



College Student Organization Resource Agreement



The information outlined below has been reviewed and agreed upon by the Student Organization Review Board and the Administrative Review Committee (ARC). The Student Organization Review Board consists of members from ARC, the Students' Association Appropriations Committee (SAAC), Wilson Commons Student Activities, Burgett Intercultural Center, as well as students that have self-identified as being active members of the University Community.

The resources below must be adhered to by the organization. Should the needs of the organization change, the organization agrees to participate in a Constitution and Resource Agreement review, in which membership numbers, space and funding needs, and the organization's current activities on campus shall be reviewed.

ORIGINAL APPROVAL DATE: 10/18/2024

ORGANIZATION NAME: Rocketry Club

ACRONYM: rocketry

MISSION CATEGORY: Academic/Professional

SECONDARY CATEGORY: Hobbies & Interests
(for searching purposes)

MINIMUM NUMBER OF MEMBERS: 6

MEMBERSHIP TYPE: Open

ADDITIONAL RESOURCES GRANTED:

- Eligible to submit through the annual budget allocation process: No
- National Affiliation Recognition: Yes

ADDITIONAL RESOURCES NOTES:

GENERAL COMMENTS/NOTES: The building of rockets may occur on-campus in the Rettner Fabrication Studio; however, the launching of rockets must occur off-campus at the National War Plane Museum in Geneseo, NY. Additionally, the attached documents and resources must be followed.

By signing this agreement, I acknowledge that I have reviewed this document and agree that my organization shall adhere to the guidelines listed above, should it be determined that my organization is not in compliance, I understand that the status of my organization may be jeopardized. Additionally, I agree that a copy of this document shall be included in our organizations transition documents, so that future e-board members will be aware of this agreement.

Signature of President: _____

Date: 04/11/2025

ARC Approval: _____

Date: 4/16/2025

Rocketry Club Documentation

Section Charter Certificate

This Certificate gives us a Chartered Section of the National Association of Rocketry entitled to all privileges and special benefits accorded to NAR Chartered Sections.

[http://nar.org/pdfgen/generate_certificate.php?president=Ved%20Patel&nar_number=978&name=Rocky%E2%80%99s%20Launch%20Project%20\(RLP\)%20#978](http://nar.org/pdfgen/generate_certificate.php?president=Ved%20Patel&nar_number=978&name=Rocky%E2%80%99s%20Launch%20Project%20(RLP)%20#978)

Section Guidebook

This guidebook is a resource for starting and managing a NAR Section. It provides comprehensive answers to common questions and is available to all Sections. For more information, access the guidebook here which we will be using constantly :

<http://www.nar.org/find-a-local-club/section-guidebook/>

Launch Site Insurance

Since we have permission and are partnered to attend the MARS event at the National Warplane Museum, we will have launch site insurance. However, we also submitted an application to obtain insurance independently, regardless of our partnership, as a precaution.

<http://www.nar.org/submit-a-section-site-location/> (Requires Credential login)

Section Charters

Section Charters run from January 1st to December 31st, so the renewal process for Rocky's Launch Project (RLP) will occur annually. Instructions will be sent via email to the Section Contact listed on the NAR's website.

Section Charter:

https://www.nar.org/local_club/rockys-launch-project-rlp-978/

Travel Documentation

This section outlines the procedures and requirements for traveling to launch sites. It includes details on transportation arrangements, necessary travel documents, and guidelines for safe and efficient travel to and from events.

Travel Documentation: Attached to email

Section Grants

We will be utilizing the NAR Section Grant to fund our project, with NAR offering grants of up to \$250.00. These funds can be applied towards purchasing Safety Gear, Range Equipment, and materials for Promotional and Outreach activities, among other items. We have submitted an application for this grant and anticipate receiving a check soon. The allocated funds will be used judiciously to support our project's needs.

<https://www.nar.org/nar-safety-grant-application/>

Section FAQs

For answers to most questions related to our section, we will be referring to the Section FAQs.

This resource provides detailed information and guidance:

<https://www.nar.org/find-a-local-club/section-guidebook/section-faqs/>

Section Free Membership Certificate

To keep community engagement and encourage deeper involvement, we will award a free NAR Membership Certificate each year to a deserving rocketeer of any age. This initiative targets students who show a significant interest in rocketry and are aiming to pursue a Level 1 certification or higher. Each year, we will honor one student with this award.

[http://nar.org/pdfgen/generate_free_membership_cert.php?nar_number=978&name=Rocky%E2%80%99s%20Launch%20Project%20\(RLP\)%20#978](http://nar.org/pdfgen/generate_free_membership_cert.php?nar_number=978&name=Rocky%E2%80%99s%20Launch%20Project%20(RLP)%20#978)

Academic and Professional Advisors:

We spoke with Jim Alkins, the Senior Laboratory Engineer overseeing the Fabrication Studio in Rettner, about our goals and plans for the students and the University. He mentioned about our proposed schedule for using Rettner and expressed that he thought it was a good idea. Jim also discussed our initiative with the Mechanical Engineering Department (Hajim), including Paul D. Funkenbusch, and they agreed it was a great idea but suggested having an academic advisor associated with the school. Fortunately, **Jim offered to be our academic advisor**, and we gladly accepted. Additionally, **we have a professional advisor, Todd Smith**, who is the president of the Monroe Astronautical Rocketry Society (MARS).

Note:

In response to the request for documentation requiring signatures for SORB review, it's important to clarify that the National Association of Rocketry (NAR) does not typically require formal signatures for organizing a section. Instead, our application process involved submitting necessary forms, which upon approval, granted us certificates, guidebooks, and insurance—confirming our status as a NAR Section.

We have been in communication with Chuck Neff, NAR Section Organizer, who confirmed that the NAR expects its sections to adhere to safety codes and to promote the hobby and organization positively. However, there are no formal documents that outline these expectations. The relevant safety codes can be accessed here:

<https://www.nar.org/contest-flying/model-rocket-safety-code/>

<https://www.nar.org/safety-information/high-power-rocket-safety-code/>

You can also find the Section Guidebook which contains a lot of useful information:

<https://www.nar.org/find-a-local-club/section-guidebook/>

Launch Site: National Warplane Museum, Geneseo, NY 3489 Big Tree Ln, Geneseo

Distance: ~34 miles

*Due to the short travel distance, (<50 miles), individual travel waivers and release forms will not be required

Route: The route will follow I-390 South until it meets State route 20A outside Geneseo. It will meet up with Mary Jemison Dr which leads to Big Tree Ln where the destination is.

The primary advisor needs to be met two weeks before travel.

Transportation:

- Personal Vehicles/Rental Cars:
 - Valid Driver's License
 - Clean Driving History (< 2 traffic violations)
 - Up-to-date registration, inspection, and insurance
 - >4 hours worth of driving requires rest periods of 30 mins
 - Total time must not exceed 8 hours
 - If additional resources are needed (ie:rental cars), then it must be registered on CCC 14 days prior
 - Rental cars are to be rented through Enterprise
- Student Rental Vans
 - Since the vans are limited to ranges of 25 miles or less, this option is not available

Safety:

- Contact public safety (585)-275-3333 and ask them to alert the ODOS On-call personnel of the emergency
- If accidents occur, then the Accident and Injury Form must be completed on CCC within 24 hours
- With safety concerns, always contact 911 first
- Safety concerns include: Medical emergencies, robberies/theft, Mechanical issues, or severe weather conditions.