



**UKSEDS**

STUDENTS FOR THE EXPLORATION AND DEVELOPMENT OF SPACE



# Branch Start-Up Pack

## UKSEDS Branch Benefits

Thank you for expressing an interest in starting a UKSEDS branch at your institution, or affiliating an already existing society with UKSEDS. I hope the experience will be rewarding and beneficial to yourself and fellow students.

By joining UKSEDS your members will benefit from:

1. Access to a national group of students with experience in running space related projects.
2. Email updates offering them the opportunity to join UKSEDS' wide projects and informing them of the latest events.
3. Networking opportunities with industry and sponsors.
4. Help in obtaining funding for those more ambitious projects.
5. Additional project opportunities with groups across the country.
6. Discounted rate to join UKSEDS as full members and the UKSEDS conference.
7. Advice on setting up projects.
8. Your own branch page on the UKSEDS website, with full control over what information is shown on it.



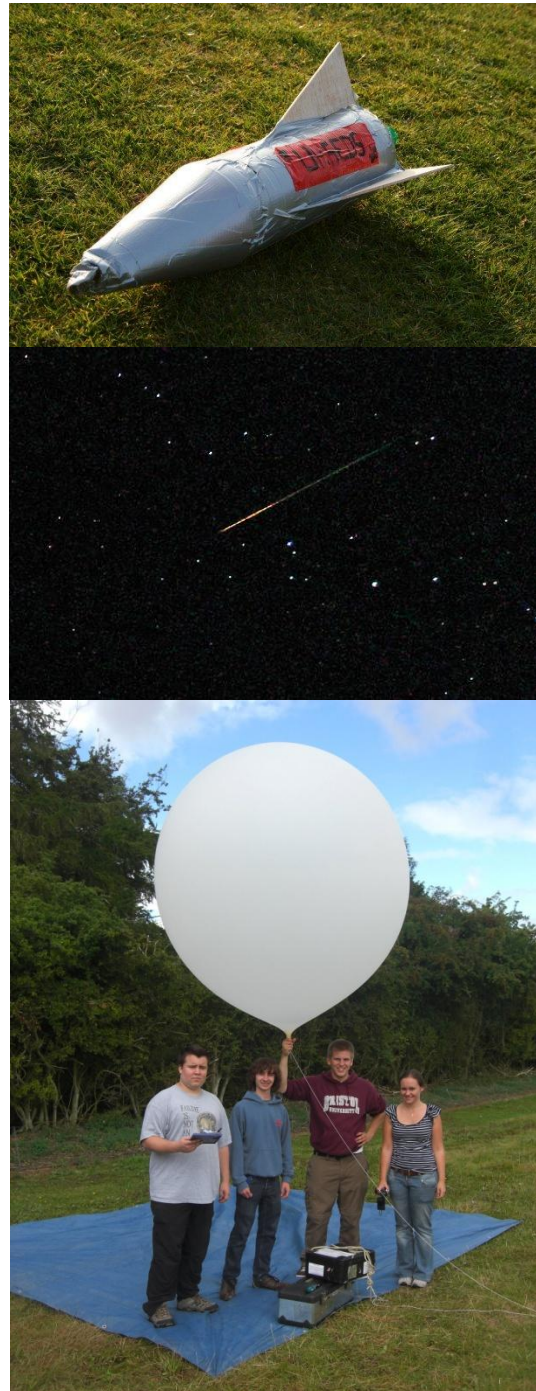
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## Branch Project Ideas

There is a range of ways to get into space for only a few hundred pounds (as opposed to hundreds of thousands). UKSEDS coordinates with industry to provide its own nationwide projects that everyone can take part in, but what can you run with your branch members?

Here are a few ideas to get you started (with difficulty rating):

- **Model Rocketry (Easy)** - Certainly one of the cheapest activities you can run. Simple model rockets can be bought in a shop for as little as £20 and launched from designated sites around the country (beware you might need a rocket licence)
- **Astronomy (Easy)** - Sounds obvious but with a little preparation you can have a really good night observing the majesty of creation. Finding the planets, watching meteors and spending an evening chasing satellites are all very accessible activities for those with some warming clothing, binoculars and maybe even a reserve of whisky. You could even invite the general public as an outreach exercise.
- **AstroPhotography (Medium)** – With a little preparation you can take some stunning photos of the night sky (depending on where you live) with just a regular digital camera. Set it your camera to max focal range, full exposure and mount it on a tripod. Leave the shutter open for at least 15s. For more info, consult the internet. (photo: Edward Shepard)
- **Astronomy (Medium+)** - For those wanting a bit more UKSEDS can give you pointers to how you might get some time on some professional telescopes for scientific observations.
- **High altitude ballooning (Medium-Hard)** - A great starter project to get you going into the world of space exploration. Helium weather balloons can reach 30km and return stunning photographs of earth whilst being made mostly out of recycled cameras, phones and polystyrene boxes. What's more this is something you can run again and again if you recover the equipment. You can also run more advanced experiments, e.g. to collect atmospheric particles and test the standard atmosphere model.



You can also point all your members to the UKSEDS website projects page where they can read about the UKSEDS wide projects such as MyPocketQub and PoleCATS REXUS.

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## Setting Up a Branch



So you want to set up a UKSEDS branch in your university, **how do you go about doing that?** In the past three different routes have been tried:

1. **Affiliating an existing departmental society** - This is the easiest route to becoming part of UKSEDS. By using an existing society you will already have a base to work with and possibly easier access to a lot more funds. An existing society will possibly have a substantial membership and links with the university union. However, there may be drawbacks. Who on the existing committee is responsible for branch operations? Will all your members want to be involved? Will your successors be as enthusiastic about UKSEDS as you are? If you go ahead with this route, we advise that you create the position of 'UKSEDS Officer' on your committee and write affiliation to UKSEDS into your constitution at your AGM (if your students union allows this). This will obligate future committees to be involved - this is no guarantee of survival of the group, though you could try...
2. **Creating a sub-group within an existing society** – This is somewhat complicated and may require an amount of negotiation within the existing society. This method provides the security and pool of members that you get from the host society with the autonomy of an independent society. A UKSEDS officer is elected to the committee with the obligation and power to appoint project managers. The PM is then in charge of the day to day operation of any UKSEDS projects without being involved in the running of the host society. This has been useful at setting up fledgling societies but could easily be a temporary arrangement as successful societies may want to move on to...
3. **Founding your own independent branch** - The most difficult to set up but by far the most reliable and successful model. We strongly advise this route. Founding your own society may seem daunting but your student union is there to help - in general you should follow this steps:
  - Talk to your union officer in charge of societies and get advice on the procedure for setting up a new society
  - Get a number of signatories in support of your new society. This is usually around 30. Above all, follow your union's advice on this.
  - Get together and agree on a 'plan of action' and a constitution (your union should provide you with templates of documents you will need to create) for the new branch. Things to ask yourself are "what do we do every week?," "What opportunities do we provide our members with?," "How are we going to break even each year?".
  - Give you signatories and documents to your union, they will inform you on any further steps or just when your new society has been officially created.
  - Well done! You just started a new society! Invite your members to an inaugural meeting to discuss plans and go from there. (Don't forget to affiliate with UKSEDS as well – as discussed above)

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## Further Tips for Setting Up and Running Your UKSEDS Branch

So you have your UKSEDS branch ready to go... but what do you do? Here are a few ideas to get you started:

- If you are starting a branch from scratch you may want to:
  - Put up posters
  - Ask if you can have 30seconds at the start of your lectures to announce the group
  - Announce it in a campus/department/student union newsletter
  - Announce it on Facebook/Twitter etc.
- Having some form of social network page is essential in this day and age, utilise Facebook, Twitter or make your own website.
- Talk to your departments about sending out mass emails to everyone on your course.
- Have a meet up in a pub to brain storm ideas, you may want to organise branch projects. See our project section for more info.
- Try and get staff or PhDs involved in the branch! Their involvement can range from giving talks to the branch, helping in projects, presenting extra-curricular material, helping to make contacts between the society and industry or being the project manager of some of the society's projects.
- You may choose to organise speakers, film shows etc. at your University. Some examples of events that other organisations have run are.....
- Go to UKSEDS events. We have an annual convention and workshop sessions throughout the year as well as being involved in external events such as the UK space conference (UKSC) and Conference of Astronomy and Physics Students (CAPS)
- Here are a few more idea for some fun events you could do, just to wet your appetite!

### Events

ISS/planet observation night/satellite spotting  
 listening to ISS transmission with amateur radio  
 space-related/physics-related talks  
 Yuri's Night  
 watching launches of rockets  
 Film night

### Trips

British Interplanetary Society  
 Space industry (Astrium, Scisys, SSTL, RAL, Jodrell Bank)  
 UK space conference  
 ESA mission control at ESTEC, Holland  
 SEDS annual conference in USA  
 UK Space Agency  
 Greenwich

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## UKSEDS Branch Requirements

To make things easy for you and your newly affiliated society here is what the UKSEDS committee expect:

- Contact details for a main and second representative and for these to be kept up to date
- A list of names and email addresses of branch members (this is the minimum action required by the branch), to be updated at least once a term.  
This may be a list of members already part of an existing engineering or physics society. It is a good idea to let these people know in advance that you have provided their details to UKSEDS, and to let them know that they can opt out of UKSEDS correspondence at any time by contacting us (there is also a web form on our website).
- If possible a member of staff in your institution as a point of contact. This person is not obliged to do anything within the branch, except be a conduit of communication if all other means are found lacking. This may happen if all the students on the list provided (see last point) graduate at the same time for example. If the person wants to become more involved (e.g. in project supervision) then they are welcome to of course, based on your discretion.
- UKSEDS would like there to be a branch committee appointed. This may be the existing committee for your engineering or physics society, or one that you have put together from scratch. From UKSEDS' point of view, a branch committee shows us you may have meetings & discussions and organise events & activities; these are things UKSEDS wants to encourage.
- We would like you to let us know about your activities at least once a term.

Being affiliated to UKSEDS won't be much work. We will allow you the opportunity to network with other students from within your institution & other institutions; take part in activities such as student satellite projects and workshops. We hope to be able to provide a little extra for your society and institution, and hope you enjoy the experience.



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## UKSEDS BRANCH START UP FORM

UKSEDS is the UK chapter of the global SEDS student organisation. It promotes space, acts as a contact point for space-enthusiastic students and provides a link to industry.

The following form is required in the setting up of new UKSEDS branch or affiliation of a current society/club with UKSEDS.

<b>Institution</b>	
<b>Branch Name</b>	
<b>Branch Address</b>	

### Branch Contacts

We require each branch to supply at least two contacts from the branch committee, as well as the contact details of a member of staff during the setting up process.\*

	Primary Branch Contact	Secondary Branch Contact	Staff Contact
<b>Title</b>			
<b>First</b>			
<b>Surname</b>			
<b>Email</b>			
<b>Course/Area</b>			

Please accept our affiliation with UKSEDS.

Signed: \_\_\_\_\_  
Primary Branch Contact

Date: \_\_\_\_\_

\*please note that as outlined in the previous pages of this documentation you will be required to provide a list of names and email addresses of branch members.

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## Useful Contacts & Links

### Contacts

Branch coordinators: [branches@ukseds.org](mailto:branches@ukseds.org)

UKSEDS Committee: [committee@ukseds.org](mailto:committee@ukseds.org)

### UKSEDS Projects

MPQ442 - <http://mypocketqub.com/>

PoleCATS – <http://rexuspolecats.com/>

### Sites of interest

UKSEDS – <http://www.ukseds.org/>

UK Space – [www.ukspace.org/](http://www.ukspace.org/)

World Space Week - <http://www.worldspaceweek.org>

REXUS/BEXUS - <http://www.rexusbexus.net/>

High Altitude Ballooning - <http://ukhas.org.uk/>

Cubesat - <http://www.cubesat.org/>

Radio Amateur Satellite Corporation – <http://amsat.org/>

Conference of Astronomy & physics students - <http://www.caps2011.info/>

Intellect – The Technology Trade Association - [www.intellectuk.org/](http://www.intellectuk.org/)

British Interplanetary Society - <http://www.bis-space.com/>

UK Space Agency - <http://www.bis.gov.uk/ukspaceagency>

European Space Agency (ESA) - <http://www.esa.int/esaCP/index.html>

Royal Astronomical Society - <http://www.ras.org.uk/>

Astro-Photography - [http://howto.wired.com/wiki/Photograph the Stars](http://howto.wired.com/wiki/Photograph_the_Stars)

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