

Understanding the New Seneschal Reports and Reporting Schedule

by Eidiard An Gobhainn, Regional Seneschal of North Oaken

I hope to clarify the new reports and schedule in one fell swoop.

Reporting:

Reports are done as follows:

Local Groups report to their Barony by the listed due date on the kingdom webpage.

Independent Shires Report directly to the Regional as per the Local Group schedule.

15 Days after Local Group Reports are due Baronies report to the Regional.

15 Days after Baronial Reports are due Regionals report to kingdom.

So reporting due dates are as follows:

(There are no problems with early reporting)

Local Groups (Shires, Cantons, Colleges, Strongholds, Ridings, Marches, etc.): **February 15, May 15, August 15, and November 15**

Incipient: **May 15, August 15** Quarterly reports go to the Deputy for New Groups and group administering branch Seneschals.

Proto-incipient groups not being official groups, cannot be forced to report, but will not be advanced unless they do

Baronies : **March 2, May 30, August 30, and November 30**

Regionals : **March 17, June 14, September 14, and December 15**

New Reports format:

I will explain line by line. My comments are marked with a *

Group name ***Registered name of your group**

Seneschal Info:

Society Name: ***What is your Sca name**

Modern Name: ***Who you are**

Address: ***Where you live or receive your mail**

Phone: ***A number we can reach you at or leave a message if need be**

Email: ***Your email address**

Warrant Expiration Date: *** We now use a roster warrant for all seneschals that is renewed/ approved at the beginning of every reign. This cuts down on paperwork for us all. All warrants are considered approved unless otherwise notified or someone else officially takes the office over.**

Requests for Upline Seneschal Action: ***Here is where you put in non-time sensitive specific requests for your "upline" seneschal to look into or act on something.**

Branch Changes: SCA Name (modern Area, State) * This is your groups name followed by Nearest city/town and state.

Suspension: *Leave these blank unless one of them applies.

New Group:

Abeyance:

Dissolution:

General Summary of Positive Occurrences, Projects, and Items of

Note: *fill in a general statement of the groups positive happenings

Key Issues and Problems: *If you have a non time-sensitive problem or need guidance, here is where you fill it in. This differs from above as it is for general things not specific one time problems. (Eg: How can we increase recruiting?)

Estimated Paid Member *Try to be accurate as you can

Estimated non-member participants *Again, try to be as accurate as you can. We all know members who are not active in a local group but are elsewhere. Keep focused on your group.

Commendations: *Here fill in anyone you think deserves notice for positive things, like hard work, etc.

Estimation of activity: *Increased, Decreased or Stable (you might want to add why)

Events: Name. Estimated Attendance *Name of your event and your troll count.

of recruitment initiatives Estimated # of leads *How many times have you tried community recruiting this quarter and how many names/emails/phone numbers did you get -- just the numbers, not the names, etc.

Does your local branch have any of the following officers (check all that apply, include name, email, and phone. This should just be updated when changed.)? *This one is very straightforward.

Arts & Sciences

Chatelaine

Chirurgion

Chronicler

Constable

Exchequer

Herald

Marshal (Chivalric/Armored)

Marshal (Rapier/Fence)

Marshal (Archery)

Marshal (Equestrian)

Media

Deputy Seneschal (Emergency Replacement)

Web-person

Youth & family coordinator

Youth Combat marshal

Other

*This explanation was provided by Eidiard An Gobhainn, Regional Seneschal of North Oaken
Report forms and schedule are listed at <http://www.midrealm.org/seneschal>*