

## Library Telescope Award Activity Log/Application - Instructions

### Overall Directions:

1	Enter information directly onto a blank Astronomical League Library Telescope Award Activity Log/Application. The form is in MicroSoft Excel.
2	All forms are to be typed and not hand written.
3	Each individual is to submit his or her own personal Library Telescope Activity Log/Application; no group or club/society log. You are encouraged to keep the Log as you do Library Telescope Activities; it is designed as such.
4	Complete all cells as directed; specific directions are reviewed below
5	The Astronomical League Library Telescope Award Activity Log/Application is not to be altered in any way without permission.
6	Submit completed Library Telescope Award Activity Log/Application via email as an attachment to tomlynchcpa78@gmail.com

**Section 1 – General Information:** enter applicant's name, League club/society of which the applicant is a member, applicant's address, city, state, email address, and best phone number at which to contact the applicant, if necessary. Note that most contact will come via email.

If the applicant has previously earned the League's Silver Library Telescope Award, please enter the Award Number in the box provided.

<b>Name</b>	
<b>Club/Society:</b>	
<b>Address:</b>	
<b>City, State Zip:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
	<b>AL Library Telescope # from Previous Submission (if applicable)</b>

**For League Use Only:** This section of the form will be completed by the League's Library Telescope Award Coordinator and allows the League to track all Library Telescope Activity submissions. Please do not enter any information – including previously assigned League Library Telescope Award numbers – in this section.

<u><b>For League Use Only</b></u>	
Library Telescope #	Date Rec'd
Library Telescope Level Awarded:	
Silver Award	
Gold Award	
Verifications:	
Date / Time	
Library Telescope Info	
Participants	
Club Certified	
AL Verified	

**Section 2** – Total numbers of hours per Library Telescope Award level: This section will autosum the total number of hours for these events for each of the two Library Telescope Levels; you do not enter data in this section of the Activity Log. You will need to indicate levels – Silver and/or Gold – in the LEVEL column (see Section 5) by using a S (Silver) and/or G (Gold) in the LEVEL column. DO NOT type out the word – just the letter; the form is not case-sensitive.

**Section 3** – Logged Library Telescope Activity Data: Log your Library Telescope Activities as noted below.

0	0.00	Silver Library Telescope Award (20 hours)						
0	0.00	Gold Library Telescope Award (Silver + 80 hours)				Total Number of Hours:	0.00	
		Requested; enter S or G in Level				Total Estimate of Participants:	0	
#	Level	Date	Location	Library Telescope Program Activities Performed	Start-End Times	Hours(s)	# of Participants	
1								
2								
3								
4								
5								
6								

#	Event Number – no need to change unless you need additional event lines (more than the 60 event lines on the Astronomical League Library Telescope Award Activity Log-Application). Add event lines within the green section, as needed.
Level	As noted above enter S (Silver) and/or G (Gold) in the LEVEL column. DO NOT type out the entire word – just the letter. This section is not case-sensitive, so an S or an s for Silver will both be entered as a Silver Level Library Telescope event.
Date	Enter the date of the activity in Month/Day/Year format; 1/1/19. The form will convert this to 1/1/2019. If you just enter 1/1 the form will enter the date as the current year (1/1/2020). Do not enter alpha characters for the month; e.g. no “January,” just a “1” for the month.
Location	Enter a brief description of the location; city/state usually not necessary but you may enter this data if you wish. Something like “Lynbrook Library” will suffice.
Activities	Again, a brief description will suffice. If you need more space than available in the one line cell size provided, the form is designed to allow for longer input through an auto wrap text feature.
Start-End	Please enter as local time such as 6:00PM-10:00PM or UT (01:00-05:00 UT). Note the use of a dash “-” between the start and end time.
Hours	From your Start-End Times, please enter your total time for this event in whole numbers and fractions, not hours and minutes (e.g. 3.75 for 3 hours 45 minutes). Do not type 3.75 <b>hours</b> ; just the numerical value. The form will then autosum the total time for you, both by type of activity (Silver - Gold) and total.
Participants	Please include your estimate of the number of participants. Again, the form will autosum for you in the Total Number of Participants cell.

**Notes/Comments:**

Notes and comments may include such items as requests for husband-wife Library Telescope award numbers to be sequential, confidentiality if a member is to be awarded as a surprise honor, etc.

**Submission:**

Library Telescope Award Activity Log submissions must be made as an electronic copy of the Excel file in an attachment to an email to [tomlynchcpa78@gmail.com](mailto:tomlynchcpa78@gmail.com). Do not submit a PDF file of the excel spreadsheet.