

Middle Kingdom Arts and Sciences Handbook

Table of Contents

1. An Introduction to the Job
2. What are the Arts and Sciences?
3. Arts and Sciences Activities in the Middle Kingdom
4. Becoming a Minister of Arts and Sciences
5. Files and Correspondence
6. Quarterly Reports
7. Regional Ministers of Arts and Sciences
8. Kingdom Minister of Arts and Sciences
9. Awards
10. Guilds
11. Running a Regional or Kingdom Arts & Sciences Faire
12. Running a Kingdom Craftsperson Faire
13. Running a Kingdom Authentic Artifact Showcase

Appendix A - Report Form

Appendix B - Sample Report

Appendix C – Resignation and Change of Officer Form

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Duchess Mistress Caellyn y'eam FitzHugh, Kingdom MOA
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Mistress Bronwyn ferch Gwyn ap Rhys, Kingdom MOS
Mistress Myrra de Blackwoode, Kingdom MOA
Mistress Caroline de Mercier, Kingdom MOA
Mistress Gwyneth Banfhidhleir, Oaken MOAS
Mistress Alexis MacAlister of Beverlay, Kingdom MOA
Master Patrick Connor O'Donnell McPhelan, Kingdom MOS
Lord Beorthwine of Grafham Wood, Kingdom MOS
Mistress Melisande of Woodcrest, First Middle Kingdom MOAS
Meistara Thorhalla Carlsdotir af Broberg, Kingdom MOAS
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Chapter 1: An Introduction to the Job

Congratulations! If you are reading this, you are probably a new Minister of Arts and Sciences (MOAS). This chapter will provide you with some of the basic information and policies you need to get started with your new office.

The purpose of the Arts and Sciences in the Society is to help us recreate medieval life and culture. It is the responsibility of the Minister of Arts and Sciences to encourage everyone who wants to learn, teach, study, demonstrate, display, or practice some medieval art or science to do so.

MOASs have four principal tools at their disposal to help them with their work: Facilitation, Communication, Encouragement and Recognition.

Facilitation: Otherwise called "networking," facilitation puts the people who want to learn stuff in contact with the people who know stuff.

Communication: Reporting is very important, but there is more to communication than reports. A good MOAS encourages communication among artisans. Find out what arts and sciences people in your group want to learn about. Arrange classes or workshops on those topics. If no one in your local group can teach, arrange for guest teachers from another group. Your Regional and Kingdom MOAS can help you find teachers if you don't know who to contact.

Encouragement: Encourage people in your group who are working on group and individual projects, help new members make or obtain basic garb and other necessities, and help members prepare to enter A & S displays and contests.

Recognition: Be aware of what people in your group are doing, praise their endeavors and make sure recognition is given where it is due! Public praise is a great motivator: have "show and tell" local meetings, arrange arts and sciences displays at local events or put a column in your local newsletter that features what artisans in your area are doing. Nominate worthy people for Baronial and/or Kingdom awards. Refer to Chapter 9, Awards, for more details.

The Arts and Sciences happen every day; when food is prepared to share, a new costume is made; armor is updated, in every attempt to look and feel medieval. Think about what you and your friends are doing every day to make the SCA come alive, and you will find the Arts and Sciences. The MOAS should foster growth of the Arts and Sciences in the SCA, keeping in mind that everyone will move at his/her own pace.

In the SCA framework, reporting is important and necessary, you should make every attempt to be complete and on time. Take time to communicate with your group to learn about their projects, progress, and any problems they may be encountering to include with your reports.

An effective MOAS willingly shares ideas and information. Learning is enhanced by researching, doing and teaching. Direct people to good SCA sources to find and share information such as local newsletters, *Artes Draconis* (the Arts and Sciences Newsletter of the Middle Kingdom), *Tournaments Illuminated*, or *The Compleat Anachronist*, or at a Royal University of the Midrealm (RUM) session, Pennsic, or local workshops.

Levels of Ministers and Their Responsibilities

There are four levels of Ministers of Arts and Sciences within the Middle Kingdom. ; a brief description of each and their duties follows. This list of duties is by no means exhaustive. Please refer to the rest of this handbook for details on the duties.

Local Ministers of Arts and Sciences (MOAS) act within a local group (such as a Shire, Riding, Canton, March, College, or Stronghold) to promote and encourage the Arts and Sciences, help members find those who can teach what they want to learn, and report activities on a quarterly basis. All local groups attached to Baronies report to the Baronial MOAS. Local groups that are not attached to a Barony report to the Regional MOAS. A Local MOAS's Quarterly Reports are due to the next level MOAS on January 1, April 1, July 1 and October 1.

Baronial Ministers of Arts and Sciences (MOAS) duties are the same as to the Local MOAS with a few additions. A Baronial MOAS should work closely with any Canton or Marches the Barony has to collect local reports and include these groups' activities in their Quarterly Reports. Although it is important for all MOASs to report, a Barony should have a full slate of reporting officers, including an MOAS. The term Local MOAS in this Handbook also refers to Baronial MOAS. A Baronial MOAS's Quarterly Reports are due on January 15, April 15, July 15 and October 15.

Regional Ministers of Arts and Sciences (RMOAS) coordinate Regional A & S activities including administering the Regional A & S Faire each year, help local MOASs, assist the KMOAS with the Kingdom A & S Faire when possible, and report quarterly to the Kingdom MOAS. A Regional MOAS's Quarterly Reports are due January 30, April 30, July 30 and October 30.

Kingdom Minister of Arts and Sciences (KMOAS) supports A & S activities across the Kingdom, prepares a list of warrants to present to Their Majesties, reports quarterly on A & S activities to Corporate level, administers the Kingdom A & S Faire, and serves as a member of the Curia Regis (Royal Council). The Kingdom MOAS's Quarterly Reports are due on the schedule that the SCA Corporate sets, including a Domesday.

The duties described in these pages are relatively easy and should not be a heavy weight on a person's activities in the SCA. Being a Local MOAS is a joy and you will find yourself repeatedly impressed with the creativity and imagination of the citizens in your group.

Chapter 2: What are the Arts and Sciences?

It is sometimes unclear as to what constitutes an Art or a Science. The basic difference is how those subjects are approached. Most of the crafts and disciplines practiced in the SCA are really both Arts and Sciences and may be approached using both the artistic and scientific methods.

The artistic method is aesthetically based. As we are a re-creative group, our art, while creative, should be based on in-period techniques and methods, combined in ways that are consistent with the various period styles. Our artisans try to create things that are aesthetically pleasing. Using the artistic method, we can analyze the arts of the pre-1600 c.e. (common era) period in order to recognize the proper use of those techniques.

The scientific method is better known from the modern world. We have two sorts of sciences in the SCA, theoretical and applied. The theoretical sciences include history, philosophy, mathematics, astronomy, etc. The applied include most crafts and other activities that culminate with physical results. Our use of the scientific method allows us to be able to duplicate our results rather than always working in a haphazard fashion.

Our distinctions between the Arts and Sciences are somewhat arbitrary. For the record, the traditional classifications of the Arts and Sciences are listed on the next page. Keep in mind that the distinction between the Arts and Sciences is not nearly as important as researching and recreating them!

The Arts

Bardic Arts, such as storytelling
Basketweaving
Beadwork
Calligraphy
Cooking (all forms)
Costume Accessories
Costuming (all periods and forms)
Dance: Choreography
Dance (European & Non European)
Dramatic Performance
Drawing
Dyeing
Embroidery & Needlework (all forms)
Glasswork: Blown Glass
Glasswork: Stained Glass
Glasswork: Sculpture
Illumination
Juggling & Tumbling
Knitting/Nålbinding
Knotted Work
Lacemaking
Music Composition (all types)
Music Performance (all types)
Painting
Poetry
Prose and Playwriting
Riding Performance: Equestrian
Spinning
Weaving: Loom
Weaving: Tablet
Weaving: Tapestry

The Sciences

Animal Accoutrements
Animal Husbandry
Armoring (all forms)
Bookbinding
Brewing & Vintning
Ceramics & Pottery
Equestrian Activities ¹
Gaming
Herbcraft ²
Ironworking & Toolmaking
Lapidary
Leatherworking
Metalworking (including cast jewelry)
Music Instrument Manufacture
Papermaking

Research
Scientific Instruments
Sculpture & Stonecarving
Siege Engines
Weaponmaking (including bowyering & fletching)
Wood Construction
Wood Embellishment

1. Equestrian activities applicable to SCA warfare (tilting at a quintain, etc.) or which involve waivers are under the jurisdiction of the Earl Marshal. There is no jousting in the SCA.
2. The practice of herbcraft in the SCA is restricted to cosmetics, culinary and related uses. Herbalism or "Botanical Medicine" may be dealt with on a *theoretical* basis.

Chapter 3: Arts and Sciences Activities in the Middle Kingdom

As a Minister of Arts and Sciences you will want to coordinate activities for your group and make your group aware of Kingdom or Regional level activities that people can participate in. There are no age or membership requirements for participation in Arts and Sciences activities with the exception of Equestrian activities, where all requirements listed in the Knight Marshal's Handbook should be met and the judging of brewing and vintning entries, where all federal and state laws regarding the age of consumption must be met.

Arts and Sciences Faires: The A & S Faires are judged competitions. Entries in an A & S Faire compete against and are scored against written criteria with the highest possible score being 30 points. A & S Faire entries are not scored against each other, so it is feasible to have a number of First, Second, etc. place winners within a category. An entry must have written documentation to accompany it. The documentation describes how the entry was made, how items like the entry were made during the Middle Ages or Renaissance and, if the entrant did not use Middle Ages/Renaissance (called "period") techniques to create the entry, how and why they deviated from period norm. The A & S Faire is an excellent venue to receive feedback. Each judge is required to place their name and contact information on the score sheet, so the entrant may contact them. Traditionally A & S Faires are held during the spring, but can be held at other times of the year. There is one Faire per Region. *Any entry scoring a First or Second place is eligible to advance to the Kingdom A & S Faire held on the Saturday of the Memorial Day weekend in conjunction with Spring Crown Tournament.* For a complete listing of the participation rules, general guidelines, judges rules, and individual category criteria, consult the Middle Kingdom Arts and Sciences Faire Judging Criteria available from the Middle Kingdom Information Officer or the MOAS pages at <http://www.midrealm.org>.

Middle Kingdom Craftperson Faire: The Middle Kingdom Craftperson Faire is a venue for artists at any level of development to display their work and discuss how to create similar items. The MKCF is for showing off "period adaptive" items such as cooler covers, portable furniture, and a host of other things that are made to enhance our enjoyment of the Society. It can also be a good venue to discuss and display "a body of work." Documentation is not required. The entrant's name, address and other such information may appear on the flyer. Many artisans like to remain with their entry to discuss how the entry was made. The MKCF is an excellent venue for artists at any level of development. It is not a competition so the atmosphere is different from the A & S Faire. The Middle Kingdom Craftperson Faire is held in conjunction with the Fall Crown Tournament. Regional MOASs may also opt to hold a regional version of the MKCF in their region.

Middle Kingdom Authentic Artifact Showcase: The Middle Kingdom Authentic Artifact Showcase (MKAAS) is a display of recreations of Middle Ages/Renaissance period artifacts. This venue is perfect for the person who wishes to thoroughly research and recreate an actual artifact that existed in period. Entrants are required to produce written documentation, including a picture of the actual period artifact they are reproducing, for general distribution. The documentation should include a description of the period artifact, construction techniques used to make the reproduction and a list of works consulted. The entrant's name, address and other such information may appear on the documentation. The Middle Kingdom Authentic Artifact Showcase is held in conjunction with Kingdom Twelfth Night in January. The Crown decides which event will be Kingdom Twelfth Night. Regional MOASs may also opt to hold a regional version of the MKAAS in their region.

Arts and Sciences Displays: There are various forms of the A & S Display. These include general displays such as works by members of the populace, a traveling display of works

sponsored by a private household, works by members of the Order of the Laurel (ranging from beginning to master works), works by members of the Order of the Evergreen, the Order of the Willow and the Order of the Silver Oak and works done on a particular theme. The Kingdom MOAS might also invite the participants in the Kingdom A & S Faire to display their entries on the day of the Spring Crown Exhibition for the enjoyment of the populace. Any group may hold a display. When planning a display, be sure to include non-static arts and sciences such as music, cooking, dance, etc.

Token Count Contests: A token count contest is run by asking entrants to place their entries on a table with a small cup. The populace is given a token such as a bead or coin to place in the cup by the entry they like best. It is advisable to avoid using edible tokens. Token counts are an excellent activity for a local group to have as part of an event or group function. The entry or entries with the most tokens at the end of the day may be given special recognition by the administrator of the contest.

Laurel Prize Exhibitions: A Laurel Prize Exhibition is a token count with a twist. The entrants are sponsored into the Exhibition by a Laurel. The sponsoring Laurel should make a special token for the entrant they have sponsored and the Exhibition Organizer should have a token for each entrant as a gesture of appreciation for entering the Exhibition. It is a good idea to have entrants pre-register with the Exhibition Organizers so that they can attempt to provide the entrant with the appropriate space that may be needed. The entries are viewed by members of the populace; typically members of the Laurel give a token to the entries they like best. Often the entrants have a book or pad of paper for Laurels to comment on the entries. This type of activity is an excellent way to introduce Laurels to the artistic community and vice versa.

Baronial A & S Championship: Many baronies hold a championship to determine the Arts and Sciences Champion of the Barony. This can be done by a token count, a small A & S Faire type competition, or other ways as the baron/ess determines.

Inter-Group Contests: A challenge can be issued between groups within a fairly close physical distance to hold an inter-group challenge. This can take the form of an A & S Faire but the scores are counted towards a group total. The group with the largest total becomes the Arts and Sciences Champions of the area. Another option is to choose a few categories and ask group members to compete in an A & S Faire venue but under limited categories. This is an excellent way to introduce people to how an A & S Faire works and often fosters group unity.

Collegiums: A collegium is a group of classes usually held over an entire day. A collegium is best done as part of an event, but they can be an event themselves if they are large enough. A collegium can cover a variety of topics or can be limited in scope such as a costuming collegium or a Norse culture collegium. Collegiums can include roundtable discussions, hands-on classes, and traditional teacher-student classes. A collegium is a wonderful way to introduce members of your group to new ideas. The Judges Coordinator, Regional MOAS, Kingdom MOAS and the Royal University of the Midrealm (RUM) Regent can help you locate teachers.

Arts & Sciences Night: Many local groups hold a gathering at least once a month for the pursuit of the Arts and Sciences. This can be as simple as a gathering of folk at a private home or library meeting room. A & S Nights can have a theme, such as costume or armoring nights. Some larger groups may have a number of activities throughout the month that members can attend. A & S Nights are a great way to work on group projects, like banners or shields for a shield wall.

This chapter has offered some of the activities available within the Middle Kingdom and serves as a starting point for the Minister of Arts and Sciences to plan activities for their group.

Chapter 4: Becoming a Minister of Arts and Sciences

First things first: a MOAS above all must be willing to do the job. Any other qualifications are secondary.

Although the MOAS is now one of the optional offices required for a full status group, the office is chiefly a communication office: gathering information and transmitting it to those who need it. It is a good sign when potential Ministers are habitual communicators. If they talk, listen and write letters in their personal lives it will be easier for them to do so in their office life.

There are two steps involved in becoming a Minister of Arts and Sciences:

1. The group must indicate whom they want in the office. It is tradition in the Midrealm that the outgoing Minister be allowed to recommend a successor. That person must be acceptable to the group and alternatives should be discussed. The outgoing Minister can recommend, but not compel, the final choice. If problems arise in choosing an officer, notify the Regional MOAS.
2. Once a group has decided whom they wish the next MOAS to be, the choice must be confirmed by the Regional MOAS and the Kingdom MOAS. Being chosen by the group does not automatically make a person Minister. Corpora states that the lesser officers of a Kingdom are warranted by the Crown upon the advice of the appropriate Great Officer (in this case, the Kingdom MOAS).

The recommendation of the group is usually accepted. Once the new MOAS has been designated by the group they may then call themselves "acting MOAS" and begin to perform the duties. They become official when they are confirmed by the Regional/ Kingdom MOAS. A new officer will not be warranted until three consecutive Quarterly Reports are received by the Regional MOAS on time. Warrants are reissued once per reign by the Kingdom MOAS. The Warrants of Appointment to Office are roster style warrants, which means all of the warranted MOASs for a Region appear on one list.

I'm New, What Do I Do?

As a new local MOAS, your first duty is to contact the Regional and Kingdom officers and let them know who you are. You can find their addresses in *The Pale*, the Middle Kingdom's newsletter. Write a letter of introduction and attach a completed "Resignation and Change of Officer Form" (found in Appendix C) that includes the following information:

1. The name of the group.
2. Your SCA name and title.
3. Your legal name, address, phone number and e-mail address, if you have it.
4. The name of your predecessor.
5. The date you took over the office.
6. SCA membership status, including card number and expiration date. All local officers must be paid members of the SCA and have access to the Middle Kingdom's newsletter *The Pale*.

Make sure you get the office files from your predecessor. If you are MOAS for a brand new group you will have to start your own file. Refer to Chapter 5, Files and Correspondence, for more details.

Deputies

As a Minister of Arts and Sciences, you may find that you need assistance in your duties from time to time. It is usually a good idea to have at least one deputy who can help you in these circumstances. Because of their familiarity with the office, the deputy can also take over for you in case of emergency. While there is no limit on the number of deputies you may have, don't get too carried away.

Badges and Symbols of Office

As a Minister of Arts and Sciences, you have the right to bear the badges of the office. The badge of your choice can be worn as a medallion, pin, tabard, cloak, etc. You may also use a seal with the badge to seal or stamp your official correspondence.

The Arts and Sciences badge: Azure, a candle enflamed within an arch stooped Argent. In other words, a white candle beneath a white arch, on a blue field.

Warrants

Warrants for Local and Regional MOASs are issued by the Crown and Kingdom Minister of Arts and Sciences once per reign. You must submit three consecutive, on-time Quarterly Reports in order to receive a warrant. Warrants will be in the roster format and will be mailed to each warranted MOAS. Regional MOASs are warranted at the time of their appointment to the post. The Kingdom MOAS is warranted by the Society MOAS.

Finances

The MOAS is not to have any money in their possession that belongs to the local group. All finances must go through the Exchequer's office.

Electronic Mail

You may use e-mail to communicate with the Regional MOAS and Kingdom MOAS, if it is convenient for you. This is often the quickest, easiest way to get an answer to a question you may have. You may also submit your Quarterly reports via electronic mail to your Regional MOAS if they have electronic mail. If either one of these officers do not have electronic mail, then you must report to them via U.S. Mail.

Information posted on bulletin boards or mailing lists is not official. The only place official information regarding the Arts and Sciences can be found is in official SCA publications such as *The Pale* and this Handbook.

Resigning the Office

Although term limits are not required for the Local MOAS, it is recommended that a Local MOAS serve for two years with an optional third year. If the Local MOAS wants to serve a third year, it is advisable to check with the group. When the time comes for you to step down, you should write a letter of resignation to the Regional MOAS. Include the following information:

1. The name of the group.
2. Your SCA name and title.
3. Your legal name, address, phone number and e-mail if you have it.
4. The name of your replacement with their legal name, address and phone number.
5. The date you plan to leave the office.

You may also use the Resignation and Change of Officer Form available in Appendix C. Make sure all files and materials are passed along to your replacement after you resign. Refer to Chapter 5, Files and Correspondence, for more information.

Choosing a Replacement: Each group has its own traditions for choosing new officers. Usually, the outgoing officer announces their desire to step down and asks for volunteers. This should be done on more than one occasion so all interested members have the opportunity to volunteer. It's also a good idea to publish the request in the local newsletter. It is helpful to have the candidate for the MOAS position serve as a deputy for a time to get acquainted with the office. The outgoing officer recommends a replacement from the candidates. The new officer must be generally approved by the local group. This can be a delicate situation most of the time no one will object; if a majority of the group does not want the chosen replacement it might be better to choose someone else.

If the MOAS leaves unexpectedly, the Seneschal may then ask for volunteers as described above. If there is a serious problem with the local MOAS, such as not doing the job, using the job for personal or political reasons, etc., then the Seneschal should contact the Regional MOAS. They will deal with the problem and, if necessary, the Kingdom MOAS will select a replacement.

Termination

If circumstances warrant, the Kingdom MOAS has the right to replace Local and Regional officers. While this is rare, it can occur if the MOAS does not report, uses the office as a political tool, misses three consecutive quarterly reports or for any other unethical conduct. If a local officer misses two consecutive quarterly reports, the Regional MOAS has the right to assume the office is vacant and contact the local Seneschal about finding a replacement. Refer to Chapter 7, Regional Minister of Arts and Sciences, for more details.

Chapter 5: Files and Correspondence

Each Minister of Arts and Sciences should have a file of reports, letters and publications that belong to the office. These files should be kept in a sturdy container for durability and ease of transport. These files do not belong to any person but to the office and are to be passed along with the job.

If you are taking over as MOAS make sure you get the files from your predecessor. If you are a new MOAS you will have to start your own files. Your files should include:

Official Correspondence: Keep a copy of every letter you send or receive that is related to the office such as letters of introduction, letters of resignation, etc. Be sure to include the modern date on all correspondence. Refer to Chapter 6, Quarterly Reports, for guidelines on mailing SCA-related items.

Reports and Report Forms: Keep a copy of each report you send to the Baronial MOAS (if your group is a Canton), the Baron/ess and Regional MOAS. Keep a blank copy of the current report form in your files. A blank Quarterly Report form can be found in Appendix A - Report Form.

Publications: This includes the MOAS Handbook, the Middle Kingdom Arts and Sciences Faire Judging Criteria, Arts and Sciences newsletters, and any other publication purchased for the office. If these were purchased by the group they belong in the files. If you purchased them, and did not donate them, they are your property.

Guild Charters: A copy of charters for each guild in the local group, if any. Refer to Chapter 10, Guilds, for more details.

Office Regalia: This includes medallions, tabards, seals, pins, and any other symbols of office purchased by the group or donated by anyone.

If you are part of an established group, you may choose to archive any files over two years old. Be sure to check with your local seneschal on the location of your group's archives and the proper procedure for archiving old files.

Chapter 6: Quarterly Reports

Reporting is a very important part of being a Minister of Arts and Sciences. It is your duty to communicate to your superiors what is going on in your group. This means you must attend local meetings and activities to keep in touch with your group's members. An MOAS who never goes to meetings or events probably won't know what members of the group have been working on.

Gathering information for your report can be time consuming but necessary part of the job. If you find that you do not have the time for this activity you probably lack time for your other duties as well. If you cannot report you need to find a deputy to assist or replace you.

Report Due Dates: Quarterly Reports for **Local MOASs** (Shires, Colleges, Cantons, Marches, Ridings, and Strongholds) are due to the Baronial (or next level up) MOAS on:

January 1	Covers October-December
April 1	Covers January-March
July 1	Covers April-June
October 1	Covers July-September

Quarterly Reports for **Baronial & Provincial MOASs** are due to the Regional MOAS on:

January 15	Covers October-December
April 15	Covers January-March
July 15	Covers April-June
October 15	Covers July-September

The Kingdom MOAS is the only Minister of Arts and Sciences in the Middle Kingdom who must produce a Domesday Report. The Local MOAS does not have to do a Domesday report at the end of the year. If you are going to be more than a week late sending any report, let the Regional MOASs know. *In a real emergency* a post card or phone call will suffice. However, post cards or phone calls are not acceptable as regular Quarterly Reports. The Kingdom MOAS does have the right to excuse a group from reporting in extreme circumstances (such as floods, etc.). Even if your group's activity has been very light, contact the Regional MOAS at report time so they will know you are still active.

Minimal report information should include:

1. The modern date.
2. The group name.
3. Your SCA name, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and number.
5. A statement that you are still a local officer and a statement about what your group is doing in the Arts and Sciences.

Report Format: Standard Quarterly Report forms are included in Appendix A. A sample Quarterly Report is included in Appendix B. You may copy the blank Quarterly Report form and fill it in each time. If you wish to input the form into a personal computer, please do not make any changes.

The regional MOAS has, in addition to the above report, a listing of each group that reports to them, the complete contact information for the group MOAS officer, a summary of their reporting

history, and a short synopsis of what each group is doing, along with any regional activities that have happened.

When filling out your report, type or print using the darkest ink available. When making copies of your report, make sure each copy is legible. All Quarterly Reports must be legible.

If the report contains more than one page, secure the pages with one staple in the upper left corner.

Who Reports to Whom: The number of copies of the report needed depends on the type of group. If the group is part of a Barony, a copy of the report needs to go to the Baronial MOAS, the Baron/Baroness as well as the Regional MOASs. All Local MOASs need to give one copy of the report to the local Seneschal and keep one copy for your own files.

Cantons, Marches, and Ridings report to

1. Local Seneschal
2. Baronial MOAS
3. Regional MOAS

Shires, Colleges, Strongholds, Baronies and Provinces report to

1. Local Seneschal
2. Regional MOAS
3. Baron/Baroness (if applicable)

Regional MOASs report to the Kingdom MOAS. The Kingdom MOAS reports to the Society MOAS.

You must report to each of these officers each quarter on time for three consecutive quarters in order to be warranted.

Groups that are not full status groups, such as proto-incipient or incipient groups, which do not yet have an MOAS, are not required to report. The new MOAS of a full status group must report as soon as they take office. One of the things that can help you out of incipency is having a full slate of officers, including a Minister of Arts and Sciences. This shows the Kingdom that you are a well-rounded group. MOASs of Incipient groups do not need to report monthly.

Although the office of MOAS is not required to be a full status group, without a MOAS (either warranted or acting) your group cannot hold any official Arts or Sciences activities such as hosting a Regional or Kingdom A & S Faire or other official A & S activities. A & S activities are fun because they give us the opportunity to discover arts and sciences we want to learn about and share our knowledge with others. A & S displays and workshops can help increase or maintain your membership when people find activities they are interested in.

Proto-Incipient groups are not required to report; however, as with Incipient groups, this indicates that you are an active, well-rounded group. MOASs of Proto-Incipient groups do not need to report monthly.

Mailing Reports: Reports frequently get lost or are delivered late because people try to make their envelopes look "period" and the Post Office has trouble reading them. Some tips for speeding up the mail:

1. Do **NOT** use SCA names on the envelopes; use only legal names. Print or write clearly - no calligraphy!
2. Use standard size envelopes whenever possible (#10 long is convenient). Don't incur the extra expense of mailing a 5x7 or 9x12 envelope unless you absolutely have to.
3. Mail your reports so they will be received on or before the due date. This will mean planning ahead: gathering information, writing the report, and allowing time for delivery.
4. Do not send a report by Express Mail, Federal Express, Return Receipt Requested or Certified Mail. This is expensive! If your report will be more than a few days late telephone (or e-mail) the Regional MOAS and the Kingdom MOAS to let them know. If you would like proof of delivery of your Quarterly Report include a self-addressed stamped postcard with your report for the Regional MOAS to return upon receipt of your report.

Report Policies: Kingdom reporting policy is that you must submit three *consecutive, on-time* Quarterly Reports to your Regional MOAS in order to receive your warrant from the Crown. Late reports indicate you either have a lot of distractions or that you are not taking your responsibilities seriously.

If you miss two or more consecutive reports your office is assumed to be empty. At that time your Seneschal will be notified by the Regional MOAS that the office is vacant and that they must find a replacement immediately if they wish to continue with official Arts & Science activities. If you were an MOAS of one group, and relocated to a new group, you are not automatically warranted. You must go through the warranting process of submitting three consecutive on-time Quarterly Reports again.

Warrants: Warrants for Local and Regional MOASs are issued by the Crown and Kingdom Minister of Arts and Sciences once per reign. You must submit three consecutive, on-time Quarterly Reports in order to receive a warrant. Warrants will be in the roster format and will be mailed to each warranted MOAS. Regional MOASs are warranted at the time of their appointment to the post. The Kingdom MOAS is warranted by the Society MOAS.

The Regional MOAS recommends whom to warrant to the Kingdom MOAS, based upon the stated criteria. If you are not warranted you can contact the Regional MOAS to find out why. The Regional MOAS should be able to produce, in writing, a reason why you weren't warranted. If they cannot then you should contact the KMOAS.

Reporting Via Electronic Mail: If you have electronic mail you may e-mail your Quarterly Reports to your superiors. The Quarterly Report format must be followed in e-mail reporting. E-mail reports must be acknowledged via e-mail by the officer who received them. If you did not receive an acknowledgement, re-send the Quarterly Report. If any person on the reporting list does not have e-mail you must send them a hard copy via U.S. Mail. The list of who receives your Quarterly Reports is:

1. Regional MOAS
2. Baronial MOAS, if applicable
3. Baron/Baroness, if applicable
4. Local Seneschal
5. Copy for your files

Chapter 7: Regional Minister of Arts and Sciences

A Regional Minister of Arts and Sciences is a deputy to the Kingdom MOAS. Their job is to act as a first contact for the local officers. The Regional MOAS should be someone who is active in the Arts and Sciences, with a good understanding of the activities and group dynamics within the region. It is also highly recommended that candidates for Regional MOAS have served as a Local MOAS. In addition to facilitating the Arts and Sciences in the region, they should be able to assist local MOASs with finding teachers for classes and workshops, help solve problems with local MOASs, and organize and run a yearly A & S Faire. Refer to Chapter 11, Running a Regional or Kingdom A & S Faire, for more details.

When a Regional MOAS desires to step down from their position must be advertised in the Middle Kingdom's newsletter, *The Pale*. Interested candidates should send letters of application to the Kingdom MOAS and the outgoing Regional MOAS.

Selection Process: Regional MOASs are appointed by the Kingdom MOAS based on the applications received from interested candidates. The new Regional MOAS will be selected from interested candidates after discussion with the outgoing Regional MOAS.

Term in Office: The term of office for a Regional MOAS is two years with an optional third year. Requests for an optional third year on a term must be sent to the Kingdom MOAS in writing. If a Regional MOAS wishes to extend their term for the additional third year it must be acceptable to the Kingdom MOAS.

Removal From Office: If circumstances warrant, the Kingdom MOAS has the right to replace the Regional MOAS. While this is rare, it can occur if the MOAS does not report, uses the office for as a political tool, misses three consecutive quarterly reports, or for any other unethical conduct.

Local Reports

The Regional MOAS receives a copy of all Local MOAS reports. Any reports that come via electronic mail should be downloaded onto a disk. You should keep track of who has reported on time and who reports consistently. The easiest way to do this is to use a checklist. The checklist should include the previous three quarters, so the Regional MOAS and the Kingdom MOAS can check for consistent and consecutive reporting. A format like the following example works well:

	Constellation Region 1997			
Group	Jan. 97	April 97	July 97	Oct. 97
Afonlyn, Shire	1/2/97	4/6/97	7/3/97	10/5/97
Dragons Vale, Shire	1/6/97	4/1/97	6/30/97	10/1/97
Etc.				

If a local officer misses a report it's up to the Regional MOAS to find out what the problem is and what can be done to solve it. This can include:

- When a local officer misses a report, contact them and remind them that their report is due. Warn them that if they miss two consecutive reports their office will be considered vacant. You may contact the officer verbally, but also send a written copy.
- If a Local MOAS misses two reports, inform the local Seneschal that the office is vacant and that they must find a replacement immediately if they wish to continue to have official arts and sciences activities. They will have one quarter to do so. Include this information in your Regional Report.
- If a group misses three consecutive reports, contact the Kingdom MOAS. The Kingdom MOAS will then contact the Seneschal and may appoint a replacement.

Keep a copy of all letters in your Regional files and include the status of each group in your Regional Quarterly Report.

Regional Quarterly Reports

The Regional MOAS only reports to the Kingdom MOAS. Reports are due on:

January 30
April 30
July 30
October 30

This is to allow the Regional MOAS time to receive the local and Baronial reports and gather other necessary information.

Report Format: Regional reports should indicate the level of A & S activity in the region. Your report should include:

1. The modern date.
2. The name of the region.
3. Your SCA name and titles, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and number.
5. A summary of your activities as Regional MOAS.
6. A checklist of which groups are reporting, sorted alphabetically by group. This information is very important since it helps the Kingdom MOAS generate warrants. Make sure your checklist is accurate!
7. A directory of Local MOAS officers in your region, sorted alphabetically by group.
8. A summary of A & S activities in the region (Regional guilds, A & S events, contests, Faires, etc.)
9. Noteworthy A & S activities in local groups.
10. Regional or local problems. This could be anything: faction problems, personality conflicts, or anything that affects the group or region.

Regional MOAS Files

When you become Regional MOAS, make arrangements to get the files from your predecessor as soon as possible. It will make the transition easier. Your files should include:

Official Correspondence: Keep a copy of every letter you send or receive that is related to the office. A four-folder system works well: To Kingdom, From Kingdom, To Local Officers, and From Local Officers. Be sure to include the modern date on all correspondence. Refer to Chapter 6, Quarterly Reports, for guidelines on mailing SCA-related items.

Local Reports: Keep a copy of all reports from each local group. You will generate and maintain an address list of all the local officers in your /region.

Quarterly Report Forms: Keep a copy of the current report form in your files Refer to Appendix A - Quarterly Report Form. You may need to send a copy to a new officer who needs help getting started.

Regional Reports: A copy of each report you send to the Kingdom MOAS.

Publications: Should include The Middle Kingdom MOAS Handbook, The Middle Kingdom A & S Faire Judging Criteria, Arts and Sciences newsletters, such as *Artes Draconis*, and any other publication purchased for the office.

Guild Charters: A copy of charters for all guilds, local or Regional, in the region, if any. Refer to Chapter 10, Guilds, for more details.

Office Regalia: Medallions, tabards, seals, pins, and any other symbols of the office.

A & S Faire Criteria, Forms and Information: Keep the Criteria, forms and information needed for running the Regional A & S Faire. Keep at least one set of these forms in your files for making copies.

The Regional MOAS does not have an archiving option for old files, unless their region has an archive location.

Chapter 8: Kingdom Minister of Arts and Sciences

The Kingdom Minister of Arts and Sciences is a Great Officer of State and the final authority on matters in the Ministry of the Arts and Sciences in the Middle Kingdom. The Kingdom MOAS should be someone who is very active in the Arts and Sciences with a good understanding of the activities and the dynamics within the kingdom. It is also highly recommended that candidates for Kingdom MOAS have served as a Local or Regional MOAS. In addition to facilitating the Arts and Sciences in the Kingdom, they serve the Crown as a member of the Curia Regis (Royal Council). The Kingdom MOAS carries out the Crown's wishes for any Arts and Sciences activities They wish to occur during Their reign, and acts as a resource person for Local and Regional MOASs. The Kingdom MOAS must swear fealty to the Crown as a Great Officer of State each reign.

The Kingdom MOAS is responsible for the administration of the Kingdom A & S Faire at Spring Crown Tournament, the Kingdom Craftsperson Faire at Fall Crown Tournament and the Authentic Artifact Showcase at Kingdom Twelfth Night. The Kingdom MOAS is responsible for attending as many of the Regional A & S Faires as possible, or for sending a representative. The Kingdom MOAS generates Warrants for the Appointment to Office for the Crown (based on Middle Kingdom reign dates).

As a member of the Curia Regis, the Kingdom MOAS is required to attend two of the three Curia meetings per reign. Missing a Curia meeting is highly discouraged. It is extremely helpful to have a report on the status of the Ministry of the Arts and Sciences prepared in advance for distribution at the Curia meeting.

When the Kingdom MOAS desires to step down, the position must be advertised in the Middle Kingdom's newsletter, *The Pale*. Interested candidates send letters of application to the outgoing Kingdom MOAS.

Selection Process: The list of interested candidates is discussed by the Curia Regis. The final choice for Kingdom MOAS rests with the Crown. Upon your appointment to the Kingdom MOAS position, which takes place in court, it is your duty to notify the SCA Corporate MOAS. In your letter of introduction, include a copy of your SCA membership card, your SCA name, legal name, address, phone, e-mail (if applicable), and a list of any staff you have appointed.

Term in Office: The term of office for the Kingdom MOAS is two years with an optional third year. Requests for an optional third year term must be submitted to the Crown and the Curia Regis. If the Kingdom MOAS wishes to extend their term for the additional third year it must be acceptable to the Crown and the Curia Regis.

Quarterly Reports

The Kingdom MOAS receives a copy of all Regional MOAS reports. Any reports that come via electronic mail should be downloaded onto a disk. It is helpful to have one disk for each region with directories for each group. You should keep track of who has reported on time and who reports consistently. The easiest way to do this is to use a checklist. The checklist should include the previous three quarters, so you can check for consistent and consecutive reporting. There should be a checklist for each region. A format like the following example works well:

	Constellation Region 1997			
Group	Jan. 97	April 97	July 97	Oct. 97
Afonlyn, Shire	1/2/97	4/6/97	7/3/97	10/5/97
Dragons Vale, Shire	1/6/97	4/1/97	6/30/97	10/1/97
Etc.				

If a group misses three consecutive reports, contact the Seneschal and possibly appoint a replacement.

Kingdom Quarterly Reports

The Kingdom MOAS only reports to the SCA Corporate MOAS. Reports are due to the SCA Corporate MOAS on the schedule that office sets.

These report dates should be approximately six weeks before the SCA Board of Directors meeting dates. You will want to verify these reporting dates with the SCA Corporate MOAS.

Report Format: Kingdom reports should indicate the level of A & S activity in the region. Your report should include:

1. The modern date.
2. The name of the kingdom.
3. Your SCA name and titles, your legal name, address, phone number, and e-mail address if you have it.
4. Your membership status and your membership number.
5. A summary of your activities as Kingdom MOAS.
6. A summary of A & S activities in the kingdom broken down by region.

Kingdom MOAS Files

When you become Kingdom MOAS, make arrangements to get the files from your predecessor as soon as possible. It will make the transition easier. Your files should include:

Official Correspondence: Keep a copy of every letter you send or receive that is related to the office.

Regional and Local Reports: Keep a copy of all reports from each local group and Regional MOAS. You will generate and maintain an address list of all the Local and Regional MOASs in the kingdom.

Quarterly Report Forms: Keep many copies of the current report form in your files. You will need to send a copy to a new officer who needs help getting started, along with a welcoming letter. It is advised that you send out welcoming letters and copies of the Quarterly Report Form to new officers on a quarterly basis, usually right after a reporting quarter has closed.

Kingdom and Curia Reports: Keep a copy of each report you send to the SCA Corporate MOAS and distribute to the Curia Regis.

Financial Forms: Since the Kingdom MOAS has a kingdom budget, it is advisable to track all expenses. You will also have Middle Kingdom Reimbursement forms for your expenses.

Curia Regis Minutes: These are minutes and notes from Curia meetings.

Publications: Includes SCA Corporate Law, Middle Kingdom Law, The Middle Kingdom MOAS Handbook, The Middle Kingdom A & S Faire Judging Criteria, Arts and Sciences newsletters (such as *Artes Draconis*) and any other publication purchased for the office.

Guild Charters: A copy of charters for all guilds, kingdom and interkingdom, if any.

Office Regalia: Medallions, tabards, seals, pins, and any other symbols of office.

A & S Faire Criteria, Forms and Information: Keep the Criteria, forms and information needed for running the Kingdom A & S Faire. It is advisable to keep these items in portable files boxes to take to Regional A & S Faires as well as the Kingdom A & S Faire.

The Kingdom MOAS may archive files over two years old in the Kingdom archives. The Kingdom Seneschal will have details on the location of the Kingdom archives.

Kingdom Minister of Arts and Sciences Staff

A new Kingdom MOAS will assemble their staff. Staff positions, with the exception of the A & S Faire Coordinator, are not warranted. The staff positions include:

A & S Faire Coordinator: The A & S Faire Coordinator is the first deputy and emergency successor of the Kingdom MOAS. It is their job to step into the office of the Kingdom MOAS should the current Kingdom MOAS be unable to perform their duties. The A & S Faire Coordinator is selected by the Kingdom MOAS and is subject to the approval of the Crown and the Curia Regis. The A & S Faire Coordinator is a warranted MOAS. The A & S Faire Coordinator needs to be very familiar with the General Rules of Participation for the A & S Faires and how to run a Regional Faire and a Kingdom Faire. The Regional MOASs can look to the A & S Faire Coordinator for help in picking a site for the Regional Faire and advice on how to run a Regional faire. When attending a Regional or Kingdom Faire the A & S Faire Coordinator is the middle level authority for any disputes or disagreement concerning the A & S Faire rules. At a Regional Faire the Regional MOAS is the first level authority, the A & S Faire Coordinator is the middle level and the Kingdom MOAS is the final authority. At the Kingdom Faire the A & S Faire Coordinator is the first level of authority and the Kingdom MOAS the final level.

Judges Coordinator: The Judges Coordinator maintains a database of A & S Faire judges in the Middle Kingdom and is appointed by the Kingdom MOAS. They keep track of this information using a computer database that is updated after each A & S Faire. Prior to each Regional or Kingdom A & S Faire the Judges Coordinator prints and mails postcards to the judges in that /region (or throughout the kingdom for Kingdom A & S Faire). Judges are instructed to return the card to the Regional MOAS, or Kingdom MOAS for the Kingdom Faire, indicating if they will attend and what they would like to judge. After each Faire the Judges Coordinator uses the Judges Registration Forms to update the database so there is always a current record of what everyone can judge or teach. Anyone can contact the Judges Coordinator for suggestions on who can teach or judge an Art or Science. For example, if you wanted to have a leatherworking class at your local meeting but no one who lived in your group did leatherwork, you could contact the Judges Coordinator. They could then recommend people in your area who might be able to help you.

Deputy for A & S Education and RUM Liaison: The A & S Education deputy and RUM Liaison works with the populace to educate about the different A & S venues and how to participate in them most effectively. The person in this position also works closely with the RUM Regent to provide A & S education classes at RUM events. This deputy can also sponsor A & S education teas, round tables and help with events dedicated to A & S Education.

Editor of the *Artes Draconis*: The *Artes Draconis* is the Middle Kingdom's Arts and Sciences newsletter. The Editor of the *Artes Draconis* is appointed by the Kingdom MOAS. Any member of the populace may submit articles to the *Artes Draconis* and it is a fascinating resource for any group or individual.

Administrative Assistant: Every wise Kingdom MOAS appoints an Administrative Assistant to help with the clerical duties of the Kingdom MOAS office. Other staff positions can include an Editor of Publications if the Kingdom MOAS is planning on revising the A & S Faire Criteria or other publications as well as special deputies for certain projects. These are not warranted positions.

Chapter 9: Awards

This section is only a general introduction to Arts and Sciences related awards and making award recommendations. New Kingdom awards are created from time to time; check with your local Herald for a complete list of the Kingdom and SCA awards

Everyone likes to be recognized for their achievements. As a Minister of Arts and Sciences part of your duty is to see that people who deserve recognition receive it. Almost everyone enjoys having their work shown off at a meeting, event, or written about in the local newsletter.

However, these measures represent only local recognition. The next step is to nominate the worthy individuals for a Kingdom award. Remember, you may recommend anyone for an award at any level.

Consider what other awards the recommended person has (if any) and decide which award is most appropriate. If they don't have any awards, then the Award of Arms (AoA) is probably most appropriate. AoAs are given to recognize the service and participation of those who have been active in the Society for a year or so. This length of time is relative—some people work hard and deserve them right away, others linger on the fringes of the Society for years without doing anything.

If the recommended person has an AoA and is working hard at an Art or Science, a Willow or Silver Oak may be more appropriate. If the person has Willow or a Silver Oak and is teaching and doing research it could be time to recommend them for the Order of the Evergreen. Make sure the Art or Science in question is actually period: a chainmail hauberk is period, a chainmail bikini is not. We want to encourage and recognize gentles that have shown skill in a medieval Art or Science. In other words, quality is more important than quantity.

Award of the Silver Acorn: This award is given to the youth of the kingdom who have displayed enthusiasm and effort in the arts and sciences.

Order of the Willow: This Order recognizes those who have shown great skill, but not quite mastery, in a Medieval Art. This includes researching how the item was made or used in the Middle Ages, recreating it to the best of their ability (skill), and a willingness to share their information with others (or to learn from others).

Order of the Silver Oak: This Order recognizes those who have shown great skill but not quite mastery, in a Medieval Science. This includes researching how the item was made or used in the Middle Ages, recreating it to the best of their ability (skill), and a willingness to share their information with others (or to learn from others).

Award of the Grove: This Award recognizes a group of people (a performing group, a guild, a shire, a barony, a household, etc.) for their skills and activity in the Arts and Sciences.

Order of the Evergreen: Given to those who have both taught and shown excellence in one or more of the arts, sciences or research.

Order of the Laurel: The Order of the Laurel is a Peerage, granted by the Crown, of people who have mastered a particular art or science. Although you can recommend a person for this Order, the recommendation usually goes through the Laurelate to the Crown. If you know of someone whom you think is a master of an art or science you may bring them to the attention of a Laurel, and they can let the other Laurels know and then discuss it with Their Majesties.

Recommendation Letters: Write a letter to Their Majesties explaining who the recommended person is, specifically what they have done and what award you'd like to recommend them for. In your letter include the recommended person's SCA and legal names and upcoming events you know they will be attending. You may include more than one recommendation per letter, but don't get carried away. It's a good idea to get many people in your group to sign the letter so Their Majesties know there is a general consensus, but multiple letters are also acceptable. Mail the letter at least four weeks before the event so a scroll can be prepared. If you are making a recommendation near the end of a reign, you may also want to send a copy of the letter to Their Highnesses.

You can also make use of the on-line recommendation form that can be found on the Middle Kingdom website. It is located at www.midrealm.org under the heading of "on-line recommendation." Once you have reached the page, just follow the instructions. In recent years Their Majesties have preferred this method.

Don't be too disappointed if the award is not given the first time you nominate someone. The King and Queen are very busy people and don't always have time to give an award for every nomination they receive. They also must be careful to spread out awards over the kingdom during the course of Their Reign. You can always nominate the person again during the next reign.

Chapter 10: Guilds

It is not surprising that SCA folk, with their common interest in medieval arts and sciences, frequently organize into special interest groups. If the special interest group has the desire for a more structured organization, then they may form themselves into a guild. No special interest group is required to form into a guild to be official. If the group desires the structure of a guild, then they should pursue becoming a guild. A special interest group should not use the term "guild" in their title if they have not gone through the official organizational process. Some alternate terms that a special interest group could use in its title instead of "guild" are association, company, league, and metier (or its Old French root word of "mestier"). The special interest group could devise a clever name without any particular title, such as the Shire of Rokeclif's chain mail special interest group, "The Missing Links."

The medieval guild was a fraternal organization, with aspects of a social club, trade association, labor union, private school, and quality control inspector. It was a structured group of people with a common bond in their craft. Together the members taught apprentices, maintained high standards of work, fostered communication among practitioners, and moved within a sociable society of people with like interests.

At their best, SCA guilds can vigorously advance their craft and be friendly social groupings as well. An active and productive guild may alternate business meetings, workshops, classes, field trips, parties, and publications with a good deal of artisans' work throughout.

An MOAS also has the right to oversee the organization of guilds devoted to a specific art or science. Within a guild, members who are interested in a topic can work together and learn from each other while researching and practicing their particular craft.

Guilds are often formed to pool monies for purchase of supplies or equipment too expensive for individual members and it is only reasonable for the guild to restrict use of these to members. An Exchequer must be involved if the guild has money or property. Local guilds work with the local Exchequer. Kingdom guilds work with the Kingdom Exchequer, and so on.

Definition: A guild is a collection of people who share the same interest and who want to meet periodically to learn, discuss and promote that interest.

Purpose: Although a guild serves many purposes, the primary purpose is to advance the study and knowledge of a topic as well as spread the availability of information to those who are interested. Frequently the spread of information is through practice or teaching. Guilds, as a whole, help us learn about the structure of Medieval society while learning more about the art or science of the guild.

General Information: All guilds must conform to Corporate and Kingdom law. They must be open to everyone who is interested. There is no such thing as an exclusive or closed guild within the SCA. Additionally, a guild may not prevent or attempt to prevent people from practicing their craft outside the guild structure. A guild may not allow its structure to be used to further political factions or discriminatory practices. A guild which indulges in such activities may be suspended or dissolved by the authority which granted its charter.

Levels of Guilds: There are four levels of guilds: Local or Baronial, Regional, Kingdom and Interkingdom. There is no difference between a Local and Baronial guild. They are both local, even if the barony's cantons have chapters of the same guild. If there is interest within a region for a Regional guild it will function with its own internal structure and officers. A Kingdom guild has its own internal structure and officers and may have chapters across the Kingdom. Any branch of an Interkingdom Guild within the Middle Kingdom must have its own charter for the Middle Kingdom. It will be handled as if it were a Kingdom guild.

Guild Charters: To be official a guild must have a current, signed charter. Charters are important for a number of reasons: they help a group of people organize and define themselves and they make a group put into writing what separates it from the populace at large while holding the group together. Guild charters can be as simple or as complex as the guild desires. There are certain things every charter must include:

1. The name of the guild.
2. The main location of the guild.
3. The purpose of the guild.
4. The provisions for guild by-laws.
5. The way the guild officers are chosen and the length of term of office.
6. The way guild officers are removed.
7. The way to amend the charter.
8. The internal structure of the guild (masters/mistresses, journeyfolk, craftfellows, etc.)
9. A list of originating or charter members.
10. A signature block for the granting authorities and space for additional signatures and ratifiers.

Once the charter is written, it must be approved by at least three parties. First, the guild membership must approve the charter. Second, it should be given to the MOAS (local, Regional or Kingdom depending on the scope of the guild) for review. Finally, the Crown, or the Crown's representative (such as the local seneschal or the Baron/ess of a barony or Kingdom Seneschal depending on the scope of the guild) needs to approve the charter, have the charter proclaimed, and sign it. The guild principal should contact the signers beforehand to arrange the ceremony. Depending on how formal the guild is, court may be a good time to get the signatures required. Thereafter, the guild will be warranted in the Warrants of Appointment of Office issued by the Crown and Kingdom MOAS each reign. All officially recognized guilds must go through this process. If it does not, it is not an official guild.

Guild Principals: Although most guilds call their chief administrative officer the "guildmaster" or "guildmistress" this can lead to confusion if the guild has taken on the traditional apprentice-journeyfolk-master/mistress structure. To simplify things here, the term "guild principal" is used to refer to this chief administrative officer.

Guild principals should arrange time and places for the guild meetings. Guilds should meet at least twice a year and preferably more often since not all members will be able to attend each time. In the case of large or intergroup guilds, Pennsic or other Kingdom or Interkingdom events are good places to meet.

Sometimes circumstances are such that a guild needs to remove its guild principal. Provisions for this possibility should be included in the charter. Although no MOAS, at any level, can remove a guild principal, they may recommend to the Crown (or Their representative), that this be done. Or they may suggest that the guild suspended until a new guild principal has been chosen. If necessary, the Crown (or Their representative) may issue a proclamation dissolving the guild. There can be no guild principal to a nonexistent, unofficial guild.

Guild Structure: Guilds may want, but are not required, to follow a medieval structure. Minimally, a guild needs to have a guild principal. The traditional guild ranks are as follows:

Apprentice: The entry rank in the guild. An apprentice has expressed a desire to learn and practice this art or craft, but has little or no experience. They need supervision and instruction to complete a successful project.

Journeyfolk: The intermediate rank. A journeyfolk has appreciable knowledge of a craft and is capable of doing a project solo. They may need advice or help on some aspects and are not an expert in all aspects of the art or science.

Master/Mistress: The highest rank. A master/mistress should be able to do a large project from planning to finish and be capable of teaching every aspect of the craft. Masters/mistresses are enough at home in their craft to be able to create new works as well as recreate previous ones.

The charter should spell out requirements for advancement in rank. It should not be hard to become an apprentice and it should not be easy to become a master/mistress. A master work might be required, or a certain amount of teaching within the guild. A mastery that comes too easily is not honored and one that comes too hard is not pursued. The charter might provide for testing, volume and quality of work, transfer of rank from similar guilds elsewhere, etc.

Reporting: One of the most important functions of the guild principal is to make sure the guild reports to the appropriate level officer on a quarterly basis. The guild principal may write the report themselves personally or they may designate this responsibility to someone else. However, the first responsibility rests with the guild principal. The reporting schedule for a guild runs two weeks prior to the MOAS's reports due dates so the MOAS may include guild information on their reports.

The due dates for Quarterly Report for a *Local* Guild are:

- March 15
- June 15
- September 15
- December 15

The due dates for Quarterly Report for a *Baronial* Guild are:

- January 1
- April 1
- July 1
- October 1

The due dates for Quarterly Report for a *Regional* Guild are:

- January 15
- April 15
- July 15
- October 15

The due dates for Quarterly Report for a *Kingdom or Interkingdom* Guild are:

- March 15
- June 15
- September 15
- December 15

Local guilds report to the Local MOAS. Baronial guilds report to the Baronial MOAS. Regional guilds report to the Regional MOAS. Kingdom and Interkingdom guilds report to the Kingdom MOAS.

Reports should include the following information:

1. The name of the guild.
2. The location of the guild.
3. The guild principal's name and address.
4. The name of the person submitting the report (if it is different from the guild principal).
5. The location and dates of meetings.
6. Topics covered since last report.
7. Significant projects and goals.
8. Problems and solutions (both interpersonal and guild-wide).
9. Current list of all known guild members.

If the guild falls under the jurisdiction of the Earl Marshal, such as the Equestrian College, the guild principal will report to the Earl Marshal. Guild Exchequers report on the dates determined by the Kingdom Exchequer's office in the following manner: Local guilds to the Local Exchequer, Baronial guilds to the Baronial Exchequer, Regional guilds to the Regional Exchequer and Kingdom or Interkingdom guilds to the Kingdom Exchequer. All other officers of the guild are to report to their appropriate superiors as deemed by such.

Chapter 11: Running a Regional or Kingdom Arts & Sciences Faire

Finding a Site: The search for the site for a Regional A & S Faire should begin a year before the Faire is planned. The Regional A & S Faires are held from the end of February until the first full weekend in May. A Regional MOAS should send out letters to each of the groups in their area calling for bids on the Faire. In the letter, be sure to include what the special needs are for an A & S Faire. It is helpful for the Regional MOASs to communicate with each other when planning the A & S Faires to avoid scheduling two Faires on the same day. The Kingdom A & S Faire is traditionally held on the Saturday of the Memorial Day weekend in May, in conjunction with the Spring Crown Tournament. The group that bids for the Spring Crown Tournament should also include with their bid a section on the A & S Faire facilities and have separate staff to help out with both the Kingdom A & S Faire and Crown Tournament.

Ideal Site Requirements: An A & S Faire is not a typical SCA event. The A & S Faire is best suited to a school or church with multiple classrooms. At the very minimum, the site must have one or two large rooms with 8 foot tables on which to display and judge entries, a room for tabulation of scores and "officer's retreat," a room for performance entries, and kitchen facilities where cooking entries can be created or finished. If the site does not have a kitchen, this **must** be listed in the event advertisement and seneschal flyer so the cooking entrants can bring equipment to heat up and/or prepare their entries. The site should also allow for judging of the brewing and vintning entries. If the host group is unable to obtain a site that will allow the judging of brewing and vintning entries, a facility or private home close to the site **must** be available. The host group **must** provide transportation of the judges and the entries to and from the remote brewing and vintning judging site. If the host group wishes to provide a lunch for the judges, they will need to coordinate kitchen use or serve the judges' lunch as a cold buffet outside the kitchen. The ideal A & S Faire site has the following features:

- Common area for the populace away from the entries.
- Five main rooms (one per division) or a school gym/large all-purpose room that can be used exclusively for the A & S Faire.
- Twenty 8-foot tables for the display of the entries with chairs for judges.
- Costume Judging Room (private, as entrants may have to strip down to show layers of the costume) - curtained stages in gyms can also work.
- Performance Areas: Dance, Juggling, Choral, Instrumental, Drama, Bardic. More than one area might be needed if there are many performance entries.
- Kitchen.
- Additional Rooms for Classes/Workshops.
- Alcohol allowed on site, either open or discreet.
- One private room for A & S Faire staff (officers, tabulators, scribes, etc.).
- Enough room to run two check-in tables, one for the site and one for A & S Faire.

An evening activity of some sort should be planned, as it gives the staff more time to finish tabulating scores and give the populace something to do. Some suggestions are a feast, dance or dessert revel.

Forms and Supplies: The Regional MOAS supplies these unless the host group is specifically asked to supply them. Each Regional MOAS has a master set of the Middle Kingdom Arts and Sciences Faire Judging Criteria, which includes these forms, in their files.

Forms

- Middle Kingdom Criteria for Judging the Arts and Sciences (3 expendable copies).
- Entrant Registration Forms, one for each entry (100 copies).
- Judges Registration forms, for new judges and updates (150 copies).
- Entry Tracking Forms (10 copies, 2 for each of the 5 divisions).
- Judges Tracking Forms (10 copies, 2 for each of the 5 divisions).
- Entry Tickets (50 copies, they come 2 to a sheet).
- Judges Scoring Sheets (250 copies).
- Judges Scoring Sheets: B&V Beer/Ale (30 copies).
- Judges Scoring Sheets: B&V Wine/Mead (30 copies).
- Judges Scoring Sheets: B&V Specialty Beverages (30 copies).
- Category Signs for entry tables.

Entry Registration Table Supplies

- Pens/Pencils.
- Entrant Registration Forms.
- Entry Tracking Forms.
- Stickers to denote cross-entries.
- Staplers or tape.

Judges' Registration Table

- Pens/Pencils.
- Judges' Registration Forms.
- Judges' Tracking Forms.

Judges' Supplies

- Pens/Pencils.
- Copies of the appropriate criteria (3 copies per category), placed with the category.
- Score sheets and extra lined paper for additional commentary.
- Note cards to write judges' assignments on.

Tabulator Supplies

- Pens/Pencils.
- Calculators.
- Extra Paper.
- Completed Entrant Registration Forms.
- Entry Tracking Forms.
- Completed Score Sheets.
- Staplers, staples.

Scribe Supplies

- Certificates signed by the Regional MOAS. (The RMOAS should sign the master copy of the certificate, and then copies can be made).
- Entrant Registration Forms.
- Calligraphy markers or pens and ink.

Cooking Supplies (in case the entrant forgets to provide these)

- Plastic forks, knives & spoons.
- Small paper plates.
- Paper napkins.
- Bottled water.
- Water glasses.

Brewing & Vintning Supplies

- Several standard wine glasses (clear); the glasses may be plastic.
- A white tablecloth.
- A candle with matches (to evaluate clarity).
- A lemon and a knife (to evaluate relative acidity).
- Plain crackers or white bread (palate cleansers).
- Corkscrews.
- Bottled water and water glasses.
- A bucket to dispose of extra liquid.

Role	Responsibility
Person in Charge of the Event	Liaison between the RMOAS and host group. Finds site, takes care of the <i>Pale</i> ad and event flyers. Arranges for host group to provide a free lunch for the faire's judges, if possible.
Host Group	Provides volunteers to run Troll and take care of any activities other than the actual A & S Faire (tourney, feast, dance, dessert revel, etc.). Provides a free lunch for the judges, if possible.
Judges Coordinator	Recruits judges and sends out invitations to judges. This may be done on both a Regional level for the Regional faires and on a Kingdom level for the Kingdom faire. May be asked to assist in the assigning of judges if present at the faire.
Judges	Evaluate items using Kingdom A & S Faire Judging Criteria and adding helpful, constructive comments.
Runner Coordinator	Assembles a staff of runners, trains the runners and supervises them during the faire.
Runners	Gather score sheets, collate them as instructed and turn them in to Tabulators.
Participants	Enter the competition.
Registrars for Entrants and Judges	Sign in entrants and judges. Minimum of 6 people; 1 per division for entrant registration and 1 for judge's registration.
Scheduler	Schedules performing entries (Bardic Recitation, Dramatic Performance, Instrumental Music, Vocal Music, etc.), costuming entries, armor entries and cooking entries for judging times.
Scribes	Fill out award certificates.
Tally Room Coordinator	Responsible for overseeing the Check-in Person, the Tabulators and the flow of paper in the Tally Room. Also oversees computer station if there is one available.
Check-in Person, Tabulators and Computer Person	Check-in Person checks completed judges score sheets for any missing information. Tabulators calculate scores. Computer Person enters information on entrants, entries, judges and scores.

Timeline for A & S Faire Activities

1 year-6 months before: RMOAS searches for a group interested in hosting A & S faire. When site is chosen, the Autocrat schedules event in Kingdom Calendar

2 months: Autocrat sends advertisement to *The Pale* and distributes event flyers.

6 weeks: Judges Coordinator sends out judges' invitations (returned to RMOAS).

2 weeks: RMOAS makes sure all forms are photocopied for competition, assembles staff for the Faire and begins to assign judges to categories.

The Day's Schedule: The site should be opened by 9:00 a.m. to the general public. If the staff can get in earlier to set up the site, that would help a great deal.

8:00-9:00 a.m.	Site Setup
9:00-11:00 a.m.	Registration
11:00-Noon	Assigning of Judges
Noon-12:30 p.m.	Judges Meeting and Lunch
12:30 p.m.-6:00 p.m.	Judging Takes Place Tabulation Creating Certificates
6:00 p.m.	Participants should be able to pick up entries at this time.
Evening	Presentation of Certificates and Regional Pentathlon Winner

Publish this schedule in the event flier. Emphasize that all entries **must** be registered by 11:00 a.m. or they will not be judged.

Procedures: Before the A & S Faire opens to the public, make sure the following items are in place:

- All rooms are identified for categories and divisions.
- Tables are identified for categories, so that participants can come in and place the items in the correct category.
- 3 copies of the Criteria are placed at each category.
- Blank score sheets and paper are placed in each room.
- Volunteers are assigned to rooms to help set up entries.

Entry Registration:

Participant:

Fills out Entrant Registration Form and Entry Ticket for each entry (including cross entries). Be sure to note cross entries on the Entrant Registration Form and the Entry Ticket. An entry can be cross-entered to one other category. A suite of items (such as a set of costume accessories) cannot be broken up into its component parts for cross entry. If the Participant wants to be judged for comment only and not for scoring, s/he should have this noted on the form and the Entrant Tracking Form.

Registrar:

1. Check form for completeness.
2. Assign entry numbers from Entry Tracking Form. Each item must have a unique number. Use one Entry Tracking Form per division. Entry Numbers are assigned by division, such as 101, 201, etc.
3. Write down entry numbers on Entrant Registration Form and Entry Ticket. Suggest to the entrant that they record the entry number on their documentation.
4. If participant has a cross entry, place appropriate sticker on the Entry Ticket.
5. Note only on tracking sheet if entry is for the Pentathlon with a "P" or for the Divisional Championship with a "D."

6. Give Entry Slip(s) and direct them to judging areas. The Participant places their own entry at the judging area.

Scheduling Performance Entries: The following categories must be scheduled to allow sufficient time for evaluation:

- Bardic Recitation
- Dance, all categories
- Original Choreography, all categories
- Dramatic Performance
- Juggling & Tumbling
- Musical Performances
- Costuming
- Armoring, all categories
- Cooking, all categories

Schedule 30 minutes between each performance so that the judges have time to view the entry and write down scores and commentary.

Judges: The RMOAS should already have an idea of who will be available to judge at the competition, based on the response cards sent out by the Judges Coordinator.

The RMOAS assigns three judges to each category represented at the Faire. If three are not available, then use two. A helpful thing to do is to pencil in the judges from whom you have received cards on a Judges Tracking Form in advance of the Faire. On the day of the Faire, make small hatch marks next to the categories that have entries on the Judges Tracking Form. This will help ensure that no judges are overloaded. Try not to assign more than 10 entries for each judge. Some judges can and do judge more entries, but let them decide how much they want to judge. Use your best judgment. Having a group of good generalist judges available is a good idea as they can judge some of the more unusual items that might appear in the competition.

The following list identifies categories which have historically been the most popular competition entries. If possible only assign judges to one category as it will take most of the day to evaluate the items. Try not to assign someone to judge "double categories" such as calligraphy and illumination.

- Calligraphy
- Illumination
- Brewing & Vintning (Try to avoid scheduling judges for all 3 subdivisions)
- Needlework: Counted Thread
- Needlework: Free Form
- Costuming, all categories

During the Competition: While the competition is going on the judges should not be disturbed. The rooms should be closed off to allow privacy for the judges. The public can view items before the competition begins and after the judges have finished evaluating the items. The judges need to sign off on the Entry Ticket after they have judged an entry. The RMOAS should periodically check in the judging areas to see how things are going.

Gathering Score Sheets: Have a couple of runners gather completed score sheets throughout the day to avoid a rush of score sheets being turned in at the end of the day. If Brewing and Vintning is being judged off-site, make arrangements for hourly runs of the score sheets from the remote site to the tabulation room. Once the score sheets are returned, have the Check-in Person make sure the sheets are completed and signed. If they are not complete, ask a runner to track down the judge(s) for the category and have them complete the score sheet.

Tabulation: During tabulation, the RMOAS should review the score sheets to check for any destructive commentary and large point spreads (8-10 points). If the KMOAS is present, discuss with them how to address these issues. If the KMOAS is not present, this becomes the responsibility of the RMOAS. The RMOAS must report the incident to the KMOAS as soon as possible after the Faire.

The Flow of Paperwork in the Tally Room

1. Finished judges' score sheets given to the Check-in Person to be checked against judges tracking sheets.
2. Score sheets go to calculation station to be added up.
3. Score sheets go to computer station for data entry (if available)
4. Score sheets go to sorting station to be sorted by division in numerical order.
5. When all 3 judges' sheets are in, sheets go to calculation station to be averaged.
6. Averaged sheets go to computer station (if available).
7. Averaged sheets checked over by RMOAS or KMOAS.
8. Averaged sheets go to sorting station to be sorted by division in numerical order and to be matched up with entrant forms.
9. Paperwork put in alphabetical order by SCA first name and matched with certificates.

Adding up Score Sheets

1. The documentation score, the methods and materials score, the creativity score and the judges' observation score are transferred directly to the bottom of the score sheet.
2. The scope and skill scores have several elements. The scores for the different elements need to be added together and then divided by the number of element. These scores may end up with several decimal places. Go out only to the second decimal place and do not round the numbers up or down.

B&V Score sheets:

The B&V score sheets are a little different. Under scope and skill the divisors are already set. So no matter how many elements are scored, when the elements are added up, divide the total by the specified divisor.

3. Do not round off the numbers on Pentathlon or Divisional Championship entries. This is a crucial step as Pentathlon winners in the past have been determined by thousandths of a point. Final tallying for the placement of Pentathlon participants should be done by the RMOAS. Those who place First or Second advance to the Kingdom A & S Faire.

Scoring is as follows:

First Place:	24.5-30
Second Place:	18.5-24.4
Third Place:	12.5-18.4
Honorable Mention:	12.4 or less

4. Then match the entry number to the name on the Entrant Registration Form. Separate the Pentathlon and Divisional Championship entrants score sheets from the rest of the entrants.
5. Once all the score sheets are tabulated, group them by name and pass the sheets to the Scribes.

Certificates: Once the Participant Registration forms have been turned in, give them to the scribes to start filling out the certificates. Fill out one Certificate for each entrant. The scribe can pencil in the entry number to better match the entrant to the score.

At the End of the Day: Once all the judging has been completed, the participants can pick up their items. In the evening, present the certificates and score sheets at the evening activity (feast, dessert revel, etc.).

After the Faire is over: The RMOAS must send the Entry Tracking forms to the Kingdom Minister of Arts and Sciences, if s/he was not in attendance within 48 hours of the close of the Faire. The RMOAS must send the Judges Registration Forms to the Judges Coordinator within 48 hours of the close of the Faire.

Financial Policy: If there are any reimbursement requests, the original receipts and an explanation must be forwarded to the KMOAS (who will fill out a Middle Kingdom Reimbursement Request Form and send them to the Kingdom Exchequer).

If a Participant has a problem at the Faire: If a participant has a problem with a specific judge concerning a score, they need to discuss the problem with the judge. The RMOAS can direct the participant to the judge. If the participant is not satisfied with the results of that discussion they should bring their case to the RMOAS. If the participant is not satisfied with the results of their discussion with the RMOAS, then they should bring their case to the A&S Faire Coordinator. If the participant is not satisfied the results of that discussion they should bring their case to the Kingdom Minister of Arts and Sciences. It is best to resolve any differences on the day of the Faire so the RMOAS should remain on site after the scores are distributed.

Kingdom A & S Faire: There is little difference between the Regional A & S Faire and the Kingdom A & S Faire except the size. A Regional A & S Faire usually has approximately 30 entries, while the Kingdom A & S Faire has approximately 85 entries.

Chapter 12: Running the Kingdom Craftsperson Faire

The Middle Kingdom Craftsperson Faire (MKCF) is a Kingdom level display faire open to any participant in the SCA. Any group preparing a bid for the Fall Crown Exhibition needs to allocate adequate space for the MKCF. The MKCF should have a private area but not be secluded from the main traffic area of the event.

The ideal MKCF site has the following features:

- Twenty 8-foot tables for the display of the entries with chairs for entrants & attendees.
- A performance space within the MKCF site or very close to it.
- Capability to support cooking and brewing & vintning entries.

There is no entry fee for the MKCF. The Kingdom Minister of Arts and Sciences will provide a small form for each entrant to fill out with their name, address and a description of the entry. The Kingdom Minister of Arts and Sciences will collect these forms after the MKCF and retain them for their records. Entrants are not required to produce documentation. Entrants are highly encouraged to put together a flyer for general distribution describing how they constructed the entry. This is very helpful to attendees of the MKCF who are interested in the arts and sciences.

The recommended time slot for the MKCF is from 11:00 a.m. to 4:00 p.m. The MKCF may go past 4:00 p.m. if the site will not be used for any other purpose during the event, such as feast. There is no closing time for entries. Entrants may determine the length of their participation during the MKCF.

Performance times for performing entries will be scheduled by the Kingdom Minister of Arts and Sciences or their designate. The performance schedule will be posted and heralded at the event.

Any MKCF entry that is designed to be consumed, such as food or beverages, must have a complete ingredient list posted with the entry. Brewing & vintning entries must have an adult over the age of 21 stay with the entry for the duration of the Faire.

Chapter 13: Running the Kingdom Authentic Artifact Showcase

The Middle Kingdom Authentic Artifact Showcase (MKAAS) is a Kingdom-level display faire of reproductions of period artifacts. Any group preparing a bid for Kingdom Twelfth Night needs to allocate adequate space for the MKAAS. The MKAAS should have a private area but not be secluded from the main traffic area of the event.

The ideal MKAAS site has the following features:

Twenty 8-foot tables for the display of the entries with chairs for entrants & attendees.

There is no entry fee for the MKAAS. The Kingdom Minister of Arts and Sciences will provide a small form for each entrant to fill out with their name, address and a description of the entry. The Kingdom Minister of Arts and Sciences will collect these forms after the MKAAS and retain them for their records. Entrants are required to produce documentation including a picture of the actual period artifact they are reproducing for general distribution. The entrant's name, address and other such information may appear on the documentation. The documentation should discuss the original artifact, the reproduction, construction techniques used, and works consulted.

The recommended time slot for the MKAAS is from 11:00 a.m. to 4:00 p.m. The MKAAS may go past 4:00 p.m. if the site will not be used for any other purpose during the event, such as feast. There is no closing time for entries. Entrants may determine the length of their participation during the MKAAS.

Appendices

- **Appendix A: Local Arts and Sciences Report**
- **Appendix B: Sample Report**
- **Appendix C: Change of Officer Form**

Local Arts and Sciences Report

This report is for (check one):

_____ January – April	Due: May 1	(May 15 for baronies)
_____ May – July	Due: August 1	(August 15 for baronies)
_____ August – October	Due: November 1	(November 15 for baronies)
_____ November – December	Due: January 1	(January 15 rot baronies)

Name of Region:

Name of Group:

Your SCA Name:

Your membership number:

Date of last warrant (If any):

How long you have been an officer:

Your Legal Name:

Address:

Telephone Number:

Have you moved since your last report?

Events held by your group in this reporting period:

Demonstrations held by your group during this period:

Guilds and/or Special Interest Groups:

Personal Projects:

People you feel bear watching and why:

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

Regional MoAS:

Report to Kingdom MoAS

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

Remember:

1. Do NOT use SCA names on the envelopes; use only mundane names. Print or write **clearly** - no calligraphy!
2. Regional 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 a 5x7 or 9x12 envelope 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 RMOAS and let them know.

Sample Local Arts & Sciences Report
(examples and suggestions)

This report is for (check one):

_____ January-March	Due: April 1	(April 15th for baronies)
_____ April-June	Due: July 1	(July 15th for baronies)
_____ July-September	Due: October 1	(October 15th for baronies)
_____ October-December	Due: January 1	(January 15th for baronies)

Name of Region: or Region name -----

Name of Group: Barony or Shire of. Indicate incipient or proto-incipient if applicable.

Your SCA Name: (Include any titles and/or preferred forms of address)

Your Membership Number: (Officers must be members of the SCA)

Date of last warrant (if any): (If unwarranted or unsure, state so)

How long you have been an officer: (Example: Since August of 1990)

Your Legal Name: _____

Address: _____

Telephone Number: _____

Have you moved since your last report: _____

Events held by your group in this reporting period:

List the date of your event, describe it briefly, concentrating on arts/sciences related activities.

Did any local scribes make scrolls? Did any local members receive arts or sciences awards? Any arts or sciences contests? Who won? From what group? Who else entered and what were the entries? Who cooked the feast? Were the recipes period? Was there dancing? Who led this activity? Any local performers at the feast? What did they do? Etc.

Demonstrations held by your group in this reporting period:

Please list demos separately. When, where and for whom? Who from your group attended?

What did you do? Which Arts and Sciences were demonstrated? Etc.

Guilds and/or Special Interest Groups:

List each group separately. When do they meet? What typically goes on at the meetings? Who is guildmaster/head of the group? Is this a chartered guild or a special interest group? Is the group working on a group project? Participants? (Optional) Etc.

Personal Projects:

This includes any project that any member of your group is doing. It is part of your job to ask at group meetings for this information. If you're not sure if it's an art or a science, include it anyway. Tell us a little bit about the project if it is unusual or interesting, or if the maker found a nifty period technique. Feel free to use more than one page for this section. Please include both SCA and mundane names.

People you feel bear watching:

Who and why? Do they have any awards for their skills yet? Anyone with lots of talent and you would like to motivate them to talk to a Laurel? Do you need information as to who to refer them to? Etc.

Praises/Problems:

Things you have seen in your travels and/or had reported to you. Outside contests that any group members have entered and how they did. Tell us about any problems you are having and how (if) you solved them. (Your information here can help another officer that might have a similar problem.) How can your regional officer help you? Etc.

Questions or new information about your office:

Any questions? Any new deputies? Etc.

Goals you have established for the office and progress on them:

Tell us what you want to do with the office and how well you are doing it. It is time to pat yourself on the back here!

What events do you think you will be attending next quarter?

It is nice to find out where you will be so I can meet the faces behind the reports. It is also nice to try to schedule times when we can talk about the office. Some questions or concerns are better discussed in person.

Resignation and Change of Office Form

Outgoing Officer

SCA Name: _____

Modern Name: _____

Phone Number: _____

I intend to resign as: _____ (office)

of the SCA branch called: _____

located in: _____.

I understand that it is my duty to transfer all of the files and property of my office to my successor promptly.

My resignation will take effect: _____ (date).

Signed: _____

Date Signed: _____

Other Branch Officers

We, the undersigned officers of _____ have been informed of this proposed officer change in our branch.

Name: _____

Office: _____

Date: _____

Name: _____

Office: _____

Date: _____

Name: _____

Office: _____

Date: _____

Baron/ess if applicable: _____

Acting Officer

SCA Name: _____

Modern Name: _____

Address: _____

Phone Number: _____

I agree to serve as: _____ (office)

of the SCA branch called _____

located in _____

I understand that it is my first duty to notify my Regional and Kingdom Officers. I understand that I will function as an acting officer until I am warranted by the appropriated Kingdom Officer and the Crown of the Middle Kingdom. I am a sustaining member in good standing of the Society for Creative Anachronism, Inc. or I am an associate or family member and live at the same address as the subscribing member. I understand that I must regularly report on the state of my office to the branch members and to the appropriate Regional and Kingdom Officers. To the best of my knowledge I am able to fulfill all requirements and to perform all duties of the office.

Signed: _____

Date Signed: _____

Copies:
Regional Officer
Kingdom Officer
Branch Files