

LAUNCH WEEK –IMPORTANT INFORMATION AND REQUIRED SUBMISSIONS

We are only a month away from Launch Week! Please read this document *carefully* and share it with your entire team. It contains important information as well as several items that require a response. All times noted are Central Time.

Failure to submit required information or to participate in required meetings and reviews may result in a team not being allowed to fly on launch day.

Overview of Topics and Due Dates		
Topic:	Due Date:	Submit to:
1. Launch Week Synopsis		
2. FINAL list of attendees (complete “Team List Spreadsheet”)	Friday, March 10	Ryan Connelly (Ryan.J.Connelly-1@nasa.gov)
3. Foreign National information		Fred Kepner (Fred.Kepner@nasa.gov)
4. Team stipend information	Friday, March 10	Fred Kepner (Fred.Kepner@nasa.gov)
5. Media Information Sheet (complete “Media Information Sheet”)	Friday, March 17	Ryan Connelly (Ryan.J.Connelly-1@nasa.gov)
6. Media Release Forms	Friday, March 17	Ian Bryant (ian.l.bryant@nasa.gov)
7. Hotel Information		
8. Motor Information		
9. Document Submission Information		

Attachments include: SBU Cover Sheet, W-9, Media Information Sheet, Media Release (Minor), Media Release (Adult), Team List Spreadsheet

See following pages for details.

1. Launch Week Synopsis:

Teams are expected to arrive in Huntsville, AL on or before Wednesday, April 5th at 4:00 pm for launch week activities. We will have a check-in station at the Embassy Suites hotel on Wednesday, April 5th from 4:00 – 8:00 pm. There will be a **mandatory team lead meeting** from 6:00-7:00 pm at the Embassy. Launch Readiness Reviews (LRR) will be held from 4:00 – 6:00 pm and 7:00-9:00 pm. A detailed schedule regarding your team’s LRR and requirements for the LRR will be sent prior to your arrival in Huntsville.

Date	Events
Wednesday, April 5	Teams arrive in Huntsville. Mandatory Team Lead Meeting & Launch Readiness Reviews
Thursday, April 6	Welcome and Safety Briefing, Breakout Sessions (optional), Tours (optional), Launch Readiness Reviews & Punch List Checks
Friday, April 7	Breakout Sessions (optional), Tours (optional) Rocket Fair & Punch List Checks
Saturday, April 8	Launch Day (weather permitting) and Orbital ATK Awards Banquet
Sunday, April 9	Backup Date for Launch (weather permitting)

Additions/changes: Veteran teams will notice changes to this year’s Launch Week. The Rocket Fair has moved from MSFC to the Von Braun Center in the East Hall. This event is Friday, April 7th from 4:00-6:30, and will be open to the public. **Tours will be optional this year, and will operate on a first come first serve basis. We also have the option of breakout sessions at the Von Braun Center on Thursday and Friday. Like the tours, breakout sessions will have limited seating. Tours and breakout presentations are identical for Thursday and Friday, so participants should only attend one session of each.**

The Von Braun Center is located next to the Embassy Suites (host hotel) in Downtown Huntsville and is connected by a walkway.

Launch Readiness Reviews (LRR): Our launch services provider, the National Association of Rocketry (NAR), will conduct the Launch Readiness Reviews with the NASA Range Safety Officer (RSO). Each team will bring their rocket, payload, checklists, and other items to a conference room at the Embassy for a full inspection. Teams should be prepared to answer any questions. A “punch list” will be given to teams who are required to make changes to their rocket or payload prior to launch day. Punch list items must be resolved before a re-check inspection Thursday or Friday.

Rocket Fair: Each year we host a Rocket Fair to showcase teams’ achievements. The Rocket Fair will be at the Von Braun Center. Each team will have a 10x10 booth space, a table, 2 chairs,

a shared electrical drop, and a banner with the team's name. Please bring power strips if you need to power displays, etc. One electrical drop will be shared by 4 booths. The team is responsible for decorating booth space with the rocket, payload, and any other information the team wants to show. There will be a peer award for both college/university and middle/high school. All exhibit items must fit within the provided booth space.

Banquet Tickets: Each team will receive 10 banquet tickets. Extra team tickets can be purchased on Wednesday night. Public banquet tickets can be purchased on Thursday night. Additional tickets (about the 10) are \$14.00 each.

2. List of Attendees – due by Friday, March 10, 2017:

NASA MSFC is located on Redstone Arsenal, a military base. Access to Redstone Arsenal is restricted to badged employees only. We require team lists in advance for badging and security clearances. No Privately-Owned Vehicles (POV) will be allowed on base, i.e., all team members will ride on buses provided even if you have a CAC card or military ID. Attached you will find a "Team List Spreadsheet." Please fill in US Citizen team member info in the first chart and FN team member info in the second chart. Please enter your team name at the top of the spreadsheet and include all requested info for every participant. This will be your FINAL list. The team list CANNOT be changed once it is submitted. Every team member age 16 and over MUST have a government issued ID to come onto MSFC.

Team Lists should be emailed to Ryan Connelly (Ryan.J.Connelly-1@nasa.gov). These lists include sensitive personal information so they must be sent securely. Instructions are in section 9 of this document – Document Submission Information.

Per the handbook 5.5: The team shall identify all team members (Foreign National team members — see item 5.4) attending launch week activities by the Critical Design Review (CDR). Team members shall include:

- 5.5.1. Students actively engaged in the project throughout the entire year.
- 5.5.3. One mentor (see requirement 4.4).
- 5.5.4. No more than two adult educators.

Additional educators and chaperones may attend activities occurring outside of Redstone Arsenal such as the Rocket Fair, launch, and the Awards Ceremony but the number of adults attending events onsite must be limited to the team's student participants, two educators, and one mentor.

3. Foreign National (FN) information:

All foreign nationals who submitted paperwork to Fred by the due date will be screened by our security office. FN's may or may not be approved to participate in the activities at MSFC (tours). We will notify you when we receive approval/disapproval. Those who are not approved may still participate in the LRR's, the Rocket Fair, Launch Day, and the Awards Ceremony.

Per the handbook 5.4: Foreign National (FN) team members shall be identified by the Preliminary Design Review (PDR) and may or may not have access to certain activities during

launch week due to security restrictions. In addition, FN's may be separated from their team during these activities.

All FN's will ride the same bus (separated from their remaining team members) and must have MSFC escorts while on base. FN's are not allowed to have cameras, including cell phones with cameras, while on MSFC property. Cameras may be used freely throughout the rest of the week. It is imperative that each FN remains in sight of the escort at all times while on MSFC property and that all additional escort/security requests are obeyed.

The FN tours will occur on Friday morning and badging will be done on Thursday afternoon. A bus will take all FN's from the Embassy Suites to the badging office and return once everyone has finished the process. FN's MUST bring the original documents that were submitted for screening both to the badging office on Thursday and for the tours on Friday. Any FN not going through the badging process on Thursday will not be able to participate in tours of MSFC on Friday. Please contact Fred Kepner (Fred.Kepner@nasa.gov) with any questions.

4. Team Stipends – due by Friday, March 10, 2017:

Orbital ATK has graciously agreed to provide teams with stipends to help cover travel costs and launch week motors. Each team is eligible to receive a motor stipend and each team travelling 50 miles or more to Huntsville for Launch Week is eligible to receive a travel stipend. (Amounts to be determined). These stipends will be issued in the form of a single check per team and distributed at check-in during Launch Week. The stipend can be issued directly to a team member or to the school. Please be aware that these stipends may be reported to the IRS as income on a Form 1099. The person or entity receiving the check must complete a W-9 form (blank form attached) and submit it to Fred Kepner by **Friday, March 10**. Instructions for submitting documentation are included in the "Document Submission" section of this document.

5. Media Information Sheet – due by Friday, March 17, 2017:

We would really like to push media efforts with SL! If you have a social media page, please use the hashtag #studentlaunch when there is an event - educational engagement, test flights, and even team work sessions. We need each team to submit a team photo with rocket for our poster (one photo). Additionally, we ask teams to submit photos of their activities during the year so we can showcase them during the banquet.

We will stream the launch live on the internet again this year. We will also be updating our Twitter and Facebook pages (<https://twitter.com/StudentLaunch> and <http://www.facebook.com/NASASStudentLaunch>). In addition, local media, VIP's, and the general public will be invited to attend. In order to provide our announcers with information about each team, please fill out the attached "Media Information Sheet" and submit it and the team photo (and any others) to Ryan Connelly (Ryan.J.Connelly-1@nasa.gov) by March 17.

The team photo will help when teams submit their ballot for "Best Team Spirit" and "Best Looking Rocket." It may also be used for media purposes. All team members in the photo must have signed the media release form.

6. Media Release Forms – due by March 17, 2017

We will be taking many photos during launch week. If you would like to grant NASA the permission to take photos of your team, please fill out the attached media release form for all members of your team. Please note that there are two different release forms; one form is for minors, and the other for adults. If you have not done so already, submit these forms to Ian Bryant (ian.l.bryant@nasa.gov) by **Friday, March 17**.

7. Launch Week Hotel Information

The Launch Week host hotel is the Embassy Suites in Downtown Huntsville. Teams are not required to stay at this hotel but must provide their own transportation to/from the host hotel if staying elsewhere. Evening activities and Launch Readiness Reviews will take place at the Embassy Suites. The Rocket Fair and a few other breakout sessions will take place at the Von Braun Center. Buses will depart from the Von Braun Center, East Hall Area on Thursday and Friday for activities occurring at MSFC. Again, no participants will be permitted to drive onto Marshall in privately owned vehicles.

8. Motor Information

Several teams have inquired about motor vendors attending the launch. We will have two different motor vendors present during launch week activities this year, Animal Motor Works and Off We Go Rocketry. Both have agreed to take orders to be delivered in Huntsville. Contact and ordering info for both vendors are below.

Animal Motor Works

Phone: 978-766-9271 or 603-566-2904

Website: www.AMWPROX.com

Off We Go Rocketry

Phone: 952-201-3002

Email: president@OffWeGoRocketry.com

(please mark “hold for pickup Huntsville” on web orders)

Website: www.OffWeGoRocketry.com

9. Document Submission Information:

Stipend documents may be submitted either by email or fax. The Team Lists must be submitted as an Excel document by email only. Special submission procedures must be adhered to due to the private information these documents contain. **Please use these instructions for submitting all Team lists and W-9’s.**

Special note regarding W-9’s: All W-9’s must be signed and contain either a Social Security Number (SSN) or an Employer Identification Number (EIN). If the form is completed for an individual, it should contain the SSN and be signed by that individual. If the form is completed for an institution, it should contain an EIN and may be signed by whomever is completing the document.

Email

Include the attached SBU pdf file in addition to your email attachments (the Excel file and/or W-9). The SBU form does not need to be filled out or encrypted, just included as a reminder that sensitive information is attached. **Any documents containing sensitive information, in this case the team information spreadsheet and completed W-9 form, must be encrypted.** The password to unlock the document must be sent in a separate email.

The team information spreadsheet must remain in Excel format. Encryption can be accomplished in Excel by selecting “File”, then “info”, then “Protect Workbook”, and finally “Encrypt with Password”. The W-9 can be sent as a pdf or jpg document and multiple methods of encryption are acceptable. Encryption can be accomplished within Adobe Acrobat (may require professional edition) or through common “zip” software such as WinZip and WinRAR. Email submissions and passwords should be sent to Ryan.J.Connelly-1@nasa.gov (Team List spreadsheets) and fred.kepner@nasa.gov (W-9's).

Fax

Only W-9's may be faxed; the Team List spreadsheet must be emailed as an Excel spreadsheet. Include the attached SBU coversheet with all faxed submissions. This form identifies that documents sensitive information and ensures proper procedures are taken. Faxes should be sent with Attention: Fred Kepner to 256-544-2511.

Please let us know if you have any questions. Looking forward to a great launch week!