Astronomical League Outreach Award
ASTRONOMY OUTREACH LOG DIRECTIONS

Overall Directions:

1. Enter information directly onto a blank Astronomical League Outreach Award Log-Application; the form is in Microsoft Excel.

2. All forms are to be typed and not hand-written.

3. Each individual is to submit his or her own personal Outreach Log; no group or club/society log. You are encouraged to keep the Log as you do outreach; it is designed as such.

4. Complete all cells as directed; specific directions overviewed below.

5. The Astronomical League Outreach Award Log-Application is not to be altered in any way without permission. The only exception is noted below in Section 5 – Adding Event Lines.

6. If you have previously submitted your Astronomical Outreach on other forms a*nd it has been accepted and awarded*, you do not need to recopy and resubmit on this new Astronomical League Outreach Award Log-Application. However please continue to record and log new Outreach efforts on this Astronomical League Outreach Award Log-Application.

7. Submit completed Outreach Award Log-Application via email as an attachment to astro-outreach@comcast.net or a hard copy to the address below. NOTE: emails with attached submissions are highly recommended and preferred.

Why this new and specific form? It will make all submissions uniform and much quicker to process. The League's Outreach Award is one of the most-popular and almost a full-time job!

Section 1 – General Information: enter applicant's name, League club/society which the applicant is a member, applicant's address, city, state, email address, and best phone number at which to contact the applicant if required. Note that most contact will come via email.

Name:	
Club/Society:	
Address:	
City, State Zip:	
Email Address:	
Phone Number:	

For League Use Only: This section of the form with be completed by the League's Outreach Award and allows the League to track all Outreach submissions. **Please do not enter any information – including previously-assigned League Outreach Award numbers – in this section.**

For League Use Only			
Outreach #	Date Rec'd		Verifications:
		☐☐	Date/Time
Outreach Level Awarded		☐☐	Outreach Info
Basic Outreach:	☐☐	☐☐	Participants
Stellar:	☐☐	☐☐	Club Certified
Master :	☐☐	☐☐	AL Verified

Section 2 – League Outreach Award Number: if the applicant has previously earned the League's Basic or Stellar Outreach Award, please enter the Award Number here.

League Outreach # from Previous Submission (*if applicable*)

Section 3 – Total numbers of hours and events per Outreach Award level: This section will autosum the total number of events and total hours for these events for each of the three Outreach Levels; you do not need to enter any data in this section of the Outreach Log. You will need to indicate levels – Basic, Stellar, and/or Master – in the **LEVEL** column (see Section 5) by using a **B** (Basic), **S** (Stellar) and/or **M** (Master) in the **LEVEL** column. ***DO NOT type out the word*** – just the letter; the form is not case-sensitive.

Events	Hours	
0	**0.00**	Basic Outreach (10 hours/5 events)
0	**0.00**	Stellar (Basic Outreach + 50 hours)
0	**0.00**	Master (Stellar + 100 hours)

Outreach
⇐ **Level**
Requested; *enter B, S, or M in* <u>Level</u>

Section 4 – Log Summary: The form will also autosum this data for you from the data you enter as noted in the next section 5. Again you do not need to enter any data in this section of the Outreach Log.

Total Number of Events:	**0**
Total Number of Hours:	**0.00**
Total Estimate of Participants:	**0**

Section 5 – Logged Outreach Data: *Log your outreach efforts as noted below.*

#	Level	Date	Location	Outreach Performed; Activities
1				

#: Event Number – no need to change unless you need additional event lines (more than the 15 event lines on the Astronomical League Outreach Award Log-Application)

Level: As noted above enter **B** (Basic), **S** (Stellar) and/or **M** (Master) in the **LEVEL** column. *DO NOT type out the entire word* – just the letter. This section is not case-sensitive, so a B or a b for Basic will both be entered as a Basic Outreach event.

Date: Enter the date of the outreach in Month/Day/Year format; 1/1/08. The form will convert this to 1/1/2008. If you just enter 1/1 the form will enter the date as the current year (1/1/2008). Do not enter alpha for the month; e.g. no "January," just a "1" for the month.

Location: Enter a brief description of the location; city/state usually not necessary but you may enter this data if you wish. Something like "Hanna Park" or "Goldhead State Park" will suffice.

Outreach Performed; Activities: Again, a brief description will suffice. If you need more space than available in the one-line cell size provided, the form is designed to allow for longer input through an auto wrap text feature.

Start-End Times	Hour(s)	# of Participants

Start-End Times: Please enter as local time such as 6:00PM-10:00PM or UT (01:00-05:00 UT). Note the use of a dash "-" between the start and end time.

Hours: From your Start-End Times, please enter your total time for this event in whole numbers and fractions, not hours and minutes (e.g. 3.75 for 3 hours 45 minutes). Do not type 3.75 <u>hours</u>; just the numerical value. The form will then autosum the total time for you, both by type of outreach (Basic-Stellar-Master) and total.

Participants: Please include your estimate of the number of participants. Again, the form will autosum for you in the **Total Number of Participants** cell.

NOTE: ADDING EVENT LINES – if you have more than fifteen (15) events to report, you can add additional event lines:

1. The last line in the Events section and above the "Club/Society Certification Box" you will see instructions on adding a row. (Copying lines 1 or 15 will delete / change some of the autosum features).

2. Click where it reads Here in red, once the box appears, go to the top "Menu" and click "Insert", then click "Rows. Repeat these steps for additional rows.

3. Remember to number the row(s) you have just added.

4. If you have added multiple rows, in order to number them in numerical sequence, click on the next to the last numbered row. You will see a white curser in the shape of a plus sign. Click and

drag down to the last numbered row. Example: On the original application there are 15 rows. Place cursor on row 14. Click and drag to row 15 and release. Move cursor to the lower right hand corner of the cells that you have just selected and a small plus sign will appear. This is called the "Fill Handle". Click and drag down the added rows and Excel will analyze the numbered sequence and number the rows correctly.

If you have any problems with adding a line, please contact astro-outreach@comcast.net and we can assist you with the additional lines.

Club/Society Verification: Have a club official complete this section, then submit your Outreach Log as noted below.

Club/Society Certification – _to be completed by Club/Society Official:_			
Certified By:		Name to send Certificate and Pin:	
Position in Club/Society:		Address:	
Date:		City, State Zip Code:	
Notes/Comments:			

Notes and comments may include such items as requests for husband-wife Outreach award numbers to be sequential, confidentiality if a member is to be awarded as an honor (we have received several of these requests), etc.

Submission – At this time, you have two options for Outreach Log submissions:

1. As an attachment to astro-outreach@comcast.net (highly preferred).

2. A hard copy via snailmail to Dr. Mike Reynolds, Astronomical League Outreach Award, 604 11th Avenue N, Jacksonville Beach FL 32250.