

How to Partner with Your Local NASA volunteers: Night Sky Network Astronomy Clubs (NSN) and Solar System Ambassadors (SSA)

Find nearby NSN astronomy clubs:

bit.ly/findnsn. Enter your zip code and find a club near you. Many clubs accept event requests directly from their page or send them an email.



Find an SSA via **solarsystem.jpl.nasa.gov/ssa**. Search by state using the Directory, then click on their map pin or name to access their bio and email contact form.



What to have prepared when contacting them: Make sure to have the following info handy and keep a few considerations in mind:

- **Schedule well in advance.** Try to give them at least a month to make sure they are available and have enough time to ensure a quality event.
- When is the exact **time, date and location**? Is there a backup date in case of poor weather?
- Is there a **theme for your event** or do you want them to provide any type of activity or presentation that they'd like?
- What **type of event** is it? Is it a science, fair, scout campout, community event?
- **Who** is this event for, and **how many** will be there? Will it be children? Young adults? Senior citizens? An all-ages event? Dozens of people or hundreds? Notify the volunteer of any audience special needs or considerations.
- Who should they contact, and what is their **preferred contact information**? In addition to your own info, is there a backup person? Is there a person in charge of the event facility itself or a custodian that can help with basic issues with the event space?
- Ask them what **presentation tools** they may need – projector, chairs, tables, outside space etc.
- Share what you are doing to **advertise for the event** and your volunteer can probably help spread the word through their channels, including the SSA and NSN websites.

At the Event

Please help your volunteer out by ensuring they have easy access to your event space (including parking), and they have all of the supplies and tools they need available well before the event is scheduled to start so there's plenty of set up time.

Crowd control and clear safety guidelines for your volunteers and visitors are essential for a smooth event. Be sure to communicate what your facilities standard emergency procedures are and where all the restrooms or breakrooms are for the volunteer to use.

At the end of the event, if you want to provide the volunteer with any feedback, photos or schedule another event, it's a good time to discuss that before they leave. Remember, these are volunteers - they are sharing their time simply for the joy it brings. Be sure to pass on thanks and comments from your community!

Night Sky Network Astronomy Clubs
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nightskyinfo@astrosociety.org

Solar System Ambassadors
solarsystem.jpl.nasa.gov/ssa
ambassad@jpl.nasa.gov