

## PROCESS FOR BECOMING A FULL STATUS GROUP

Become Proto Incipient:

1. Request New Group Handbook from Deputy for New Groups.
2. Have **all** officers send Change of Office Form to their **Regional** and **Kingdom** officers. (found in the workbook).
3. Begin to hold meetings, demos and events if possible.
4. REPORT TO REGIONAL AND KINGDOM OFFICERS ON SCHEDULE.
5. Develop strong relationship with neighboring groups. Help at their events, invite them to your meetings, etc.
6. DO NOT OPEN A BANK ACCOUNT.
7. START process of name and device submission. This may take longer than you think.
8. DO NOT WORRY ABOUT ZIP CODES OR TERRITORY.( At this point you have no official standing in the SCA so Zip codes do not matter!!!
9. DO NOT BE AFRAID TO ASK QUESTIONS. THIS IS A LEARNING PROCESS FOR YOUR GROUP.
10. CONTACT YOUR REGIONAL IF YOU HAVE PROBLEMS.

**There is no time table on how long you remain proto incipient. It can be anywhere from 6 months to a 1 year or longer.** At this stage, your Regional and Kingdom officers are looking for stability, problem solving, reporting on time and how well you play with others.

To become Incipient:

1. Request an Incipient Branch Status Application form from either your **Regional** or **Deputy for New Groups**. FOLLOW THE INSTRUCTIONS.
2. Submit application and materials to your **Regional** and **Kingdom Seneschal** and **Deputy for New Groups**.
3. Start holding events and developing as a group and reporting.
4. DO NOT BE AFRAID TO ASK QUESTIONS.
5. CONTACT YOUR REGIONAL IF YOU HAVE PROBLEMS.

**Be patient. There is no timetable on this process. It can be anywhere from 1 year to 3 depending on the maturity of the group.** At this stage, your regional and kingdom officers are looking very closely for continued stability, problem solving, reporting on time and how well you play with others. At this point you should be functioning on your own. Device submission is an important part of becoming full status. Keep track of where your device is after submission to the College of Heralds.

To become Full Status:

1. Request a Full Status Application from your Regional or Deputy for New Groups.
2. Provide all application materials and dates requested.
3. Send to your **Regional**, the **Kingdom** seneschal and **Deputy for New Groups**.  
The Kingdom seneschal will advise the crown and review the information submitted asking for input from the Regional and Deputy for New Groups. **It is recommended that you receive confirmation that both name and device of group are passed before sending off the Full status application.**
4. Once reviewed by the Kingdom seneschal, your group will be advanced to full status. **This process has no timetable and is at the discretion of the Kingdom seneschal.**