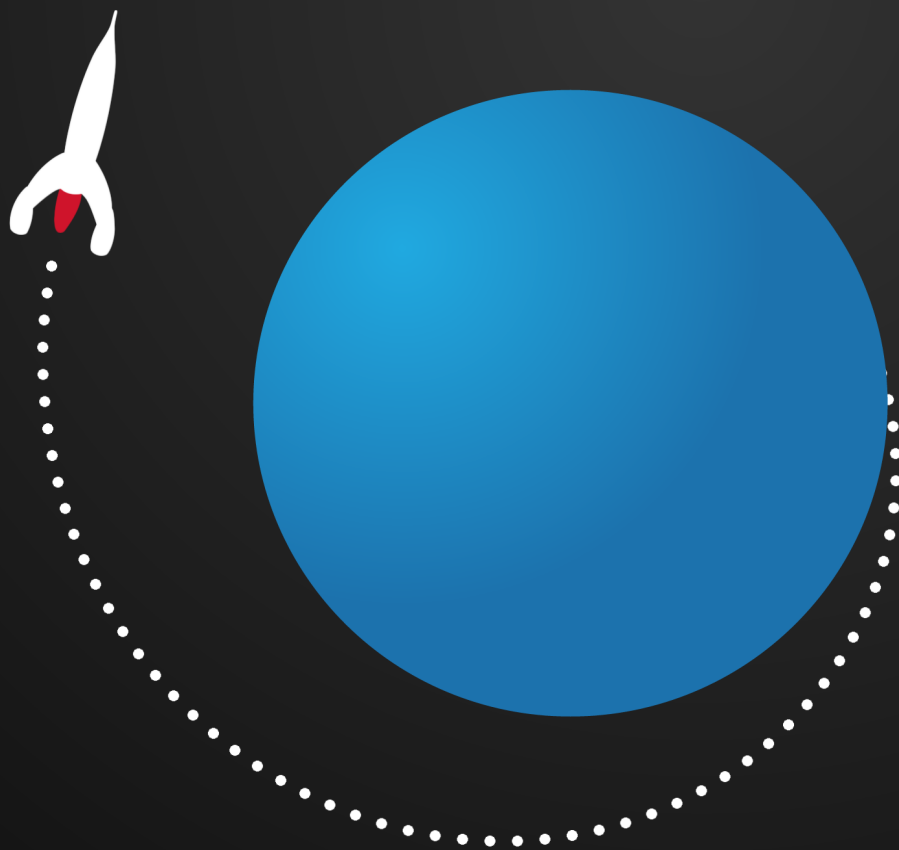


UKSEDS

UK STUDENTS FOR THE EXPLORATION AND DEVELOPMENT OF SPACE

TO BOLDLY GO

A guide to setting up a
branch of UKSEDS



Revised August 2013

Introduction

This guide gives an overview of how to set up a branch, activities you could do once it's set up, and where to look for funding.

Who are UKSEDS?

UKSEDS (UK Students for the Exploration and Development of Space) is the UK's student space society. Through a network of branches across the country we build links with industry, host conferences and workshops, and do outreach activities to inspire and educate.

In addition to our branches, we have a national committee which coordinates everything and organises bigger projects and events.

Our mission is to be a forum for communication in the space community, and we have built partnerships with industry and education organisations, providing our members with valuable contacts and opportunities.



Why start a branch?

If you've got this far, the chances are you're a fan of space exploration and development. Being part of a branch means you get to meet other space enthusiasts and do space projects together. Starting a branch of UKSEDS is easy, and you and your members will get:

- Support, resources, and advice on running space projects, securing sponsorship, and hosting events.
- Networking opportunities with industry, sponsors, and space organisations.
- Free UKSEDS membership for all your members and discounted entrance to our events, including the National Student Space Conference.
- Opportunities to get involved in national projects, outreach activities, and space events.
- Access to a national network of students and space enthusiasts, as well as speakers from academia, and all parts of the space industry.
- Regular updates on the UK space community and space events through our newsletter Ecliptic.
- Help with producing and printing promotional materials for print and the web.

UKSEDS is keen to help and support all our branches in any way that we can. As a national group, we have considerable clout when it comes to getting sponsorship and running events. Additionally, many of our alumni are now working in the space sector and are eager to support new members .

Starting a New Branch

There are two main routes to setting up a branch of UKSEDS:

Founding a New Branch

Creating a new society can be a little daunting, but it ensures you have a group of people who are keen and interested. The process is a little different in every university, so talk to your union officer in charge of societies and they'll make sure you're on the right track.

- Get 30 signatures in advance to show that the society is well supported. Let us know if you're starting a branch, we may know other members at your university.
- Hold a meeting to form a committee to organise the society and run its activities.
- Make a plan of action - What will you do each week? Where will you get funding from? etc. You'll probably need to submit a copy to your union.
- Write a constitution - formalise what your purpose is, and who's responsible for what. Your union will provide you with a template for your action plan and constitution.



Affiliating an Existing Society

Though it's a bit easier than starting your own society since everything's already set up, you'll often have to compromise and deal with people who aren't really that interested in the aims of SEEDS.

- Talk to the current committee and try to create the position of 'UKSEDS Officer' on the committee.
- Make a plan of action - What will you do each week? Where will you get funding from? etc.

- If you can, write affiliation with UKSEDS into the society's constitution.

If you're affiliating rather than starting up a new branch, you may wish to skip to our list of activity ideas.

Forming a Committee

The committee's job is to run the society and organise its activities. We recommend using Google Docs to plan things, and a Facebook group to share information and chat.

You've probably already got an idea of who would be good to have, but if not ask around to see if there's anyone interested. Whilst you're still getting things together you can appoint any student to any role, but once you've been approved by your union you'll need to elect any additional committee members.

Try to get staff or PhD students involved. They can give talks, support projects, present extra-curricular material, help to make contacts in industry, or be project managers.

Executive

Executive positions are the most demanding positions, but give the greatest control over the direction of the society.

Position	Duties
President/Chair	Chairing meetings, acting as a main point of contact, handling disputes within the committee, and ensuring the good running of the committee. Liaising with UKSEDS national committee.
Vice-President/Chair	Deputising for the Chair in all areas when the chair is not available for any reason.
Treasurer	Managing finances and ensuring budget limits are met. Dealing with expenses claims. Helping Sponsorship officer with grants etc.
Secretary	General administration, including taking and circulating meeting minutes. Maintaining and policing membership sign-ups.

Officers

Officer positions are specific to a task or job. These are only examples of positions, you may wish to combine some roles or add new ones.

Position	Duties
Events	Organising the social events and trips. Working with the Industry Officer to get speakers for talks.

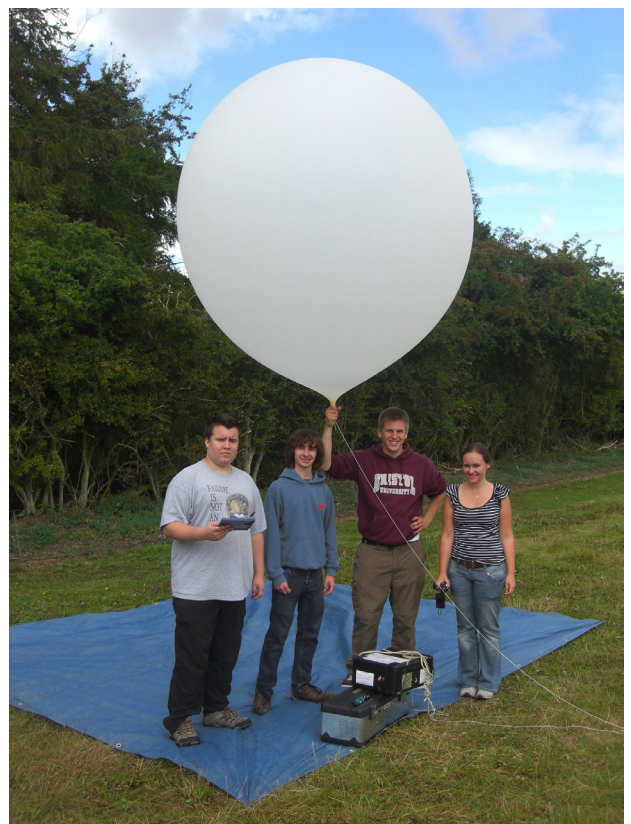
Outreach	Organising outreach & education activities to engage schools/the public in space. Coordinating volunteer efforts and working with UKSEDS on national outreach.
Projects	Organising and supporting projects, and keeping track of their details and budgets. Liaising with UKSEDS Projects Officer to coordinate on national projects.
PR	Creating and updating all publicity materials (working with the webmaster on websites/Twitter/Facebook), and encouraging people to join the society.
Industry & Sponsorship	Building links with companies in order to get sponsorship money, opportunities, and speakers (with Events officer)
Webmaster	Creating and maintaining (with PR officer) any online material.

Affiliating with UKSEDS

Now that your branch is setup, you need to affiliate with us. Send a quick email to membership@ukseds.org and you'll be sorted in no time.

We ask only three things of our branches, and they're all very simple:

- Keep us up to date with your activities. We're really interested to hear what you're up to, so please send us regular updates, even if there's not much to report.
- Send us your membership list - all your branch members automatically qualify for full UKSEDS membership. We take privacy very seriously and will not disclose any names or emails.



Project & Activity Ideas

There's a huge range of space projects that you can run very cheaply and easily. Some are projects that the whole society can get involved in, other are outreach activities designed to get school students and the public involved in space.

Project/Activity	Description	Requirements & Costs
Model rocketry	<p>Assembling and launching model rockets. There are many types of model rockets with different engine power grades, so this project can run throughout the year with ever more complex rockets. See if there's a local rocketry group that you could work with.</p> <p>http://www.ukra.org.uk/ http://www.aspirespace.org.uk/ http://www.mars.org.uk/ http://wiki.seds.org/index.php?title=Build_a_Boost_Glider</p>	Rockets, workshop space, launching area, possibly a rocket license
High Altitude Ballooning (HAB)	<p>With a helium weather balloon, an old camera and some polystyrene you can get 30km up and return stunning photographs of the Earth. You can also run more advanced experiments, doing things like collecting atmospheric particles and testing the standard atmosphere model.</p> <p>http://ukhas.org.uk/</p>	Weather balloon, assorted components, workshop space, launching area
Ramjet engine	<p>Designing, building, and testing a ramjet engine. Requires building and testing space, and raw materials, and will need to be brought up to speed on a specially-built rocket.</p>	Various components, workshop space, testing area
Mini rovers	<p>Designing, building, and testing miniature rovers out of electronics or Lego Mindstorms kits.</p> <p>http://mindstorms.lego.com/</p>	Construction kits, workshop space, testing area
Astronomy & astrophotography	<p>Spotting planets, stars, meteors and satellites. See if there's a local astronomy group that you could work with.</p> <p>http://www.astropix.com/HTML/I_ASTROP/QUICK.HTM</p>	Telescope, binoculars, warm clothing
Amateur Radio	<p>Listen to ISS transmissions with amateur radio equipment.</p> <p>http://www.amsat.org/amsat-new/ariss/</p>	Radio equipment

CubeSat	<p>A CubeSat is a cube-shaped nanosatellite. They provide a cheap, easy way of launching small experiments. Student experiments are often launched by the ESA and other space organisations.</p> <p>http://www.clyde-space.com/cubesat_shop</p>	CubeSat components, workshop space, launch partner
REXUS/BEXUS	<p>Rocket/Balloon EXperiments for University Students, run through the ESA. A team must put forward a proposal for a payload to be launched by ESA.</p> <p>http://www.rexusbexus.net/</p>	Experiments will have to find own funding through sponsorship.
UKSEDS national projects	<p>As a branch of UKSEDS you can get involved in national projects, such as the UK Space Heritage Project.</p> <p>http://www.ukseeds.org/</p>	None
Space talks, presentations, and discussions	<p>Invite industry professionals from aerospace companies and government to do talks and technical presentation about their jobs and their thoughts on the future of space. Run a session afterwards to get people discussing the ideas the speaker mentioned.</p> <p>UKSEDS has an extensive list of contacts that you can make use of.</p>	Event room, hire/travel expenses of speaker
Trips	<p>Visit space locations in the UK and abroad. Companies (Astrium, Scisys, SSTL, RAL, Jodrell Bank), museums (Greenwich, Science Museum, National Space Centre) conferences (UKSEDS, SpaceUp Europe, Space Generation).</p>	Travel and accommodation
Networking events	<p>Invite a related industry to visit. Industry want to recruit you to their company and love to spend an evening talking about themselves and networking in a pub.</p>	UKSEDS can help get access to companies.
School Space Talks	<p>In conjunction with UKSEDS and STEMNET you can do space-related talks at local schools. Support will be provided to help you tailor them to match the curriculum.</p> <p>http://stemnet.org.uk</p>	STEMNET accreditation, presentation resources.

UKSDC	UK Space (Settlement) Design Competition is a national competition for secondary school students. UKSEDS and its branches often provide volunteers to support the event and act as 'expert advisors' for the students involved. http://uksdc.org	None
Space Food Fest	Make space-themed food (cakes are always popular), and then eat it afterwards. This could be made into a competition between members.	None
Film Night	Watch sci-fi films. Compete to spot the most scientific inaccuracies (NASA uses Armageddon (1998) in its recruitment process because it has so many!).	Projector/TV, films, popcorn, room

Budget Expenditure

Item	Details
Projects	Buying parts and equipment, renting space.
Outreach	For any props/materials need for activities. Doesn't include travel expenses.
Advertising	Printing leaflets, posters etc.
Socials	Buying food/drink/decorations, hiring event space
Travel expenses	To allow members to travel to talks/conference, or to volunteer at events. Your level of subsidy can depend on the distance of travel and cost of ticket. You could also consider buying/subsidising railcards.
Freshers' Fair	Stall set-up, give-away items, promotional materials

Income Membership

Some branches choose to have a high membership fee that covers all the costs of projects, whilst other have a small initial fee, and then have tickets for each of their different projects. Your members will also get free UKSEDS membership, worth £15.

Sponsorship

One of the best sources of funding, particularly for specific projects, is corporate sponsorship. Aerospace firms are often keen to support student societies, especially at universities that are local to them. They may offer direct funding, specialist equipment, or other benefits such as providing speakers for events, and tours of

their facilities. UKSEDS has good links with many companies, and can help you find sponsorship.

Grants & Other Funding

There are several organisations that provide funding at various levels for student societies and public outreach efforts. Some grants are only available if you pursue particular activities, and for most you will need to write a formal application with details of exactly what you will do with the money. UKSEDS can support and advise you in your applications.

- **Institute of Physics** - Nexus Society Affiliation (£75 + access to IoP resources), http://www.iop.org/activity/university-student-network/student-societies/page_60561.html
- **Institute of Physics** - Public Engagement grant (up to £1500), http://www.iop.org/about/grants/outreach/page_38843.html
- **UK Space Agency** - Space For All grant (up to £5000), <http://www.bis.gov.uk/ukspaceagency/funding>
- **Royal Academy of Engineering** - Ingenious grant (£3000 - £30,000), http://www.raeng.org.uk/societygov/public_engagement/ingenious/default.htm
- **Science & Technology Facilities Council** - Public Engagement Small Awards grant (£500 - £10,000), <http://www.stfc.ac.uk/1838.aspx>
- **Engineering and Physical Sciences Research Council** - Holmes Hines Memorial Fund, <http://www.epsrc.ac.uk/funding/routes/pe/Pages/holmeshines.aspx>
- **Royal Bank of Scotland** – Enterprising Student Society Accreditation (up to £10,000), <http://theessa.com/>
- **Royal Aeronautical Society** – The Society are keen to support UKSEDS projects. Contact the UKSEDS Committee if you think you have a project that would interest them.
- **UKSEDS** – Branch grant (up to £500), contact branches@ukseds.org



Publicity

If you're starting a new branch, then we suggest promoting it by:

- Putting up posters
- Distributing leaflets (especially at the Freshers' Fair)
- Asking to talk for 30 seconds at the start of a lecture
- Announcing it in a campus/department/student union newsletter
- Announcing it on Facebook/Twitter



Logo

Your society will need a logo to go on all your promotional materials. You can:

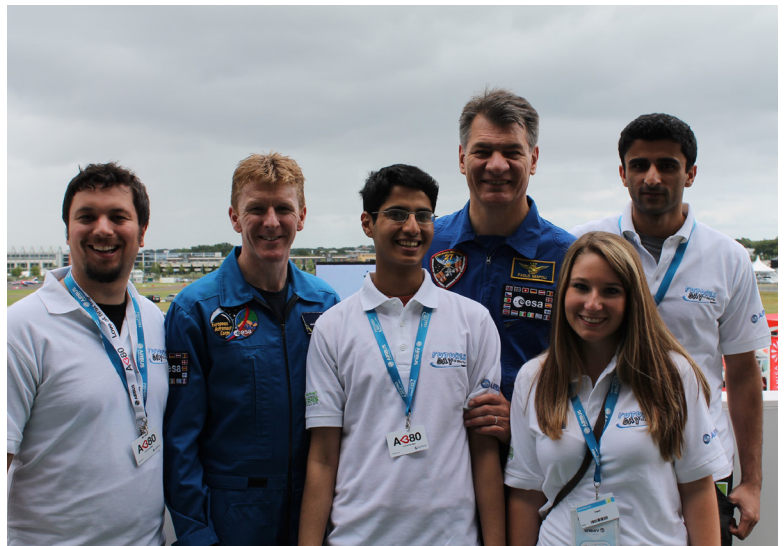
- Adapt the UKSEDS logo by replacing 'UK' with your university's initials and adding your own graphic.
- Adapt your university's logo by adding a space element to it (though you'll need to get permission to do so).
- Design your own logo.

If you need any help with designing a logo, or you'd like an editable version of the UKSEDS version, contact our PR team (pr@ukseds.org)

Leaflets & posters

Try to make your own design and avoid generic Microsoft templates that everyone else uses. If you need help then our PR team (pr@ukseds.org) can provide templates and support.

Please be sure to include the UKSEDS logo (it only has to be small) - if you're just affiliating, then you only need do this on SEDS-specific materials.



Social Media

Create a Facebook group to get everyone in one place to share information and chat. If you're feeling a bit more ambitious and you're particularly keen on outreach, then you might consider a Facebook fan page and/or a Twitter account to interact with the public, but you'll need to make sure it gets updated regularly.

UKSEDS & The BIS

UKSEDS is affiliated with the British Interplanetary Society (BIS), one of the world's oldest space organisations.

The BIS, founded in 1933, is Britain's leading think tank on space development, and is devoted solely to supporting and promoting the exploration of space and astronautics through meetings, symposia, publications, visits and exhibitions. Members have included Arthur C. Clarke and Sir Patrick Moore.

All UKSEDS members can join the BIS for a reduced fee of £10, which gets them free access to many events, and discount on BIS merchandise. For more information, and to sign up, visit the BIS' website.

