

# Minister of Arts and Sciences Group Quarterly Report



**This Report is For** (please check one):

Local \_\_\_\_\_ Baronial \_\_\_\_\_

**This Report is For** (please check one):

**Year:** 20\_\_\_\_\_

_____ January, February, & March	Due: 1 April	(15 April for Baronies)
_____ April, May, & June	Due: 1 July	(15 July for Baronies)
_____ July, August, & September	Due: 1 October	(15 October for Baronies)
_____ October, November, & December	Due: 1 January	(15 January for Baronies)

**Name of Your Region:**

**Name of Your Barony** (if applicable):

**Name of Your Local Group** (if reporting for a Shire/College/Marche/Canton, etc):

**Your SCA Name:**

**Your Legal Name:**

**Your Address:**

**Your Telephone Number:**

**Your E-mail Address:**

**Your Membership Number and Expiration Date:**

**Date of Last Warrant for This Office** (If any):

**How Long Have You Been an Officer in This Position:**

**Have Any of These Details Changed Since Your Last Report:**

**SCA Name of Your Deputy** (ies):

**List Events Held by Your Group During This Quarter and Any A&S Displays / Competitions / Classes / Performances at Those Events:**

**List Demonstrations Held by Your Group During This Quarter:**

**List Classes Taught by Members of Your Group During This Quarter** (other than at your events):

**List of Judging Done by Members of Your Group During This Quarter** (other than at your events):

**List Guilds and/or Special Interest Groups in Your Group** (can be modern world if relevant):

**List Regular A&S Gatherings** (households, general project nights, or topic specific types):

**List Personal A&S Projects Worked on by Members of Your Group During This Quarter:**

**List Youth A&S Projects &/or Programs Targeting Youth A&S Participation** (if not covered above):

**List Group A&S Projects Worked on by Members of Your Group During This Quarter:**

**List Future A&S Projects by Your Group** (if any):

**List People You Feel Bear Watching and Why:**

**List A&S Related Awards Received by Members of Your Group** (Service to A&S counts as well):

**Praises/Problems:**

**Questions or New Information About Your Office:**

**Goals You Have Established for the Office and Progress on Them:**

**What Events Do You Think You Will be Attending in the Next Quarter:**

Send your reports to:

Local seneschal

Baronial MoAS (If you are part of a Barony)

Regional MoAS (If you are reporting as a Barony)

***Be sure to keep a hard copy of your report in your file!***

*Please Remember:*

1. Do NOT use SCA names on the envelopes; use only mundane names.  
Print or write clearly - no calligraphy!
2. Regional and Kingdom Officers are listed in *The Pale*, the newsletter of the Middle Kingdom.
3. Use standard size envelopes whenever possible (#10 long is convenient).  
Don't incur the extra expense of mailing an odd sized envelopes unless you absolutely have to.
4. Mail your reports so they will be received on or close to the due date. This will mean planning ahead: gathering information, writing the report, and allowing time for delivery. (This is especially true if your mail must cross the U.S./Canada border.)
5. **Do not send a report by Express Mail, Federal Express, etc.** This is expensive! If your report will be more than a few days late, telephone (or e-mail) the RMoA&S and let them know.
6. E-mailed reports are acceptable but keep a hard copy for your files and hard copy of receipt confirmation from your superior.