

SOC/RCC Groups

APPLICATION DUE: OCT 6th

Procedures to become or remain a Recognized Student Organization:

1. Complete the Application
2. Have an initial meeting with your assigned SALP/Campus Rec Advisor
3. Make changes to your application if necessary and resubmit
4. The group's recognition will be awarded or denied from SOC/RCC/Advisor
5. Attend the SALP/RCC Fall Training in order to learn basic mechanics of group operations
6. Attend the RCC or SOC Orientation (first two weeks of Fall Term)

Considerations to read *before* seeking official recognition:

Students interested in forming an organization that will be recognized by Student Activities and Leadership Programs (SALP) or Campus Recreation should consider the proposed organization's potential for meeting the following criteria:

1. **Distinct Mission** – The mission of each student organization must be distinct from other student organizations. Students proposing a new organization should ensure that the purpose is clearly distinguishable from existing student organizations' mission. Student group duplication of purpose and activities is not sustainable. The SALP and Campus Recreation websites lists all current student organizations.
2. **Student Interest** – A new student organization is viable if at least five students are interested in starting the group. Recreation organizations may have a higher minimum depending upon purpose and scope (e.g. fielding teams for competition).
3. **Leadership** – A new student organization is viable if at least three students are committed to engaging in the leadership. The leadership responsibilities include and are not limited to completing necessary paperwork, attending an Orientation, meeting with an Advisor, and stewarding the outreach and proposed activities.
4. **Tenure and Activity** - A new student organization is viable if there is an intention to be active for at least three terms out of the subsequent four (groups must be approved by the fifth week of the term to count the term as active). The length of time and level of engagement in activities central to the mission are criteria for determining a student organization's renewal status.
5. **Risk Management** – A new student organization is viable if the Advisor determines that the risk incurred by the proposed mission and activities is acceptable. Students are encouraged to work with an Advisor to identify risk mitigating strategies and/or an alternative mission and activities.

The following will be signed at your initial meeting with your advisor:

Student Affairs Student Organization Agreement:

Students may gather informally to further personal and collective interests or may formally organize and seek University recognition to advance a stated mission. Recognized student organizations are expected to contribute significantly to the student's cultural, intellectual, or physical development.

Student leaders of organizations which obtain University recognition embrace the responsibilities and opportunities of this status as delineated below. Once officially recognized, student leaders must uphold the stated responsibilities in order for the organization to maintain recognition.

The goal of the application and renewal process is to ensure that student leaders fully understand the responsibilities inherent in stewarding a student organization so that it is accessible and advances the University community.

We understand all members of this organization must adhere to department, University and state regulations including the Student Code of Conduct. If not, the privileges associated with being a recognized student organization or a member of such an organization may be revoked. We also understand that it is critical to have an open and accessible organization and to engage in continual outreach to the PSU community. As a student organization leader, it is our intent for this organization to be active as a recognized organization at Portland State University for at least three academic terms. We understand that our group will be considered "active" if the application is completed and accepted by the 5th week of the quarter.

We understand that all groups must re-register fall quarter regardless of when they start. We intend to maintain a student organization email account. We intend to have an organization leader represent the organization at all required trainings and meetings. We intend to remain in communication with our Advisor and the SFC as needed

STEP 1 – COMPLETE APPLICATION

Name of Organization: Portland State Aerospace Society

Purpose/Mission:

Our multi-disciplinary team designs, builds, and launches high-altitude rockets featuring some of the world's most advanced amateur electronics, software, motors, and airframes. We have a great time while learning science, engineering, and practical project skills.

Affiliations/Governing Associations - Write the name and contact information, such as a website for any affiliations you have. Bring rules/regulations for affiliation with you to the meeting with your Advisor.

How will your organization make decisions/be organized? Include a copy of your organization's proposed constitution (For an example, please see the SALP website):

Name and contact information of founding student members - Each founding member must be taking at least 8 credits as an undergraduate or 6 as a graduate student and have a Portland State cumulative GPA of at least 2.0. Three of the five founding members must attend the initial meeting with the designated Advisor. Additional student members must be taking at least one (1) academic credit.

	Name	Student ID Number	Phone	Email
1.	Sarah Bailey	944-22-1413	503-515-4274	baileysa@pdx.edu
2.				
3.				
4.	Glenn LeBrasseur	987-04-1552	503-459-7218	glennl@twaves.com
5.	Judy Fischbach	918-97-1750	503-329-1285	jfisbh@cs.pdx.edu

What are your proposed activities? (check all that apply or describe other)

- Meetings or practices
- Social, educational, recreational events
- Community service, volunteer
- Competition – include any relevant leagues/competition
- Other (Please detail) rocket launches

Proposed meeting/practice/event frequency

PSAS members will meet every Wednesday to work on the rocket.

Officers meet roughly twice a term, and introductory meetings happen once or twice a term.

Where do you plan to hold your meetings/practices/events

Meetings are held in the Fourth Avenue Building, room 155. The ECE department reserves the room for us.

Launches take place in isolated areas, such as eastern Oregon or the Black Rock Desert in Nevada.

Do you anticipate needing money and if so, how much?:

The parts to build a rocket cost roughly \$5,000. An engine for our rocket costs upwards of \$500, and only lasts for one launch. We hope to have at least one launch per year.

Travel costs to launch sites varies. We must launch in an FAA approved location, so we usually launch in eastern Oregon or in the Black Rock Desert in Nevada.

The Brothers, Oregon site is approximately 250 miles away. If we assume spending 30 cents a mile, we would spend \$150 round trip for each car. The Nevada Launch site is approximately 500 miles away, making a round trip cost \$300.

Food on a trip is also important. We assume our group will cover \$25 per day per student. The typical launch takes place over a long weekend, so we would provide food for three days. Food for each launch weekend would be \$75 per student.

Students also have to pay a range fee for going to rocket launches sponsored by other groups. The range fee is typically \$40 per student.

There are also trip costs associated with hauling a rocket down to a launch site. We will want to bring a lot of equipment (communication equipment, launch tower, tools, computers, tents, etc). We may need to rent a truck or moving van to take our equipment with us. A truck rental to Nevada costs roughly \$1300.

The isolated areas we launch in usually don't have facilities, so we may need to rent a porta-potty. A 3-day rental costs roughly \$200.

There are several costs along the way for development kits, test motor fires, and aiframe and avionics revisions. For example, a JTAG tool to interface with an avionics processor may cost upwards of \$2,000. This tool is necessary to debug critical system code (such as the code to launch the parachutes).

Equipment and trips aside, we also need funding for introductory meetings and sponsored events. We will need approximately \$100 per intro meeting for food. Those are typically once or twice a term, bringing the cost to \$300-600 a year.

Rocket parts	\$ 5,000
Motor	\$ 500 x # of launches
Travel	\$ 300 x # of launches
Launch food	\$ 75 x # of launches x # of students
Range fee	\$ 40 x # of launches x # of students
Truck rental	\$ 1,300 x # of launches

Development eq. \$ 2,500
Intro meeting food ... \$ 100 x # of meetings

A minimum budget example:

If we assume one launch per year with 5 students per launch and 4 introductory meetings per year, that brings our yearly total to \$10,575.

A maximum budget example:

If we have two launches a year with 10 students per launch and 8 intro meetings per year, our yearly total becomes \$15,400.

Equipment: What type of equipment does your organization own/need? Where do you plan to store this equipment? What is your plan to get new equipment?

As stated above, we need several different types of equipment.

Avionics equipment includes things like accelerometers, microcontrollers, batteries, wiring, soldering tools, and various IC's. The Airframe team needs things like fiberglass, steel, and PCB pipes. The Communications team needs antennas and ham radios.

We have several storage locations, some of which are provided by the Computer Science and Electrical and Computer Engineering departments. Big equipment, such as our launch tower, are stored in members' garages.

We get new equipment several places. We buy electronic parts online (mostly through digikey and sparkfun) and have them shipped to us. The airframe and communication teams get their equipment locally.

Type of Organization – Check One:

Academic: Groups related to an academic discipline or college of the University

Honorary: Groups formed to recognize or honor academic excellence and having selective membership

Fine and Performing Arts: Groups whose activities pertain to the fine and performing arts; including, but not limited to: theater, art, graphic design, architecture, music, creative writing, and dance

Multicultural: Groups promoting or enhancing a specific ethnic culture, cultures or related activities on campus

Political: Groups affiliated with or promoting a particular party, individual or issue in local, state, national or global politics

Service and Advocacy: Groups providing services to or advocating on behalf of PSU students

Spiritual: Groups affiliated with promoting particular spiritual or religious beliefs, ideas, rituals and practices. This may also include groups that identify with a particular culture that includes specific beliefs and practices

Recreational: Groups whose activities pertain to recreation or sport and may be competitive in nature

Do your planned activities have any risk to them? YES NO

Some things that might be risky include: Type of activities, Food, Travel, Location

How will your student organization be open and accessible to all students at Portland State?

Our group is open to all students. We welcome anyone who wishes to help our with our project. We hold our meetings in a room that is fully ADA accessible.

Please check if you want any of the following for your organization:

- Listserv: groupname@lists.pdx.edu
- Website – www.groupname.groups.pdx.edu
- Voicemail – \$20 set up and \$8/month

You are required to obtain and use a PSU email account for the group

- a. Email – groupname@pdx.edu
psas-psu-liaison@psas.pdx.edu - this email address is for communication between SOC, SALP, and PSAS officers.

info@psas.pdx.edu - this email address is for students to contact us with questions about our group. THIS EMAIL ADDRESS SHOULD GO ON THE SALP WEBSITE, NOT THE PREVIOUS ONE.

- b. Mailbox – Automatically made for you and you are expected to check it weekly

Final Steps

STEP 2 – Turn application in to the SALP/Campus Rec office and set up a meeting with 3 members and your Advisor

STEP 3 - Make changes to application based on Advisor meeting and resubmit

STEP 4 - Recognition awarded or denied from SOC/RCC/ Advisor

STEP 5 - Attend a Nuts and Bolts Session or SALP/RCC Fall Leader Training