

**CANAVERAL COUNCIL
OF
TECHNICAL SOCIETIES**



**HANDBOOK FOR
MEMBER ORGANIZATIONS**

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Preface

Purpose:

This Canaveral Council of Technical Societies (CCTS) handbook has been created to provide information to the representatives, presidents, and members of the CCTS member organizations on CCTS events, activities, and awards, with emphasis on how members can get involved. Also included are services and benefits of membership, as well as membership obligations that are presented as they appear in the CCTS Bylaws. It is not the intent of this handbook to constrain the chairmen of the specific committees, but rather, to provide insight into the committees, activities, etc., of CCTS at a general level. This handbook does not provide procedures on how to execute these activities. At the level presented, the information should remain constant, for the most part, from year to year. However, CCTS may decide to cancel, change, or add activities, events, and awards in the future. In the past, many new member organization representatives have not known details concerning the CCTS organization. CCTS hopes this handbook will ease the adjustment of new representatives and member organizations by providing information on involvement opportunities and services that will benefit their societies.

Corrections:

When changes, corrections or additions are needed, they should be sent to the CCTS Chair or Secretary who will ensure that the handbook is updated appropriately.

1. History of CCTS

In the early 50's the Army was searching for a remote site to flight test their latest rocket designs. The Cape Canaveral area was selected and the age of Missiles and Space was born in Brevard County.

Picture the Cape - beautiful beaches, scrub palmettos, small communities, and lots of mosquitoes. The bridge to the mainland was made of wooden slats. The closest grocery store was in Cocoa. Into the small communities came highly technically trained engineers and their families settling into Cocoa Beach then spreading into Cocoa, Titusville, and Merritt Island. Sputnik was launched by the USSR and the space race was on in earnest. President Kennedy's goal to land a man on the moon by 1970 brought NASA and a flood of people into this sleepy remote area. These highly skilled and educated workers sought the benefits of technical interchanges they had in their past home areas. Branches of national technical societies like the American Society of Mechanical Engineers (ASME), The American Rocket Society (ARS), The Society of American Military Engineers (SAME), and the Institute of Radio Engineers (IRE), as well as others, sprang up and began competing for speakers. Jack Wiles, acting Chairman of ASME, recognized the need for a cooperative effort to bring in nationally known speakers and provide adequate audiences. In September 1960, Jack contacted Admiral Tedder of SAME, Cliff Mattox of IRE, and the ARS to propose a cooperative arrangement. These visionaries met in October of 1960 and agreed to begin a cooperative effort and to act as a loose federation-- thus, the birth of The Canaveral Council of Technical Societies (CCTS).

Time passed and the membership grew to about a dozen local societies. The cooperative were working well. The Brevard Engineering College, founded by Jerry Keuper and supported by CCTS, and the Air Force established the Fall Lecture Series. Prominent speakers such as Dr. Pickering, Dr. Reed, Dr. Clamann, and Dr. Bemer attracted audiences of 450 or more. About this time (1962), Cliff Mattox challenged the CCTS to organize a technical program similar to WESCONS. The CCTS Chairman, Dr. Jim Duffet, accepted the challenge and appointed Jack Wiles as conference chairman. The theme of the conference was "The Challenging Pace of the Race to Space". Because there was no place in the Cocoa Beach area large enough to hold the expected crowd, the program was held in Daytona Beach. Jack and about 40 member societies lined up speakers: aerospace industry personnel, bankers, realtors and elected officials. Feeling that the potential attendees needed a break from their heavy work load, shows, tours, and recreational activities were scheduled along with technical sessions. The registration fee was kept low, about \$2.50. Two days before the program was to start, the Cuban missile crisis occurred. Because many of the scheduled speakers were military, it was feared that many would have to cancel. However, that did not happen and we had a successful conference. The

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seed money of \$250 used to start the conference had grown to \$500! This conference was the prototype of the annual Space Congress that we know today.

CCTS operated as a loose federation of societies for several years and grew to over 17 member societies. The Space Congress was successful beyond our wildest dreams, and we saw a need to formalize the organization. Bylaws were drawn up and approved by the member societies and, in March 1965 CCTS, was formally incorporated.

For more information on CCTS Objectives and Member Organizations, see the CCTS pamphlet titled "Introducing CCTS ... Canaveral Council of Technical Societies".

2. Obligations of Member Organizations

According to the CCTS Bylaws, member organizations have the following obligations in order to maintain their membership in CCTS:

Designation of a Representative:

Each member organization in the council shall annually select its representative and alternate to the Executive Board. It is recommended that the CCTS representative selected be either the current presiding officer, assistant presiding officer, or a former presiding officer of the member organization. The representative and alternate shall be empowered by the organization to represent and commit the chapter to obligations of the Council. Each member organization shall notify the CCTS secretary annually of the designation of their representative and alternate

Submission of Membership List:

Member and associate member organizations are required to provide an updated list of their membership, complete with addresses by the first of November each year. This list will be used only to publicize CCTS and member-sponsored events, such as Space Congress, and will not be used for solicitation purposes.

Participation in CCTS:

A member or associate member organization that has not been represented at Executive Board meetings for a six month continuous period shall be sent a notification through certified mail with return receipt, by the CCTS Secretary to the presiding officer of the Society, asking for a reason for nonattendance. After one year with no indication of participation, the Executive Board may proceed with canceling the membership of the organization.

Payment of Dues:

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The dues for each member organization and each associate member organization currently are \$10.00 per annum, payable January 1 of each year. Dues shall not be required of advisor organizations. Dues notices will be sent by the secretary to the presiding officer of each Member and Associate Member Organization by November 1.

Any member or associate member organization whose dues are not current shall be subject to suspension from membership privileges by Executive Board action until its dues have been paid. If the dues of a suspended organization have not been paid by June 30 of the same year, such organization shall forfeit its membership. The representative and alternate of the delinquent organization shall have been notified of its delinquency three (3) times by mail, including once by certified mail with return receipt, before the date of forfeiture.

3. Annual Awards

The following annual awards have been established by the CCTS Executive Board:

SPACE CONGRESS ACHIEVEMENT AWARD *

This award is presented annually to the person who has made the most significant contribution to the local defense or space effort during the previous year.

The call for nominations is issued no later than February 1st of each year.

SPACE CONGRESS TECHNICAL ACHIEVEMENT AWARD *

This award is presented annually to the person who has made the most significant technical achievement/contribution to the local defense or space effort during the previous year. It is presented to a working level person (supervisor or below) who has made a significant improvement or advancement in a process (software, planning and scheduling, hardware) to benefit the government or company.

The call for nominations is issued no later than February 1st of each year.

CCTS ACHIEVEMENT AWARD *

This award is given to the CCTS Member Organization that conducts the most significant operation benefiting more than one CCTS organization and having

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significance in the overall community. The award will be presented to the person most responsible for accomplishing the operation and will name the organization the person so represented. It will be presented annually provided that an adjudged significant operation was nominated. Up to \$1000 may be presented to the winner(s) of this award.

The call for nominations is issued approximately two months before the fall orientation banquet.

CCTS TECHNICAL AWARD *

This award is given to a member of the Canaveral Council of Technical Societies that has conducted/contributed to his/her organization that benefited the community the previous year.

The call for nominations is issued approximately two months before the fall orientation banquet.

CCTS ENGINEER ACHIEVEMENT AWARD *

This award is given to an engineer in the Space Coast area who has achieved distinction in his or her technical field and has worked for the professional and technical interest of the engineering profession.

The call for nominations is issued in December and is awarded at the Engineers Week Banquet.

CCTS EXCELLENCE IN SCIENCE AWARD

This award is presented to one graduating senior from each high school. The award is based on the science abilities, interests, and skills demonstrated by a student during high school. Abilities are shown by the number and level of courses taken and skills are demonstrated by participation in science fairs and student research papers. Each high school selects its recipient.

Participation Opportunities: Volunteers are needed to present the award at each high school that requests an award presenter at its awards ceremony. The Awards Committee chair solicits volunteers in April to make these presentations.

NOTE: * denotes Participation Opportunity to serve on selection committee. Contact the Awards Chair or the CCTS Chair to volunteer.

Details of the requirements and nominating process for CCTS selected awards are provided in Appendix A.

4. Events - Information and Involvement Opportunities

4.A. Space Congress

Purpose and Description:

The purpose of Space Congress is to stimulate interest and promote professionalism in the space program. The Space Congress provides a forum where space professionals meet to broaden their knowledge of key technical areas and to discuss pertinent issues facing the space program.

The Space Congress features authoritative presentations on the technical activities and accomplishments of a broad spectrum of space programs. The information presented covers recent space missions and experiments, details

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the status of development programs, and outlines the future direction of the program. A comprehensive set of proceedings of the technical presentations is published. The Congress also features public exhibits where leading aerospace companies display the latest aerospace technologies. Local students are involved in a science fair exhibit and competition. An open session is held for the public to meet the shuttle astronauts and mission specialists.

Events:

Panel Sessions - usually in the mornings

Paper Sessions - usually in the afternoons

Luncheons with featured Speakers

Banquet with featured Speaker and Presentation of the CCTS Space Congress Awards

Exhibits from Aerospace Companies and CCTS Member Organizations

Youth Science Fair

Meet the Astronauts Session where awards are presented to the science fair winners

Exhibitors Reception

Golf Tournament

Space Congress Organization:

Each Space Congress operates independently under the general cognizance of CCTS. The current CCTS Chairman serves as Space Congress CCTS Chairman, the CCTS Vice Chairman as the finance chairman and the immediate past CCTS Chairman as advisor. The committee is headed by a general chairman selected by the CCTS Chairman. The general chairman is selected from local aerospace corporation executives, according to recent technical accomplishments and leadership attributes. This chairman, in turn, selects individuals to fill the key positions on each year's Space Congress committee. The Vice Chairman is selected by the NASA Center Director from the KSC Senior Executive Staff.

The Vice Chairman, the assistant to the Chairman, and the recording secretary provide support to the general chairman. The program and technical papers chairmen lay out the program to fit the general theme. Other chairmen include those assigned to handle local accommodations, local support, DOD, registration, publications and graphics, publicity, hospitality, exhibits, and science fair.

Sponsors:

CCTS, NASA, and DOD

Time of Year and Location:

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Usually held the last full week in April, at various hotels in Cocoa Beach and the surrounding area.

Contacts:

Space Congress Chairman, Space Congress Committee Chairmen as well as the CCTS Chairman, CCTS Vice Chairman and CCTS Immediate Past Chairman.

Participation Opportunities:

Paper Presentation - respond to the call for papers issued approximately seven months prior to Space Congress or contact the Technical Papers Chairman.

Join a committee by contacting the committee chairman.

Attend Events!!

Member Organization Benefits:

Exhibit Space - see section 4.B

Admission to paper and panel sessions - 2 free admission passes per session are available for each member society. Contact the registration desk or CCTS table to obtain a pass for specific sessions.

Associated Events:

Pioneers' Annual Banquet - sponsored by the Missile, Space and Range Pioneers on Friday night.

4.B. Space Congress Exhibit Space

Purpose and Description:

During Space Congress, each member organization is given the opportunity to display information about its society at the Space Congress exhibit location. The space is provided based on the date registration contracts are received and consists of wall space for a banner and a narrow table. The amount of space provided to each organization depends on the number of organizations that request exhibit space.

Contact:

Space Congress Exhibit Chairman

Participation Information:

Requesting Exhibit Space: Member organizations must fill out the standard Space Congress exhibit contract. There is no charge for member organizations to exhibit. These contracts should be submitted in early January.

Exhibitor Obligations and Benefits:

Exhibitor obligations and benefits may change from year to year. The following paragraph describes benefits and obligations usually presented to exhibitors at the time of registration.

Exhibitors are required to set up and register at the specified time. Traditionally, exhibitors have been required to set up their exhibits on Monday between 3:00 p.m. and 4:30 p.m. This is followed by a private Exhibitor Reception and Ribbon Cutting Ceremony that evening. Exhibiting organizations usually receive two invitations to this reception. Exhibitors are required to dismantle the exhibit Thursday afternoon around 3:00 p.m. Organization exhibitors are not required to continually staff the exhibit space but are encouraged to do so. Member organizations that exhibit usually receive a minimum of two exhibitor badges which allow entrance to any paper or panel session.

4.C. Career Night

Purpose and Description:

Career Night is an annual seminar geared toward middle school and/or senior high school students. The purpose of the event is to expose students to various scientific, engineering, and related career disciplines. Professionals of various career paths provide a demonstration and/or explanation of their career discipline. This forum allows the students to inquire about the day to day activity of a career and the required course work in both high school and college.

Sponsors:

CCTS and Brevard County School District

Time of Year and Location:

This event takes place on a weeknight in the Fall, Winter or Spring at an area school, university, or the Florida Solar Energy Center.

Contact:

Education and Vocation Chairperson or Career Night Chairperson

Participation Opportunities:

Seminar Organization Presenters - Speakers are needed in specific engineering disciplines

Support for the night of the event

4.D. Space Flight Awareness Receptions

Purpose and Description:

CCTS provides a service to NASA and aerospace contractors by handling the financial arrangements related to the Space Flight Awareness receptions and serving as co-host. CCTS member volunteers collect tickets from all attendees. The CCTS Space Flight Awareness Committee handles all financial matters including the billing and collection of assessments to participating contractors and NASA organizations, payment of bills, and preparation of periodic financial reports. Several receptions are held each year.

Sponsors:

NASA, Aerospace Contractors, and CCTS.

Location:

Receptions are held at the KSC Visitors Complex, Port Canaveral Cruise Terminals, or at area hotels, as determined by the Space Flight Awareness Committee.

Contact:

Space Flight Awareness Chairman

Participation Opportunities:

Volunteers are needed to welcome the Space Flight Awareness guests and collect tickets at the door. Volunteers are limited to members of CCTS member organizations.

4.E. Engineers Week Banquet

Purpose and Description:

CCTS and the Florida Engineering Society (FES) commemorate Engineers Week with a banquet, featured speaker on a topic of interest in Engineering, and presentation of two awards. The Engineer of the Year Award is sponsored by FES and is given to a registered Professional Engineer (P.E.) whose name is then submitted for the statewide FES Engineer of the Year Award. The Engineer Achievement Award is sponsored by CCTS and the nominee does not have to be a registered professional engineer. The call for nominations is issued in December.

Details of both Awards are contained in Appendix A.

Sponsors:

CCTS, Florida Engineering Society, and the local chapter of the national society selected to sponsor Engineers Week

Time of Year and Location:

This event takes place Friday or Saturday night at the conclusion of Engineers Week in February. The banquet is held at varying locations in Brevard County.

Contact:

CCTS Engineers Week Banquet Chairman

Participation Opportunities:

Serve on Engineer Achievement Award selection committee
Banquet Committee - planning, organizing, speaker selection, registration, publicity, etc.

Member Organizations can:

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Make this your organization's monthly meeting

Present awards from your organization at the banquet (Coordinate this with the
CCTS Engineers Week Committee Chairman)

4.F. Orientation Banquet

Purpose and Description:

The Orientation Banquet introduces member organizations to CCTS history, goals, activities, and officers. The organization's primary CCTS representative, organization chairman/president, CCTS officers, CCTS Advisors, and CCTS committee chairmen are invited. Member organization chairmen may send alternates to the banquet.

Time of Year and Location:

This event takes place in the fall, usually the last week in October. The banquet is held at varying locations in Brevard County.

Information To Be Updated and Provided At Banquet:

Pamphlet containing information on CCTS Objectives and member organizations titled "Introducing CCTS.... Canaveral Council of Technical Societies"

CCTS Handbook for Member Societies

Current copy of By-Laws

List of officers and committee chairmen to be printed in the program

Schedule of annual events to be printed in the program

Provide CCTS Brochure and Handbook on a floppy disk, along with a hard copy sample of each to printer for printing. Printing is usually done by AccuPrint on Courtney on Merritt Island.

4.G. MATHCOUNTS

Purpose and Description:

MATHCOUNTS is an annual competition for seventh and eighth graders in mathematics and problem solving. It is similar to the National Spelling Bee Competition. Schools in the local area field teams to compete in the local competition. The local winners go to a state competition and the state winners go to the national competition. MATHCOUNTS ensures that the students take math and problem solving seriously and that they see the connection to future life solving as well as the fundamental relationship to the sciences and business.

Sponsors for Local Competitions:

CCTS and Florida Engineering Society

Time of Year and Location:

This event usually takes place in February or March at the Brevard Community College, Cocoa Campus.

Contact:

Education and Vocation Chairman or FES MATHCOUNTS Chairman

Participation Opportunities:

Proctors and moderators for problem solving sessions.

Moderators, judges, and scorers for the competition.

Support for day of the event, such as registration and hospitality.

4.H. Horizons Unlimited Essay Writing Contest

Purpose and Description:

The purpose of the Horizons Unlimited Essay Writing Contest is two fold. First, it is to encourage students to correlate their everyday world with the benefits of science and technology. Second, it is to encourage students to use both their scientific and communication interest and skills.

Within each essay, the student(s) must:

- Identify a scientific advancement or a technology that has enhanced their life, their family members' lives and or the community
- Detail the benefits
- Explain the evolution of the scientific advancement or technology including all the individuals responsible

The contest is divided into three divisions: Elementary School, Middle School and Senior High School. Within each division three prizes will be awarded: First, Second and Third. Each winner receives a certificate and a U.S. Government Savings Bond. These awards are presented at the Meet the Astronauts Panel during Space Congress.

In addition, the teacher that inspires the most qualified entries within each division is awarded a gift certificate. These awards are also presented at the Meet the Astronauts Panel during Space Congress.

Sponsors:

CCTS and Brevard County School District

Time of Year and Location:

Schools are contacted in early fall and provided a contest announcement and criteria for dissemination to both teachers of Science and Language.

Papers are judged in late March/early April.

Contact:

Education and Vocation Chairperson

Participation Opportunities:

Many judges are needed to support this activity.

5. Requesting CCTS Sponsorship for New Projects

Support for New Projects:

CCTS will entertain sponsoring new activities and projects. CCTS receives many requests for funds and support. These must be reviewed to ensure that they are consistent with the CCTS bylaws and comply with regulations for nonprofit organizations and Federal Income Tax exemption. It is important that organizations requesting funds do not engage in political expenditures.

Unless otherwise notified by CCTS letter, recurring projects must be approved each year. At the appropriate time, the Management and Budget Committee will consider how the project has operated and if it is meeting its objectives.

Submitting Proposals for New Projects:

New projects submitted for CCTS sponsorship consideration go through the following steps:

1. Requesting group generates a proposal according to the information requested in the "Request for CCTS Sponsorship Form" in Appendix B.
2. Requesting group submits written proposal to the New Projects Chairman.
3. The New Projects committee reviews the proposal to determine compliance with established criteria and makes a recommendation concerning sponsorship.
4. The Management and Budget Committee reviews the proposal, if recommended by the Projects committee, to determine if funds are available to support the project.
5. A proposal receiving recommendations from both committees is then presented to CCTS at one of the scheduled executive board meetings for a vote of sponsorship. A representative from the requesting group may be asked to present information to the Council concerning the project to clarify issues or provide support for the project.

6. Program Coordination Service

Purpose and Description:

The Program Coordination Committee promotes, coordinates, and integrates inter-organizational activities and goodwill. The goal of this service is to encourage the interaction of the member organizations through joint meetings and activities. To meet this objective, the Program Coordination Committee manages the CCTS Joint Member Organization Special Programs (JMOSP), which provides assistance and funds for joint programs, projects, and special events that meet the qualifications. The Program Coordination Committee solicits and reviews proposals, selects or recommends qualified projects, and receives concluding reports. The funds to support the Joint Member Organization Special Programs are held in the CCTS budget under the Program Coordination Committee. Details of this program are outlined below. The Program Coordination committee will also help coordinate, integrate, and promote joint activities which do not meet the qualifications of the JMOSP. Currently, the Brevard Technical Journal prints the schedule of meetings and events for the current month. Remember to keep your contacts in the Brevard Technical Journal current.

Examples:

Joint meeting sponsorship - distribute the cost of a speaker (Does not qualify as a JMOSP event. Large events (seminars, symposiums, etc.) may be sponsored by joint organizations.

Awards Banquets

Events with the school system

Participation Opportunities and Responsibilities:

Submit information monthly to the Program Coordination Chairman on the following:

- Monthly meeting dates and topics, highlighting events open to other member organizations.
- Upcoming events for publicizing to member societies - workshops, seminars,
- Requests for help from other member societies, i.e. joint meetings, help in planning and implementing events, calls for speakers and award nominations, etc.

Respond to other member organizations requesting help.

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Provide a contact to the Program Coordination Chairman.

Submit proposal to organize and conduct a joint activity, program, project or special event.

Communication:

The CCTS Program Coordination Chairman will distribute information monthly to announce member organization events and requests for support from other member organizations. This information will provide a means for member organizations to interact.

Joint Member Organization Special Programs:

Description:

The Joint Member Organization Special Programs (JMOSP) provides a formal method for CCTS member organizations to plan and organize jointly sponsored events. It also provides a means for member organizations to obtain a subsidy or seed money for the event. In addition, CCTS may provide some other support such as publicity and volunteers, as requested. The types of joint ventures are not limited, but could consist of special speakers, seminars, tours, etc. The JMOSP is not intended to be used for normal meetings of the member organization, but rather to promote special programs that might not otherwise be possible, and promote inter-organizational activities. The method to submit proposals is identified below.

Goals of the JMOSP:

Pool two or more CCTS organizations for joint special programs. This provides a larger audience to help attract speakers and a greater attendance to ensure the success of a special program or event.

Provide an incentive and forum for CCTS to meet its objective to promote, coordinate and integrate inter-organization activities and goodwill.

Provide a service to the CCTS organizations to help them better support their membership, and the society's educational and technical objectives.

Constraints and Qualifications:

1. As a minimum, two member organizations (advisor organizations do not count) must participate in the proposed project, activity or special program.
2. CCTS will budget to sponsor four events, which would provide for one to be held each quarter. However, the Program Coordination Committee could sponsor more if money and interest exists. The Committee is also at liberty to schedule the events whenever it chooses.
3. The maximum amount of money available per event is \$250.

4. If a fee is charged at the event and a profit is made, CCTS should be reimbursed up to the amount provided or the amount of profit, whichever is lower.
5. Organizations will need to submit a proposal for the event to the Program Coordination Committee including, at a minimum, a description, sponsoring organizations and contacts, budget, other assistance requested from CCTS (volunteer support, publicity, etc.), date/time/location, event fees, and how this activity will benefit the CCTS member organizations.
6. The event must be open to all members of the CCTS member organizations or the community-at-large. However, the event can have a limited attendance based on resources and facilities.

7. Mailing Permit

Member organizations may use the **CCTS Bulk Mailing Permit #138**. All mailings under this permit must be paid for by the member organization directly to the post office.

Materials sent under the CCTS Bulk Mailing Permit need to display the Bulk Mailing Permit #138 and include the words "NONPROFIT ORGANIZATION." See example below.

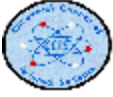
The return address must be the CCTS address (P.O. Box 245, Cape Canaveral, FL 32920). It would help to have your organization noted somewhere on the mailing to facilitate distribution of returned mail. See example below.

Mail must be sorted according to zip code and by Area Distribution Center (ADC) and placed in trays for delivery to the Cocoa Post Office at Clearlake Road and SR 524. Trays are available at the post office.

A minimum number of pieces (200) is required to use the permit.

USPS Form 3602-N, Postage Statement Form with Permit Imprints, Third Class Mail (Nonprofit Rates Only) must be prepared and delivered with the mail to the USPS.

For additional information and current regulations, use the USPS Quick Service Guide (Section 631) Mail Entry Unit. The Guide, Form 3602-N, and the ADC list are available in the CCTS Office or the Cocoa Post Office.



Thirty-Ninth Space Congress
Post Office Box 245
Cape Canaveral, FL 32920-0245

NONPROFIT
ORGANIZATION
U.S. POSTAGE PAID
COCOA, FL 32922
PERMIT NO. 138

Name of Recipient
Address
City/State

8. Space Congress Proceedings

Sale of Space Congress Proceedings:

Space Congress proceedings are available for sale after the conclusion of Space Congress by contacting the Space Congress Proceedings Chairman or by contacting CCTS by phone, FAX, electronic mail or US mail. Limited copies from previous Space Congresses are also available.

Reference Copies of Proceedings:

One reference set of proceedings from each Space Congress is maintained in the CCTS Office. In addition, one reference set is also maintained for the Florida Solar Energy Center in the joint use library at the Brevard Community College, Cocoa Campus.

Organizations may obtain a CD-ROM copy of the proceedings for their use based on the approval of the CCTS Chairman and a valid justification. Proceedings made available in this way should benefit the entire member organization and not a specific individual.

9. The Big Challenge Video NASA Facilities

The film opens with the historic statement of the late President John F. Kennedy announcing the national goal of landing men on the moon in this decade. Following a study group's selection of Merritt Island as the location for America's Spaceport, the Corps of Engineers is introduced as the agency responsible for design and construction supervision. The requirements that indicate design and size of facilities are outlined and the viewer is shown unique highlights of construction in a logical sequence paralleling operational use of the facilities. The Earth-orbiting vehicle, Saturn 1B lifts-off at the close as the viewer begins to appreciate that this nation is effectively meeting "The Big Challenge."

To secure a copy of this video, send a check to:

CCTS
P.O. Box 245
Cape Canaveral FL 32920-0245

Cost: \$10 - Members
\$15 - Non-Members

Include \$1 for postage if requesting the video be mailed, along with name of the recipient and mailing address. If requesting a pickup of the video, include contact name and phone number. A member of the CCTS Office Committee will contact you and arrange pickup.

10. General Information

CCTS Address:

Canaveral Council of Technical Societies
P.O. Box 245
Cape Canaveral, FL 32920

Office Location:

Cape Royal Building, Suite 401
1980 North Atlantic Ave., SR A1A
Cocoa beach, FL 32931

Phone: (321) 868-1623 FAX:(321) 783-5579 Electronic mail:

Meeting Location (special meetings may be held at other announced locations):

CCTS Office
Cape Royal Building, Suite 401, Cocoa Beach, FL

Meeting Dates and Time:

The second Wednesday of the month at 5:00 P.M., except for December. The date and location of the December meeting will be announced after all details are finalized.

Use of the CCTS Office Meeting Room:

The CCTS condo in Cocoa Beach is used as a CCTS office and meeting facility. Member organizations may also use this facility. The room contains a voice recording system, teleconferencing capability, large screen TV, VCR, overhead projector, computer/TV projection system, podium, large table and chairs. It can accommodate approximately 30 people. To schedule the room, contact the CCTS Office Chairman or leave a message on the CCTS answering machine. The name and phone number of the person responsible for cleaning and securing the room after the meeting will be required. The Office Chairman will confirm the room reservation and make arrangements for access. The outside doors are locked for entrance at 8:00 p.m. so schedule accordingly. Please call the office chairman when securing and leaving the office on the conclusion of your event.

CCTS also provided funding for a conference room at the Florida Solar Energy Center that can be used by CCTS and the member societies.

CCTS Website:

Information on CCTS, member organizations, and Space Congress may be found at:

- CCTS website: <http://www.canaveralcts.org>
- Space Congress: <http://www.SpaceCongress.org>

For information on placing a link to or creating your local organization's web page, contact the Internet Web Access Committee Chairman.

11. Florida State Tax Exemption

Tax Exemption:

Member organizations may use the CCTS tax exempt number on organization sponsored events; however, prior to use, approval must to be obtained from the CCTS Treasurer or CCTS Chairman. Copies of the tax exempt form will be provided at the time approval is granted.

Use of Tax Exemption:

Use of the Tax Exempt number requires a copy of the Tax Exempt Form and a copy of the CCTS pamphlet titled "Introducing CCTS Canaveral Council of Technical Societies" with your organization circled. These two items must be presented to receive the tax exemption, where applicable.

Examples of Use:

Eliminate sales tax on purchase of materials and services for organization-sponsored events, and tax on the purchase of dinners for meetings and banquets.

Appendix A: Awards Details

Attached are forms and information for responding to the call for nominations for the following awards:

1. Space Congress Achievement Award
2. Space Congress Technical Achievement Award
3. CCTS Achievement Award
4. CCTS Technical Award - no form available
5. Engineer Achievement Award
6. Engineer of the Year Award - Sponsored by FES

Space Congress Achievement Award and Space Congress Technical Achievement Award

NOMINATION FORMAT

Cover:

Standard agency cover may be used. Include name of award, name of nominee, name of agency submitting nomination, and award year.

Title Sheet:

1. Name of award, nominee, and person submitting nomination
2. Proposed citation - not more than 30 words

Content:

1. Name of nominee
2. Date of birth
3. Job location
4. Job title
5. Achievement upon which the nomination is based. Emphasize the specific, significant contributions, and scope of responsibility and involvement.
6. Published or presented technical papers, reports, etc., pertaining to the achievement (give title, date, author)
7. Patents (indicate status)
8. Professional affiliations (professional societies, committee memberships, professional groups, offices held, etc.)
9. Previous professional and honorary awards
10. Civic and community affiliations (memberships, elected or appointed offices, etc.)
11. Educational summary
12. Employment summary
13. Personal data (marital status, children, hobbies, etc.)
14. One photograph of nominee -4 X 5 inches or larger

CRITERIA

Proposer Contact:

Address:

Phone:

Engineer Achievement Award And Engineer of the Year Award

NOMINATION CRITERIA

The basic nomination criteria is the same for both awards except for the Engineer of the Year Award whereby the candidate must be a registered Professional Engineer and should have at least 10 years experience.

BASIC CRITERIA FOR BOTH AWARDS:

1. Candidate should have a record of extensive participation in professional engineering technical societies.
2. Candidate shall have been active in carrying out civic, community, and public responsibilities.
3. Candidate's professional integrity shall be beyond question.
4. Candidate's professional reputation shall be more than local in character.
5. Candidate should have consistently worked for the professional and technical interest of the engineering profession.
6. Candidate should have achieved particular distinction in his/her technical field and mode of practice which may be in government, education, construction, industry, or private practice
7. Candidate should reside in the Space Coast area.
8. Candidates must be a registered Professional Engineer and should have at least 10 years experience. ENGINEER OF YEAR AWARD (ONLY) ADDITIONAL REQUIREMENT

APPLICATION PROCEDURE

1. Candidate shall be nominated by a CCTS member organization or local company.
2. The nomination shall be in written form and should include a complete resume and/or completed application form (next section) together with such material that may be helpful to the awards committee in its review.

3. Send completed forms to the following address:

Engineering Awards
CCTS/FES
P.O. Box 245
Cape Canaveral, FL 32920-0245

APPLICATION FORM: See attached form "ENGINEER ACHIEVEMENT AWARD AND ENGINEER OF THE YEAR AWARD. For the Engineer Of the Year Award (only), information on P.E. license registration needs to be included.

ENGINEER ACHIEVEMENT AWARD AND ENGINEER OF THE YEAR AWARD FORM

Nominee's Name _____

General Information

Address

Street _____ City _____ State ____ Zip _____

Phone (work) _____
(home) _____

Birth Date _____
Month, Day, Year

Number of Years Practicing Engineering _____

P.E. License information (if applicable)

State _____ Registration number _____

Name of Employer _____

Employer's Address

Street _____ City _____ State ____ Zip _____

Nature of Employers Business

Current Occupation with Employer _____

Brief description of nominee's current occupational duties and responsibilities

General Personal Data

Provide such information as age, birthplace, family status, spouse's name, children, etc.

Education

Undergraduate Information: (include college attended, degree obtained, and graduation date)

Advanced Degree(s): (include college attended, degree obtained, and graduation date)

Scholarships and honors received in college:

Major college activities and special assignments:

Schools, conferences, seminars, and workshops attended since college:

Work Experience

For each job, provide a brief description of the nature of the work assignment, degree of responsibility in terms of dollar value of work, number of employees supervised, etc.

From _____ To _____

Name of Employer

City

From _____ To _____

Name of Employer

City

From _____ To _____

Name of Employer

City

From _____ To _____

Name of Employer

City

From _____ To _____

Name of Employer

City

Honors and Awards

Affiliations (Professional, Technical, and Civic)

Version 8

Provide information such as grade of membership and original membership date in FES, NSPE, and other professional and technical societies, organizations, and clubs. Include a description of duties performed and/or offices held.

Military Service

Active Duty: (include type of service, years served, rank and major assignments)

Reserve Duty: (include current military reserve status and duty assignments, if any)

Community Service and Personal Interests

Identify hobbies and other activities that reflect personal interests, church, or community service.

Citation

Each nomination shall include a citation summarizing the specific achievements that form the basis for the candidate's nomination.

REQUEST FOR CCTS SPONSORSHIP FORM

Name of program/project:

Organization requesting support, including name and address of contact:

Brief description of project, including objectives and expected accomplishments:

Date(s) and location(s) of program/project:

Identify type of support requested, including amount of funds:

What will the funds be used for and by whom?

What percentage of the program/project does this request represent?

Will this request recur in future years?

Identify the benefits of this program/project to education, the advancement of science/technology, and the community:

Specify how progress reports and program completion notification will be made to CCTS:

Appendix C: Horizons Unlimited Writing Contest

Learning to Explore & Communicate Science & Technology for the New Millennium

Concept:

Each student writes an essay/paper identifying a scientific advancement or technology, documenting its evolution including the person/persons responsible and identifying how it has enhanced or benefited the lives of the student, their family or the community.

Purpose:

The Horizons Unlimited Writing Contest (H.U.W.C) is intended to motivate students to research a technology, trace its evolution and derive its benefits. The scope of the project merges an interest in science and technology with an ability to reason and communicate the benefits related to and from it. In a world economy based upon technology and information and its management, the earliest opportunity to research and think about a scientific interest, while communicating the premises that lead to it, is a vital skill.

As a result, teachers of English, Mathematics & Science in the Brevard County school system are encouraged to inspire their students to take this challenge. The winners in each of the three categories will receive a United States Savings Bond and an award certificate (refer to the *Prizes* section for details). However, there are rippling benefits for all participating students. By encouraging a student with a high level of comfort in science to communicate about that interest, they round out their skill set. Likewise, by encouraging a student with a high level of comfort in speaking and writing to communicate the benefits of a technology, they balance their skill set.

The choice of an essay/paper writing project had many contributing factors. The primary of which was to entice as many children and young adults as possible into thinking about science while providing them a means to express their ideas and observations. The HUWC is a project designed to reach students that would not typically participate in other extracurricular and or scientific opportunities such as the Science Fairs.

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Teacher Incentive:

We are aware that many of the teachers in Brevard's elementary schools, middle schools and high schools have a full class curriculum for the Academic Year. Encouraging your students to *successfully* participate in a contest of this sort requires time and support by teachers. Students will require guidance in choosing a subject, developing a thesis, conducting research and writing the paper. As always, teacher support is vital to successful student participation.

As a result, a \$50.00 gift certificate to WalMart will be awarded to a teacher, in each of the three evaluation categories, that inspires the greatest class participation in the contest. Greatest class participation is categorized based upon the total number of entries that meet the objectives listed in the *Concept, Guidelines* and *Evaluation Criterion* sections. The number of entries alone is not the deciding factor. The total number of entries as a percentage of total number of students the teacher has in class(es) is an evaluation statistic for awarding of a prize. Additionally, the quality of those entries is also considered.

To be considered for this prize, a teacher must submit all their student's qualified entries in a given category as a package with a cover page. The cover page must include the following information:

- Teacher's name
- Teacher's subject and or grade level
- Total number of students in all classes
- Number of entries
- Name of School and contact telephone number
- Teacher comments (optional)

Benefits:

1. Provide students with first hand knowledge of how technology has effected their lives and of those around them.
2. Provide a means for students to strengthen their English and Communication skill set in conjunction with their Math and Science skill set.
3. Provide a means for greater participation from students of all age levels.
4. Provide financial, extrinsic incentive for students to explore a topic and experience the intrinsic reward of learning.

Guidelines:

We have divided the Brevard County schools into three separate evaluation sections. Each section has its own contest requirements and its own set of prizes. The sections will be evaluated individually and are divided as follows:

1. High School (grades 10 through 12)
2. Middle School (7 through 9)
3. Elementary (grades K through 6)

High School Requirements:

- No less than 250 and no more than 1000 words in length
- Can use graphics such as tables, drawings, photographs, etc.
- Typed/Printed via computer (text no larger than 12 pt no smaller than 10 pt., double spaced)
- No less than three bibliographic sources
- Bibliography using a recognized style guide (APA, MLA)
- Deadline, see annual *Schedule of Events*

Middle School Requirements:

- No less than 200 and no more than 1000 number of words in length
- Can use graphics such as tables, drawings, photographs, etc.
- Typed/Printed via computer (text no larger than 12 pt no smaller than 10 pt., double spaced)
- No less than three bibliographic sources
- Bibliography using a recognized style guide (APA, MLA)
- Deadline, see *Schedule of Events*

Elementary School Requirements:

- No less than 150 words and no more than 500 words in length
- Can use graphics such as tables, drawings, photographs, etc.
- Typed/Printed via computer (text no larger than 12 pt no smaller than 10 pt., double spaced) or can be neatly hand written
- List of sources of information by name (Book title, Web Site, etc.)
- Deadline, see *Schedule of Events*

Evaluation Criterion:

A panel of volunteers from CCTS and its member societies will evaluate the projects using the criterion below. Each student essay/paper must have the following minimum structure:

1. Clearly identify a scientific advancement or technology
2. Accurately document the evolution of the scientific advancement or technology including the person/persons responsible
3. Completely describe how the technology has enhanced the quality of life for the student, his/her family and or the community
4. Use accurate and consistent grammar
5. A cover page that includes the following information: Student's name, Age, Grade, Teacher's Name and School Name.

Further evaluation concepts:

- Student's creativity in choice of subject and presentation of subject
- Student's ability to communicate

NOTE: Any entry that does not meet the criterion set forth in the *Concept* section will be disqualified. Any entry that does not meet the criterion set forth in both the *Guidelines* and *Evaluation Criterion* sections will be penalized in the judging process.

Prizes:

In each evaluation category, Elementary, Middle and Senior High school there will be a first, second and third place student winner. Each winner receives an U.S. Savings bond and an award certificate with the student's name and placement. In the event that a winning entry has multiple authors, the prize is split among all authors.

The Senior High School winners will receive the following Prizes:

- First Prize \$500.00 U.S. savings bond & Personalized Award Certificate
- Second Prize \$200.00 U.S. savings bond Personalized Award Certificate
- Third Prize \$100.00 U.S. savings bond Personalized Award Certificate

The Middle School winners will receive the following Prizes:

- First Prize \$200.00 U.S. savings bond & Personalized Award Certificate
- Second Prize \$100.00 U.S. savings bond Personalized Award Certificate
- Third Prize \$75.00 U.S. savings bond Personalized Award Certificate

The Elementary School winners will receive the following Prizes:

- First Prize \$100.00 U.S. savings bond & Personalized Award Certificate
- Second Prize \$75.00 U.S. savings bond Personalized Award Certificate
- Third Prize \$50.00 U.S. savings bond Personalized Award Certificate

A Teacher with highest percentage of qualified class participation in each evaluation category receives the following:

- \$50.00 Gift Certificate to WalMart

Disqualification Criteria:

With the availability of the world-wide-web and compact disk encyclopedias (Encarta), plagiarism can be as easy as a copy and paste. Entries that have sections of cut and pasted information without the appropriate attributions are considered plagiarism and will be disqualified. Additionally, the teacher that submits the entry will be disqualified from consideration for the teacher incentive.

1. Failure to meet the Concept or enough of the Evaluation Criterion
2. Plagiarism
3. Fabrication of content or bibliography information

Contact Information:

If a teacher or student has further questions or requires additional information about this contest, you may contact the CCTS Education and Vocation Committee Chairperson.

Rules:

- All entries are considered property of CCTS and may be returned or retrieved as long as the resources are available. Winning essays will remain the property of CCTS.
- Winning entries will be displayed at the CCTS display during Space Congress
- All winners must provide their Social Security Number, their name (as on SS# card), their mailing address and date of birth to CCTS to receive

the U.S. Savings Bond. If this information is not provided, the winner forfeits the monetary award.

- The time-table for delivery of the Savings Bonds is not within the control of CCTS.

Appendix D: Past Sponsored Events

Over the years, CCTS has sponsored or co-sponsored numerous activities. Some of them are listed below:

1. Florida Institute of Technology Solar Car (Solar 1) and the Compressed Natural Gas
2. Planaria Shuttle Middeck Locker Experiment
3. Donations to the Florida Solar Energy Center Library
4. Original Sponsor of the Astronaut Memorial Foundation
5. Brevard Science Fair judging and contributions - Brevard County Schools
6. Rocket Engine Research Project - Florida Tech.
7. Junior Solar Sprint Race - Brevard County Schools
8. Brevard County Schools Foundation Mini Grants - Brevard County Schools
9. Teachers Aerospace Workshop - Florida Tech.
10. Internet Web Presentation
11. Scholarships
12. Science Olympiad
13. Donation of Space Congress Proceedings to local schools and libraries
14. Publication of magazine
15. Clash of the Titans (COTT), Brevard's Own Scientific Scholars (BOSS)