public law format and later rearranged and published in the United States Code.

### The 2010 Regulations

On Friday, July 23, 2010, Attorney General Eric Holder signed final regulations revising the Department's ADA regulations, including its ADA Standards for Accessible Design. The official text was published in the Federal Register on September 15, 2010 (corrections to this text were published in the Federal Register on March 11, 2011).

These final rules went into effect on March 15, 2011, and were published in the 2011 edition of the Code of Federal Regulations (CFR).

For more information on the ADA go to: [http://www.ada.gov/2010\\_regs.htm](http://www.ada.gov/2010_regs.htm)

## WEBSITES AND RESOURCES

American Association for the Advancement of Science	<a href="http://www.aaas.org/">www.aaas.org/</a>
American Chemical Society	<a href="http://www.acs.org/">www.acs.org/</a>
National Federation of the Blind	<a href="https://nfb.org/">https://nfb.org/</a>
Association on Higher Education and Disability	<a href="http://www.ahead.org">www.ahead.org</a>
The Center for Universal Design	<a href="http://www.design.ncsu.edu">www.design.ncsu.edu</a>
Children and Adults with Attention Deficit Disorders	<a href="http://www.chadd.org">www.chadd.org</a>
Equal Opportunity Commission	<a href="http://www.eeoc.gov">www.eeoc.gov</a>
International Dyslexia Association	<a href="http://www.interdys.org">www.interdys.org</a>
National Center for Learning Disabilities	<a href="http://www.nclld.org">www.nclld.org</a>
National Federation for the Blind	<a href="http://www.nfb.org">www.nfb.org</a>
National Technical Institute for the Deaf	<a href="http://ntidweb.rit.edu/">ntidweb.rit.edu/</a>
National Science Foundation	<a href="http://www.nsf.gov">www.nsf.gov</a>
National Institutes of Health	<a href="http://www.nih.gov">www.nih.gov</a>
Office for Civil Rights	<a href="http://www.ed.gov/offices/OCR">www.ed.gov/offices/OCR</a>
Learning Ally (Recording for the Blind and Dyslexic)	<a href="http://www.learningally.org">www.learningally.org</a>
American Council of the Blind	<a href="http://acb.org/">http://acb.org/</a>

## A GUIDE OF ACRONYMS OFTEN USED WITHIN CWD

ACS	American Chemical Society
ADA	American with Disability Act
ADD	Attention Deficit Disorder
AHEAD	Association on Higher Education and Disability
ASL	American Sign Language
C3S	Chemistry Consultants Services
CAS	Chemical Abstracts Service
CTPAS	Chemical Technology Program Approval Service
ESL	English as a Second Language or Exact Sign Language
DVR	Division of Vocational Rehabilitation
IchC	International Chemistry Celebrations
LD	Learning Disability
NCW	National Chemistry Week
NFB	National Federation for the Blind
NSF	National Science Foundation
PRF	Petroleum Research Fund
SEE	Signed Exact English
STEM	Science Technology Engineering and Mathematics
TAGs	Technician Affiliate Groups
2YC3	Two-Year College Chemistry Conferences

## **ACS - COMMITTEES**

B&F	Society Committee on Budget and Finance
BOT	Board of Trustees, Group Insurance Plans
C&B	Constitution and Bylaws
CA	Corporation Associates
CCA	Community Activities
CCAS	Chemical Abstracts Service
CCPA	Chemistry and Public Affairs
CCS	Chemical Safety
CEI	Environmental Improvement
CEPA	Committee on Economic and Professional Affairs
CMA	Committee on Minority Affairs
COMSCI	Committee on Science
CONC	Committee on Committees
CP&RM	Patents and Related Matters
CPC	Council Policy Committee
CPRC	Public Relations and Communications
CPT	Professional Training
CWD	Committee on Chemists with Disabilities
DAC	Divisional Activities Committee
G&A	Committee on Grants & Awards
IAC	International Activities
LSAC	Committee on Local Section Activities
M&E	Meetings and Expositions Committee
MAC	Membership Affairs Committee
WCC	Woman Chemists Committee
N&E	Nominations and Elections Committee
P&I	Pensions and Investments
P&MR	Professional and Member Relations
PA&PR	Committee on Public Affairs and Public Relations
PUBS	Publications
SEED	Project SEED
SOCED	Society Committee on Education
YCC	Younger Chemists Committee

## ACS - DIVISIONS

AGFD	Agricultural & Food Chemistry
AGRO	Agrochemicals
ANYL	Analytical Chemistry
BIOT	BioChemical Technology
BIOL	Biological Chemistry
BMGT	Business Development & Management
CARB	Carbohydrate Chemistry
CST	Catalysis Science and Technology (probationary)
CELL	Cellulose and Renewable Materials
CHED	Chemical Education
CHAL	Chemistry & The Law
CHAS	Chemical Health & Safety
CINF	Chemical Information
COLL	Colloid & Surface Chemistry
COMP	Computers in Chemistry
ENVR	Environmental Chemistry
FLUO	Flourine Chemistry
FUEL	Fuel Chemistry
GEOC	Geochemistry
HIST	History of Chemistry
I&EC	Industrial & Engineering Chemistry
INOR	Inorganic
MEDI	Medicinal Chemistry
NUCL	Nuclear Chemistry & Technology
ORGN	Organic Chemistry
PETR	Petroleum Chemistry
PHYS	Physical Chemistry
POLY	Polymer Chemistry
PMSE	Polymeric Materials: Science & Engineering
PROF	Professional Relations
RUBB	Rubber
SCHB	Small Chemical Businesses
TOXI	Chemical Toxicology