

San Francisco Amateur Astronomers (SFAA) Guidelines

Revision Date: January 9, 2023 SM/LT

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Purpose of the SFAA Guidelines

This document has been created to help SFAA members and Board members by outlining best practices for organizing and managing club events, plus a range of processes that have evolved over time. This reference document is intended to provide details so that these items do not need to be re-invented every year. It may also be helpful as a ready source of content for consistently communicating guidelines to SFAA members, such as etiquette for star parties, how to obtain parking permits, how to start a Special Interest Group (SIG) within the club, etc.

This document shall be stored on the SFAA cloud drive and posted on the SFAA website. The Guidelines shall be reviewed annually at the SFAA Board Retreat. The SFAA President shall delegate responsibility for editing revisions and submitting the revised guidelines to the SFAA Board for approval.

SFAA General Star Party Etiquette

Overview

This set of etiquette guidelines is designed to ensure harmonious interactions between SFAA members and others at various star party observing events as well as following established regulations of observing venues. The first section outlines general etiquette guidelines that should be followed at any event regardless of location. Etiquette for specific locations is listed later in this document. By following these simple Guidelines that acknowledge responsible and courteous behavior between members and the public and among members, these exceptional opportunities will be enhanced for everyone.

Please keep in mind that the public views any member of the SFAA as a representative of the SFAA and your behavior toward the public will be taken as officially sanctioned by and indicative of our organization. Consider that you are more than an individual with a telescope: you are perceived by the general public to be knowledgeable on astronomy, experienced in explaining matters with which the public is not familiar, and even though the term amateur is in our name, you are seen to be something of a mature professional in handling people and addressing their questions however stated. Also keep in mind that any member of the public that you may interact with may also be a future member of the SFAA and/or in the case of children and young adults, a future astronomer who may be influenced by their experience with you.

1. General Etiquette Guidelines

1.1. Designated Area

Please observe and follow venue established rules for observing areas including parking and arrival and departure times.

1.2. Arrival and Departure

Plan to arrive at least a half hour before sunset. This will allow plenty of time to set up while it is still light, allow your eyes to gradually become dark-adapted and get acquainted with your observing neighbors. If you arrive after dark the headlights of your vehicle will disrupt everyone's night vision which can take up to a half hour to regain. Use red lights. Ideally use a dim red light, letting your eyes dark adapt. If using a bright red light, especially a headlamp while breaking down equipment, do not point the light directly towards another observer, and be mindful of pointing it towards shiny materials where it might reflect towards another observer.

Upon departure, please use every consideration regarding your vehicle's white lights, exterior and interior, so as to not disrupt others night vision.

The last people at the event should sweep the area with their flashlights to see if anyone accidentally dropped something important. If you find anything left behind, contact the club President the next day and then bring the item with you to the next meeting to be re-united with its owner.

1.3. Parking Your Vehicle

A good idea is to back your vehicle in at the start of the evening so that when you leave, you can pull straight out and thereby minimize disruption and the dreaded headlights destruction of everyone's night vision. It will also make unloading and loading your equipment much easier.

1.4. Preserving Night Vision

Don't use white lights! Use red light. If for some reason you must use a white light, kindly inform your neighbors and give them a chance to close camera shutters and eyes. Each person should have a red flashlight for use at the site. It is easy to modify a regular flashlight by covering the lens with a red filter of various materials - automobile brake light repair tape works very well.

1.5. Workable Space between Observers

As you set up your telescope be sure to put it at least several yards away from your closest neighbor. Many people need room for star chart tables, chairs, power supplies, cables, etc. If members of the public are present there may be long lines for a view at the eyepiece of everyone's telescope so having plenty of workable space between telescopes will be particularly important.

1.6. Laser Pointers

Please be extremely cautious when using a laser pointer or to align your telescope. Keep laser pointers upward and not horizontal. A misdirected beam of laser light can blind by causing retina damage. When showing constellations or objects in the sky make sure to keep the beam away from any aircraft as the range of the laser is far more than you may realize.

1.7. Smoking

While attending observing events where smoking is permitted, please smoke downwind of other observers or smoke far away from the observing area. It is far easier for a smoker to re-locate him or herself, than it is for an observer to pick up equipment to re-locate in order to avoid the smoke. If you are smoking, please ask folks nearby if your smoke is bothering them. If you are a non-smoker and/or are bothered by someone's smoke, don't be afraid to ask the smoker to re-locate. If smoking is not permitted be considerate enough to strictly observe the local rules.

1.8. Music

Please respect everyone's observing concentration and enjoy your music via headphones. What is music to your ears may be obnoxious and distracting noise to others. If you do wish to play music or the radio out loud check first with the entire observing group, and be prepared to turn it off if it becomes annoying to someone. Some people want to escape to the mountain to escape the drone of the city, to enjoy some peace and quiet.

1.9. Children

If you do bring a child, make sure that he/she acts like an adult so as to not disturb or irritate observing neighbors. Do not allow them to run about the observing area as this is not a playground. Children should always be supervised to insure they do not run into or trip over astronomical gear, hurting themselves and/or others. Close supervision of children will help ensure you do not wind up paying to replace some expensive equipment or deal with personal injury.

1.10. Pets

For events where dogs are permitted, keep them away from equipment. For the sake of your dog, please also keep leashes short as they are difficult to see in the dark and folks may accidentally get caught up walking through the leash.

1.11. Ask Before Touching

Never touch anyone else's equipment without permission and never touch any glass optical surface. Some astronomers may be adjusting their equipment or doing delicate astrophotography. But, don't be afraid to ask if you can view what they are observing or any questions you may have about their equipment. On the other hand, observers should be accommodating to other astronomer's or members of the public inquiries - a warm welcome and thoughtful responses to questions may stimulate a lifelong curiosity and enthusiasm toward astronomy. Also, please keep food and drinks away from equipment.

1.12. No Litter

Do not litter. Everything you bring to the event you must take with you when you leave. It may be helpful to bring your own trash bag to properly store your waste to dispose of at home.

1.13. Local Rules and Regulations

Honor facility rules. At any SFAA event, abide by rules established for the location. For example, smoking, alcohol, or pets may be prohibited. Not following the facility rules puts us at risk for not being able to use the location.

1.14. Emergencies

Any emergency, such as a medical condition, should be immediately reported via 911 and subsequently to the SFAA event leader or designated authority.

2. Mt. Tamalpais State Park Etiquette Guidelines

2.1. Designated Area

Our Special Use Permit (SUP) is specific to the Rock Springs parking lot located at the intersection of Ridgecrest Boulevard and Pantoll Road. For public star parties our area of telescope set-up is the western half of the parking lot defined approximately by the wooden Rock Springs parking lot sign on the east, to the end of the lot on the west. On public nights the Friends of Mt. Tam will set up safety cones to help identify our area of operation. For members only parties we have access to the entire lot but typically set up in the same area as the public nights.

On either public or members only nights, upon arrival you must display your current year California State Parks (CSP) Parking Pass on the dashboard of your vehicle. This pass distinguishes you from the public attendees as a current member of the SFAA and covered under our SUP. By not displaying the permit you may be subject to a fine by Park Rangers for unauthorized presence in the park after closing hours.

2.2. Arrival and Departure

Plan to arrive at Rock Springs at least a half hour before sunset. This will allow plenty of time to set up while it is still light, allow your eyes to gradually become dark-adapted and get acquainted with your observing neighbors.

Every Mt. Tam event, public or members only, will have an assigned contact (per the SUP) who will be responsible for coordinating departures. At the beginning of the evening, the contact will facilitate with attendees' departure times structured on an on-the-hour basis (e.g., some combination of 11:00 PM, 12:00 AM, 1:00 AM, and if necessary, the final 2:00 AM) so as to maintain the integrity of the gate lock combination; allow efficient and safe departures; give individual attendees the ability to allow plenty of take-down time for their equipment; ensure that no one is left behind a locked gate to which combination they do not know!

Upon departure, please use every consideration regarding your vehicle's white lights, exterior and interior, so as to not disrupt others night vision.

2.3. Smoking

Our SUP stipulates no smoking. This stems from the safety issue of fire danger – we are in a heavily wooded and dry grassy park. In addition, it can be quite irritating to other observers and public in the entire area so the SFAA supports this rule and any member who lights up will be advised to put it out.

2.4. Pets

Our SUP stipulates that dogs will not be permitted in the park after closing hours which occurs at sunset.

2.5. Emergencies

All emergencies that occur shall be reported via land line telephone to Park Dispatch at: 1-866-227-4181 or 911. **If using a cell phone do not dial 911 – Dial 415-472-0911 for fast response.**

Mt. Tamalpais Parking Passes

1. Guideline

Under an agreement with the California State Parks, the SFAA is authorized to issue CSP (California State Parks) Parking Passes to current members that allow the holder to stay and observe at the Rock Springs parking lot after normal park closing hours, up to 2:00 AM of the following morning. These passes must be displayed on the holder's vehicle dash at all times during scheduled member's only or public star parties. These passes are not valid on nights other than those scheduled and approved by the California State Parks Ranger. Failure to display a current pass may result in the vehicle being cited or towed by the California State Parks Ranger.

Please check before you leave home for Mt. Tamalpais that you have a valid parking pass, in your vehicle, which shows the current year.

2. Process for Obtaining a Parking Pass

SFAA Mt. Tamalpais/Rock Springs after hours parking passes will be issued to new or renewing members upon request as part of the joining or renewing process.

Joining or renewing membership is best done through the SFAA website and there are two methods offered: using your credit card via a PayPal process or writing a check and mailing an application via the US Postal Service.

In the PayPal process please check the box "Parking Pass?" that you would like a parking pass mailed to you.

If you decide to write a check and mail in your "Application for New or Renewing Membership" form (download link on the "Join" page of the SFAA website), after printing the form, fill it out and simply check the box next to "Please mail to me a Mt. Tamalpais Parking Permit".

In both cases a parking pass will be mailed to you within a few days of the processing of your membership. New members must submit their online application at minimum 10 working days prior attending a members-only star party to allow for processing and mailing of a parking pass.

Lost, damaged, or parking passes not requested at the time of joining or renewing can be obtained from the Treasurer. Upon verification of current membership, the Treasurer will mail a pass to the requestor.

SFAA Star Party Contact Responsibilities

1. Guideline

Thank you for volunteering to serve as a contact person for an upcoming SFAA star party. Here are some things to keep in mind before, during, and after the event.

2. Members-Only Star Party Responsibilities

2.1. Preparation

During the week before the event, get in touch with the other contact person(s) and make sure you know how to contact one another. Cell phone numbers will be especially helpful on the day of the event. Make sure you know how to the SFAA webmaster(s) in case you need to announce any changes or cancellation.

Start checking the weather forecast several days before the event. The weather at Lagunitas is usually very similar to the weather on Mt. Tam. If rain is likely, start thinking about when you will make a final decision whether or not to cancel the event. For Mt. Tam events, forecasts of clouds and fog are more difficult to interpret – we sometimes have clear skies at Rock Springs when lower elevations are covered by low clouds and fog. A very helpful resource is the *Mt. Tam Clear Sky Chart*:

<https://www.cleardarksky.com/c/MtTamaCAkey.html>

Check what time the Sun will set on the day of the event and plan to arrive before sunset.

2.2. Cancellation

1. If the contact person(s) decide(s) to cancel a star party because of inclement weather or other factors contributing to poor visibility, inform the SFAA webmaster so he/she can announce the cancellation on the SFAA website.
2. Inform the ranger of the decision to cancel.

2.3 Day and Night of the Star Party

Please plan to arrive at the star party location no later than sunset.

Mt. Tam events are set up in the Rock Springs parking area. The permit allows us to use the entire parking area, but experienced members generally prefer the upper (western) end of the lot. The area in the middle of the lot, where the hiking trail starts, tends to be a wind tunnel, but this is also the flattest area. It's good to park along the road with the front of your vehicle facing the road. This allows easy access to your trunk, and also allows you to pull out at the end of the night without needing to back up. Some members prefer to park along the back edge of the lot and that's fine.

As members arrive, greet them, introduce yourself, and get to know people. Do this while there is still light rather than after dark. Make a special effort to greet people attending their first star party, give them an orientation, and let them know you're available to answer their questions. If you remember what it was like for you at your first few star parties, you'll also remember how important it was to be welcomed and to have more experienced people available to help you out.

Before sunset, gather all participants together to review the rules:

- Make sure everyone follows good star party etiquette – no flash photography or bright white lights, be careful to keep laser pointers away from other people's eyes and away from airplanes, don't touch other people's equipment without permission, don't litter, dogs must be on leash or in a vehicle, etc. SFAA members are generally good about all of this, but if you see somebody doing something dangerous or disruptive, please talk to them.
- Confirm that every vehicle is displaying a California State Parks parking pass on the driver's side dashboard.
- Confirm and coordinate, in necessary, departure times of each participant.

When the ranger arrives, introduce yourself and coordinate with the ranger to address any concerns. On members nights some rangers ask that everyone park right by the road. This makes it easier for them to identify vehicles that have been left by lost hikers. Explain to the ranger that we have a permit to use the entire parking area, that every SFAA vehicle has a parking pass, and that all of our vehicles will be attended at all times. Ask the ranger to leave the "star" lock on the Pantoll gate.

If you're one of the last people to leave the star party, check around the area for any litter or anything that might have been dropped or forgotten. If you need to leave earlier, ask someone else to check for litter and lost and found, and make sure they have the gate lock combination and emergency phone numbers.

All emergencies that occur should be reported via land line telephone to Park Dispatch at: 1-866-227-4181 or 911. **If using a cell phone do not dial 911 – Dial 415-472-0911 for fast response.**

2.4 Day after the Star Party

If there were any problems, contact and inform an SFAA Officer or Board member. Also inform if you picked up any lost and found.

If possible, post a message and to share pictures on the SFAA Facebook page letting other members know how the star party went and to build interest for future star parties.

3. Public Star Party Responsibilities

3.1. Preparation

During the week before the event, get in touch with the other contact person(s) and make sure you know how to contact one another. Cell phone numbers will be especially helpful on the day of the event. Make sure you know how to the SFAA webmaster(s) in case you need to announce any changes or cancellation.

Start checking the weather forecast at the star party site several days before the event.

Check what time the Sun will set on the day of the event and plan to arrive before sunset.

Check the phase of the Moon, when planets will rise and set, and what stars and other deep sky objects will be visible in the evening. Plan what you're going to show the public and do a little research so you can describe the object to children and laypersons, and answer questions.

3.2. Cancellation

If the contact person(s) decide(s) to cancel a star party because of rain, inform the SFAA webmaster so he/she can announce the cancellation on the SFAA website.

For City or Marin star parties, contact the Presidio or other host to inform them of the cancellation.

3.3 Day and Night of the Star Party

Please plan to arrive at the star party location no later than sunset.

City star parties in the Presidio are held on the Main Parade Ground. Staff of the Presidio are usually available to set up lawn lights and chairs. Coordinate with them to decide where to set up.

City star parties at Land's End are entirely an SFAA production. We just show up and set up our telescopes.

As members arrive, say hi, introduce yourself, and get to know people. It is much easier to do this while there is still light than after dark. Make a special effort to greet people attending their first star party, give them an orientation, and let them know you're available to answer their questions. If you remember what it was like for you at your first few star parties, you'll also remember how important it was to be welcomed and to have more experienced people available to help you out.

Make sure everyone follows good star party etiquette – no flash photography or bright white lights, be careful to keep laser pointers away from other people's eyes and away from

airplanes, don't touch other people's equipment without permission, don't litter, dogs must be on leash or in a vehicle, etc. SFAA members are generally good about all of this, but if you see somebody doing something dangerous or disruptive, please talk to them.

In the event of an emergency, please call 911.

If you're one of the last people to leave the star party, check around the area for any litter or anything that might have been dropped or forgotten. If you need to leave earlier, ask someone else to check for litter and lost and found, and make sure they have the gate lock combination and emergency phone numbers.

3.4 Day after the Star Party

If there were any problems, contact and inform an SFAA Officer or Board member. Also inform if you picked up any lost and found.

If possible, post a message and to share pictures on the SFAA Facebook page letting other members know how the star party went and to build interest for future star parties.

Special Interest Groups (SIGs)

1. Guideline

Special Interest Groups (SIGs) may be created and maintained by SFAA members with a common interest or specialty in a specific area of astronomy. The purpose of each SIG is to network and exchange information through meetings, publications, or other organized activities.

2. Creation

Any group of active SFAA members can form a SIG if, (a) the SIG's mission and activities are consistent with SFAA's mission to promote astronomy and, (b) the subject area of the SIG is not within the scope of any existing SIG.

Proposals for any new SIG are presented to the SFAA Board and should include recommended SIG name, topics to be covered and the SIG leader. The creation of a SIG must be approved by a majority vote of the SFAA Board, and the Board must give final approval to the SIG name, topics to be covered, and the SIG Leader. The SIG leader must be a current club member who agrees to uphold SFAA policies and procedures. There must be at least four additional current SFAA club members who want to participate in order to start a new SIG.

When a new SIG is approved, it will be officially recognized and provided with dedicated space on the SFAA shared drive for sharing and storing SIG documents.

3. Maintenance

SIGs operate as informal groups with little funding needs. Outside funding sources (such as fundraisers) need board approval. Regular meetings are to be held and open to all SFAA members. Meeting times and places are to be advertised through the usual club news outlets, i.e., newsletter, general meeting announcements, or online. Every effort will be made to keep a SIG going if it has good attendance. The club's official address is to be used for SIG correspondence. Assets obtained by a SIG belong to the SFAA and not the leader of the SIG or other individuals (as defined by the IRS requirements for a 501c3 organization).

SIG leaders will report to the Board regularly on their status, accomplishments and future goals. Non-SFAA members may visit SIG functions as guests but are encouraged to join SFAA for long-term participation.

4. Leadership Duties

SIG Leaders perform the following:

1. Coordinate their SIG activities with the club calendar and keep members informed.
2. Conduct SIG meetings on a regular basis that are focused and meet the needs of the SIG participants.
3. Are responsible for promoting attendance at SIG meetings.
4. Implement SIG and SFAA policies and procedures outlined here and above, and in the SFAA bylaws.

5. Arrange for a substitute leader if needed and inform the Board in a timely manner.
6. Make every reasonable effort to inform all interested parties if a meeting must be canceled or moved.
7. Provide pertinent info about the SIGs to the Board, newsletter editor and webmaster in a timely manner.
8. Should provide an occasional article for the club's newsletter.
9. Report to the Board at least yearly on their status, attendance, accomplishments and future goals. *This is to be done by July 1st of every year to satisfy IRS non-profit requirements.*

5. Dissolution

To terminate a SIG:

1. The Board may terminate a SIG at any time with or without cause.
2. A SIG shall be terminated if a SIG leader resigns and no qualified replacement is found.
3. Any remainder funds and/or equipment belonging to the SIG shall be turned over to SFAA in a timely manner (as required by the IRS to meet SFAA's 501c3 regulations).
4. A final report on attendance and accomplishments will be reported by the SIG leader to the Board.

SFAA Awards

1. Guideline

The SFAA recognizes exceptional volunteer service to the organization with awards traditionally presented at the Annual Awards dinner.

Awards listed below are not required to be given each year, but if you feel you know someone who fits the description, please submit their nomination for consideration. At the last meeting of the year the Board selects recipients of the awards.

Nominations should be sent via email by 1 December to: secretary@sfaa-astronomy.org.

2. Awards

2.1. Herman Fast Award

Award / Membership Type Title	Herman Fast Award
Description	Instituted in 1987 in honor of the memory of Herman Fast, the Board of directors of the San Francisco Amateur Astronomers voted unanimously in favor of establishing the Herman Fast Award. The recipient would have to show a significant contribution to amateur astronomy and be a member of San Francisco Amateur Astronomers.
Term	Lifetime
Benefits	Honorary Lifetime Membership, by vote of Board.
Source	The Herman Fast Award document created by Bill Cherrington

2.2. Observer of the Year Award

Award / Membership Type Title	Observer of the Year Award
Description	The Observer of the Year Award is given for noteworthy observing accomplishments during the year, such as qualifying for the Messier Award, the Herschel Club, observing all the planets, getting articles or photographs published, etc. Nominations will be accepted in October and November. Members may submit their own name or the names of anyone they feel is qualified. Candidates should prepare a list of their observing accomplishments for judging by the December meeting.
Term	Awarded annually, by vote of SFAA Membership
Benefits	Certificate
Source	SFAA Newsletter 10/2002

2.3. Service Award

Award / Membership Type Title	Service Award
Description	Awarded to an SFAA member who contributes extra-ordinarily to the activities of the SFAA.
Term	Awarded annually, by vote of the SFAA Board
Benefits	One year free membership
Source	-

2.4. Astrophotography and Arts Award

Award / Membership Type Title	Astrophotography and Arts Award
Description	<p>This contest is open to all members and will be judged by the membership at our annual meeting. The main reason for this award is to give more of our members a chance to participate in club awards programs. Moreover, we feel by sponsoring this type of award we will bring out some of the hidden talents of our membership. Many of you are doing astronomical art without knowing it. Take for instance line drawings of the Moon, Sun or deep sky objects. These are all pieces of art. How about astronomical themed crafts such as jewelry boxes that are hand painted?</p> <p>If you use a computer to do astronomy art work, process your images using programs such as PhotoShop or other imaging programs and printed them using your own printer, this will count as art and can be used as such for this contest. Digital Space art of any type will be accepted.</p> <p>Members are encouraged to submit up to three entries per member for judging in the Astrophotography and Arts award. Submissions are accepted October, November or at the December general meeting. All entries will be exhibited at the December meeting and voted upon by the general membership. Entries must have been taken or created in the current year and be of an astronomical theme. Size should be reasonable (11' x 14' or less), mounted or unmounted.</p> <p>We will be giving out 1st, 2nd and 3rd place Astronomical Arts Awards by club member votes.</p>
Term	Awarded annually, by vote of SFAA Membership
Benefits	Certificate
Source	SFAA Newsletter 7/2001 and in 10/2002 Newsletter

2.5. Literary Award

Award / Membership Type Title	Literary Award
Description	The Award is open to all SFAA members. Please submit articles about your experiences and adventures in astronomy. All entries will be distributed to every member for judging after the closing date of September 30. Winners will be announced at the December General Meeting and the awards will be presented at the SFAA Annual Awards Banquet in January. Entries must be limited to 1,100 words. Submit entries as a Word (any version) document or in rich text format.
Term	Awarded annually, by vote of SFAA Membership
Benefits	Certificate
Source	SFAA Newsletter 5/2001 + another description in 7/2001 newsletter that is more fun and in the spirit of encouraging members to participate

3. Records

The SFAA Secretary shall maintain an historical record of awardees, including:

- Name of Award
- Year of Award
- Awardee Full Name
- Awardee Membership Level

SFAA Public Education Outreach and Disposition of Honoraria

1. Guideline

On behalf and through the SFAA, members may participate in public education outreach efforts which are intended to acquaint and educate the public with astronomy. These outreach events include Public Astronomy nights on Mt. Tamalpais, City Star Parties, the annual Yosemite trip and various engagements including public schools, universities and library systems. Such events are considered on behalf or through the SFAA if the SFAA, or a member of the SFAA recognized as such, is contacted by a requesting entity to participate.

2. Member Participation Responsibilities and Requirements

2.1 Insurance

Any SFAA member participating in a public outreach event using their personal vehicle must possess current vehicle liability insurance in accordance with the State of California legal requirements. Participating SFAA members will verify with the event coordinating SFAA member that they possess current personal vehicle liability insurance per State of California requirements.

2.2 Club Representation

While participating in a public outreach event, please keep in mind that the public views any member of the SFAA as a representative of the SFAA and your behavior toward the public will be taken as officially sanctioned by and indicative of our organization. Consider that you are more than an individual with a telescope: you are perceived by the general public to be knowledgeable on astronomy, experienced in explaining matters with which the public is not familiar, and even though the term amateur is in our name, you are seen to be something of a mature professional in handling people and addressing their questions however stated. Also keep in mind that any member of the public that you may interact with may also be a future member of the SFAA and/or in the case of children and young adults, a future astronomer who may be influenced by their experience with you.

2.3 Preparation

Members, when arranging for an arrival time with the requesting entity, should be sure to arrive on time (or just before) at the agreed upon location. Also, it is best to understand the nature of the outreach event and as to expectations on the part of the requesting entity or audience, preparing in advance appropriate equipment, materials or presentations. Such preparations should be designed to the knowledge and maturity level of the audience (as in the case of elementary school children) and the member should be ready to answer numerous questions in addition to equipment demonstrations and astronomical observations.

2.4 Honoraria and Donations

If the requesting entity offers a donation or remuneration to the SFAA participating member, any and all such funds should be directed as a (tax deductible under IRS 501(c)(3) regulations) donation to the SFAA and not taken as personal remuneration.

If an SFAA member is contacted directly by a requesting entity as a result of that member's standing astronomy related professional or business associations and remuneration is offered, then the member may personally accept on this basis.

If the basis of the request is unclear, discussions between the member and Officers of the SFAA will resolve the issue.