

## **This is the Chatelaine's Handbook I.**

Published by the Office of the Chatelaine for the Kingdom of Caid,  
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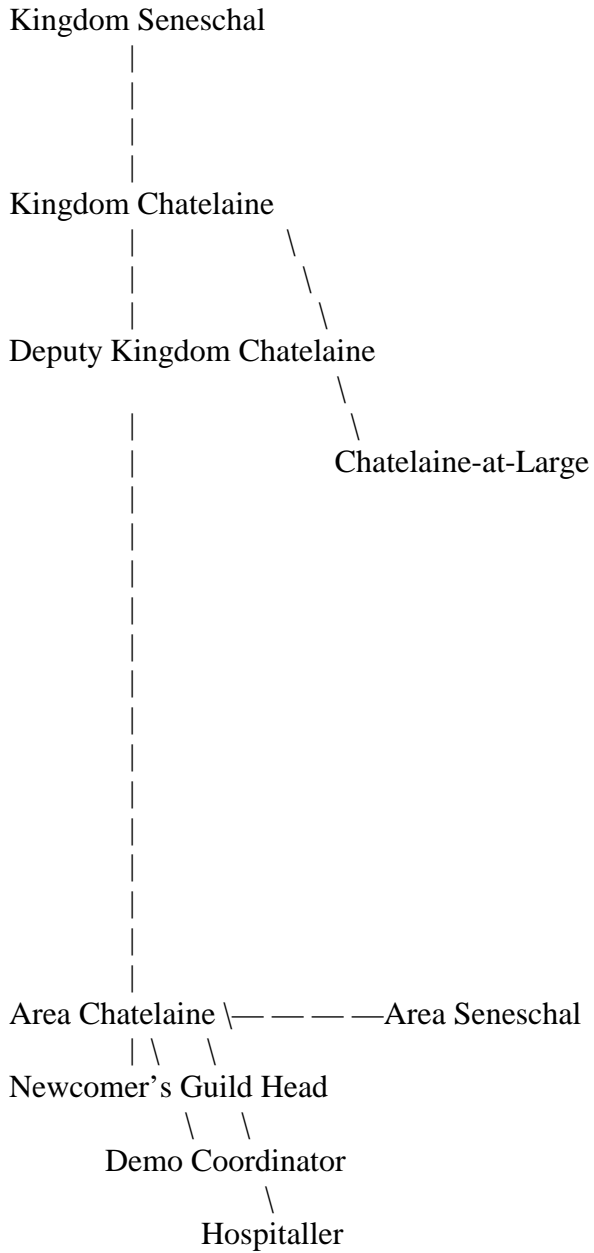
It does delineate the policies of the Chatelaine's Office in the Kingdom of Caid.

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# Flow Chart for the Chatelaine's Office



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## The Office of the Chatelaine

### *Purpose of the Office*

The purpose of this office is the Recruitment and Training of members.

The Office of the Chatelaine exists in order to inform the public about the SCA, to invite interested or curious individuals to participate and join, and to provide instruction and workshops for new members so that they will become fully participating members.

Some Chatelaine Offices on the local Area level choose to address this on a case-by-case basis; some choose to “mentor” their newcomers to a specific individual while others hold structured and regular Newcomers’ meetings. The way in which an individual Chatelaine chooses to fulfill the duties of his or her office depends largely on local custom and the population from which new members are recruited.

The way in which we as Chatelaines accomplish the task of informing, inviting and educating involves many different techniques and tools:

- ❖ touring an event and answering questions
- ❖ handing out flyers containing SCA information
- ❖ introducing the newcomer to appropriate local artisans, craftspeople, and guild members providing resource materials for loan or sale
- ❖ providing appropriate clothing for loan or sale
- ❖ offering the newcomer a place to sit during events
- ❖ holding regular newcomer meetings
- ❖ coordinating with other officers and local Area groups to provide first-hand information
- ❖ to the newcomer
- ❖ assisting visitors to the Kingdom by locating a comfortable place to stay, and introducing them to local groups and customs

This is only a short list. Each Chatelaine in the Kingdom could have a couple of items to add which make their job easier, more complete and more fun.

It’s essential to remember that we are one of the first impressions of an SCA individual that the newcomer will come to know, and in this sense we become an example of the SCA as a whole. The newcomer will look to the Chatelaine for all kinds of information, and in this sense our job is very similar to a reference librarian: know how to find the answer to the question. We must be welcoming, impartial, informative and friendly.... its a big job, often wearying, but very gratifying when you see a person whom you introduced to the SCA receive their first award or take an office.

## Officers: Titles, Requirements and Job Descriptions

### *Titles*

There are six different titles for officers working within the Chatelaines Office.  
For each area there may be a:

- ❖ Chatelaine/Castellan (Language difference)
- ❖ Hospitaller
- ❖ Newcomer's Guild Head (which may have its own name depending on the custom of the area)

At the Kingdom level there are the:

- ❖ Kingdom Chatelaine
- ❖ Deputy Kingdom Chatelaines
- ❖ Chatelaines-at-Large

Regardless of the title held, all members of the Chatelaines office cooperate and share functions, assist at events and function as a team.

### *Requirements*

The basic requirements of the Office of the Chatelaine for all officers are:

- ❖ current membership in the SCA
- ❖ a telephone
- ❖ readiness to serve as a Chatelaine at any of the following events which you attend:
  - ❖ Your Area events
  - ❖ Crown Tournaments
  - ❖ Queens Champion Tournaments
  - ❖ CP Prize Tourney
  - ❖ Wars
  - ❖ Make-A-Wish Events
  - ❖ Demos

If you are serving as a Area Chatelaine, Hospitaller or Newcomer's Guild Head, you should:

- ❖ have been an active SCA participant for at least one year
- ❖ have sufficient knowledge and motivation to teach and help newcomers fit in the SCA
- ❖ be ready and willing to spend about two hours a week on the job

If you are interested in becoming a Chatelaine-at-Large, you should:

- ❖ have been an active SCA participant for at least two years
- ❖ have been an Area officer for one year
- ❖ be self-motivating and able to work independently on special projects
- ❖ be ready to spend about four hours a week on the job

In order to become a Deputy Kingdom Chatelaine, you should:

- ❖ have actively served as either a Chatelaine-at-Large or an Area Chatelaine for at least one year
- ❖ demonstrate managerial skills and the ability to work independently on special projects
- ❖ preferably have access to word-processing equipment
- ❖ be willing to spend about eight hours a week on the job

The Kingdom Chatelaine position requires that you:

- ❖ serve as a Deputy Kingdom Chatelaine for one year
- ❖ demonstrate an ability in managerial skills, supervision, record-keeping and correspondence
- ❖ have access to word-processing equipment
- ❖ be accepted by the Kingdom Seneschal and Crown
- ❖ be ready to spend ten to (on occasion) twenty hours per week on the job

## Job Descriptions

### *Area Chatelaine*

You are the person who holds responsibility and authority for performing the duties of the Chatelaine in your Barony, Shire, Canton, College, Stronghold, or other Area. As Chatelaine, you will need to recruit a team of deputies as necessary, depending on the size and activity level of your Area. You are responsible for ensuring that chatelaine activities take place at all events the Area sponsors. You need to have the type of personality which enables you to be cheerful, friendly, engaging and tolerant of the repetition of the same questions all day.

You will need to ensure that a good stock of flyers, from the Kingdom and locally if your Area publishes them, is on hand at the event for the general public to use as a reference. You are also responsible for seeing that the Hospitaller's duties are fulfilled, either by yourself or an individual holding that office. (See below for the Hospitaller's job description.)

Your responsibility extends past the event itself to following up initial contacts and ensuring that the Newcomers Guild duties are fulfilled (see below), either by yourself or someone holding that office. You are responsible for seeing that all reports are completed

as required by your superior officer (your Baronial Chatelaine if you are a subgroup of a Barony, or the Kingdom Chatelaine if you are Crown Lands).

You should also be actively involved in demos your Area holds, providing materials for information and other assistance which the event steward may require and which is appropriate to your office. If you attend an event outside your Area, you should offer assistance to that Areas Chatelaine for part of the day, so he or she can have some time to take a break. And finally, should a visitor come to your area, it is your responsibility to assist in finding crash space for them.

### ***Hospitaller or Silver Key***

As Hospitaller, you are the “information booth” of the SCA. The more accurate and informed you are, the better you will be able to serve the public. The public will come to you for more detailed information; it is your job to turn the interested spectator into an eager participant.

It is your responsibility to attend all calendar events sponsored by your Area, or make arrangements for a stand-in. You should set up an information table, preferably at the front of a pavilion that can be used as a home base for the Chatelaines office (Including any newcomers who may be under the wing of the Newcomers Guild).

Your table should include the following items:

- ❖ **Costumes:** Five to ten costumes that can be loaned or rented during the event. Be sure your costumes are kept clean and in good repair; nobody wants to wear shabby clothes! You may decide to use a rental system to cover the cleaning and repair costs, such as \$1.00 plus a deposit of car keys.
- ❖ **Handouts:** Copies of the Kingdom Flyer and Membership Forms should be on hand. Do not accept Membership Forms for submission to the Registry; the individual must mail in his or her own form. Other handouts such as the Persona Worksheet, How to Choose a Name, General Rules on the Submission of Names, and the list of Guilds of Caid are also useful for the beginner. All these forms are available from the Kingdom Chatelaines Office or the Kingdom of Caid Website.
- ❖ **Books:** Books may be made available for sale or for reference. Selling copies of “Back in Time” (You will have a Master) and “Nice Touches” (available from the Kingdom Chatelaines Office) or the “Known World Handbook”, the “Complete Anachronist”, the “Marshal’s Handbook”, the “Fighters Handbook” (all available from the Office of the Stock Clerk) can help raise funds to defray the expenses of printing or ordering materials. Reference books on costume, armor, history, music, dance, heraldry, etc. are also useful to the beginner.
- ❖ **Sign up:** This should be made readily available for those interested individuals who may want to attend newcomer meetings or hear word of further SCA doings.

As Hospitaller, you may be asked any and all sort of odd question. You do not necessarily have to know the answer—in fact, it’s better to say “I don’t know” than to guess—but you should always be able to refer the person to someone who can help them. You are the starting point for the newcomer in the SCA.

### ***The Newcomer's Guild Officer***

As the head of the Newcomer's Guild in your area, it is your job to provide the newcomer with a support structure where they can relate to others and become comfortable with their new surroundings. The Newcomer's Guild is also where the orientation process begins.

There are many ways of orienting a newcomer to the SCA, and it is up to the Area Chatelaine's office to determine the best way in which to do this, consulting with the kingdom office.

- ❖ A series of courses or seminars, given by different invited guests, is one excellent way to accomplish this orientation. This is also a painless way to meet officers and royalty outside of an event. The seminars should be set up in advance, on a regular schedule, but be made flexible enough to allow for each group's special needs and interests.
- ❖ A Newcomer's Guild Course Outline will provide you with a guide to topics for your Newcomer's Guild meetings. When the timing is right, you may wish to include topics such as Surviving a War, Food to Take to a Tourney, Persona Night, Twelfth Night Gifts, and other topics geared to the SCA calendar.

When a newcomer completes a series of courses, some symbol or token of "graduation" is appropriate and appreciated. A successful Newcomer's Guild will help the newcomer "learn the ropes" and become acquainted with the households, guilds and other groups that abound in the SCA.

### ***Chatelaine-at-Large***

As a Chatelaine-at-Large, you may fall into one of several categories. This job is for:

- ❖ any of the three types of local officers who have been promoted to work on a special project
- ❖ an officer training to become a Deputy Kingdom Chatelaine
- ❖ an officer who has been appointed to assist with Chatelaine duties in a Area which has no local Chatelaine
- ❖ Deputy Kingdom and Kingdom Chatelaines who have stepped down. They may retain this rank until they choose to resign. Their duties are to advise the Kingdom Chatelaine or local officers, help finish any projects which they started, and help out at events.

### ***Deputy Kingdom Chatelaine***

Duties include:

- ❖ assisting the Kingdom Chatelaine
- ❖ traveling to areas of the Kingdom to make sure things are running smoothly
- ❖ having extra supplies on hand
- ❖ helping train the officers
- ❖ helping out at events
- ❖ doing special projects as requested

### ***Kingdom Chatelaine***

This officer is a Lesser Kingdom Officer, and as such answers to the Kingdom Seneschal. The Kingdom Chatelaine has the following responsibilities:

- ❖ determining the direction, needs and processes of the Office
- ❖ recruiting, training, supervising, and assisting Deputy Kingdom Chatelaines, and Chatelaines-at-Large where necessary
- ❖ ensuring that all Area offices are filled and running smoothly, if necessary by assisting the
- ❖ local Area in recruiting Chatelaines
- ❖ warranting all active Chatelaines
- ❖ revising and printing materials distributed by the Kingdom Chatelaine's Office
- ❖ maintaining records on printing costs and inventory
- ❖ maintaining records for three years on correspondence, active guilds in Caid, warrant updates, quarterly and Domesday Reports from Area officers, and master copies of publications
- ❖ keeping accurate financial records, working with the Kingdom Exchequer
- ❖ reporting quarterly to the Kingdom Seneschal, Kingdom Exchequer, and other officers as necessary or assigned
- ❖ establishing contact and interfacing with the Corporate Office
- ❖ working with other Officers of Caid and Officers of other Kingdoms on necessary or desirable projects
- ❖ incorporating current policies and procedures mandated by the Board of Directors of the SCA into the running of the Office

If you are interested in one day doing this job, don't hesitate to contact the Kingdom Chatelaine and begin your tenure as a Chatelaine-at-Large or Deputy now!  
Policies and Procedures of the Chatelaine's Office

## Warranting

### ***Becoming Warranted***

In order to be a Chatelaine in Caid, you must be warranted by the Kingdom Chatelaine. In order to become warranted, you must submit in writing to the Kingdom Chatelaine the following information:

- ❖ your legal name
- ❖ your SCA name
- ❖ your complete mailing address
- ❖ your telephone numbers, day and evening
- ❖ fax number and e-mail address if you have them
- ❖ a statement that you are willing and able to hold the office of Chatelaine for your Area (give the Area's name as well)
- ❖ the signature of your Area's Seneschal confirming that s/he approves your appointment to the position

The warrant roster is updated quarterly by the Kingdom Chatelaine's Office and is submitted to the Crown for their signature.

An Area Chatelaine may take on deputies as necessary. Be sure to have a letter sent in to the Kingdom Office for those deputies as well, containing the Seneschal's, Chatelaine's and Deputy's signatures.

### ***Expiration and Renewal***

Warrants are issued initially for a period of two (2) years beginning from the date you are sworn in. Renewal's can be issued annually. Changes of status, address, and any other contact information must be reported to the Kingdom Chatelaine.

Chatelaines'-at-Large and Deputy Kingdom Chatelaines' warrants expire at the end of February and are renewed when they communicate to the Kingdom Chatelaine that they intend to continue to serve.

### ***Removal of Warrants***

A warrant to serve may only be revoked by the Kingdom Chatelaine, Kingdom Seneschal, or the Crown. While it is fervently hoped that difficulties may be resolved by means other than formal procedures, written policy is necessary to ensure fairness for all concerned. If there is a problem with an individual serving the Chatelaine's Office at any level, and all other attempts to resolve the problem have not succeeded, a warrant may be suspended or revoked.

This Procedure should only be used as a last resort. All other forms of Communication should be used and as many superior officers involved before the use of this procedure. The following reasons shall be considered as cause for instituting the procedure:

- ❖ lapse in membership and refusal to renew
- ❖ non-fulfillment of duties
- ❖ unacceptable behavior in the performance of duties
- ❖ giving incorrect or misleading information
- ❖ complaints received regarding behavior
- ❖ continued problems after prior warnings

**Step 1:** Notification — The following people will be notified in writing of the problem: Kingdom Chatelaine, Area Seneschal, Member whose behavior is under review and any other involved parties.

**Step 2:** Response — The Member will be asked to respond in writing to the complaint. The Member will address the response to the parties listed above in Step 1.

**Step 3:** Investigation — The Area Seneschal will be asked to compile information regarding the problem to be addressed. In the event that the Area Seneschal is substantially involved in the problem in a way that might constitute conflict of interest, the Kingdom Chatelaine and Kingdom Seneschal will appoint another officer to compile the information.

**Step 4:** Review — A date will be set by the Kingdom Chatelaine for a Chatelaine's Council to review the Complaint, Response and Investigation. The Council shall consist of the following: Kingdom Chatelaine, one Deputy Kingdom Chatelaine, one Area Chatelaine, one other Area Officer, and one other member not holding any SCA office. Notification of the date and place of the Chatelaine's Council will be sent to the following individuals: the members of the Council, the Area Seneschal, Kingdom Seneschal, the Member, any other involved parties, the reigning Crown and the Kingdom Chancellor.

**Step 5: Decision** — The Council shall meet and review carefully all the data presented them, and shall reach a decision by majority vote (3 of 5). The Council may:

- ❖ decide the member is not guilty
- ❖ suspend the member's warrant for four months
- ❖ revoke the members warrant. No new warrant may be issued to the member for a minimum of twelve months.

Copies of the Council's Decision shall be given to the Kingdom Chatelaine, the Member and the Crown.

**Step 6: Repeat Problems** — If a member has been suspended or removed from office and after returning to office there is a complaint filed against the member, the following panel shall convene:

- ❖ Kingdom Chatelaine
- ❖ Kingdom Seneschal
- ❖ all Deputy Kingdom Chatelaines
- ❖ two Area Chatelaines
- ❖ one other territorial officer
- ❖ one other SCA member not currently holding any office

All procedures for the second Council shall be the same as for the first.  
By a 2/3 majority, the second council may:

- ❖ decide the member is not guilty
- ❖ revoke the members warrant for a minimum of 24 months
- ❖ revoke the members warrant for 5 years

Copies of the data and the decision shall be given to the Chatelaine's Office, the Member, and the Crown.

Note: While the Chatelaines Council is convened it may make other recommendations to the Kingdom Chatelaine or to other Kingdom Officers.

**I wish to repeat this again: It is strongly recommended that this process not be instituted until and unless all other alternatives have been explored.**

### ***Identification of the Chatelaine's Office***

The Chatelaine's Office in all of the SCA is identified by: Vert, a key palewise inverted and reversed, Or—this translates to, a green field with a key laying vertically with the wards on the bottom and to the right, key is Gold. Any warranted Chatelaine may wear the Chatelaine's Badge. (Do not use the badge shown in the Known World Handbook. The placement is incorrect.)

When at an event and acting in an official capacity, it is extremely helpful for the public to be able to identify you. You can do this by wearing a baldric or sash. The baldric should be Green with the Gold Key at the shoulder. If a baldric would interfere with other gear you may be wearing, then you may wear a favor bearing the badge.

Identifying the Hospitaller's Table with a banner is also extremely useful. Again, Green background, Gold Key. Banners should be no smaller than 18 inches by 24 inches (otherwise they're difficult to identify across a field) and no larger than 24 inches by 36 inches.

### ***Delegation of Responsibility***

When a Chatelaine is stewarding an event, or for any reason unable to fulfill his or her official obligations at a local event, it is mandatory that the Chatelaine confirm a replacement. A Chatelaine from a neighboring Area, a Chatelaine-at-Large, or a Deputy Kingdom Chatelaine should be asked to substitute. If you find it difficult to locate your replacement, please don't hesitate to call the Kingdom Chatelaine. He or she will assist you in locating your replacement.

Part of the responsibility of the Chatelaine's office is to delegate some of your responsibilities. If you are working more than the recommended number of hours at your job as stated in the Officers Requirements section above, then you are working harder, not smarter! Your Area should have a number of Chatelaine officers in proportion to the size of the Area. As there is an overlap in duties, the Chatelaine and Deputy Officers should consider themselves a team, ready to substitute for each other's roles as necessary (although the Area Chatelaine does retain responsibility for the Office).

Here are some recommended numbers:

❖ < 40 members	=	Chatelaine
❖ 41-100 members	=	Chatelaine + Hospitaller
❖ 101-200 members	=	Chatelaine + Hospitaller + Newcomer
❖ 201+ members	=	will need more Deputies

Your needs will vary not only with your current membership, but based on your intensity of recruitment. A Shire who is trying to grow may need two or three on the Chatelaine team even if their membership is small. Remember that the more available assistants you have the easier it is for all to do their part of the job ... and the better we serve the newcomer.

### ***Our Responsibilities to Other Officers***

As Chatelaines, we have an obligation to cooperate with other Officers, including Area Officers, Baronial Heads, Kingdom Deputies and Kingdom Officers. We have taken

these jobs within the SCA because of a desire to serve, each according to our interests and talents. This may involve collaboration on projects for your Area, or between two Area's, and can be exciting and fulfilling.

However, should a problem or a conflict of interest arise please contact the Kingdom Chatelaine. She or he is there to help you perform your job, and will offer assistance in bringing together the interested parties to arrive at a decision and define the appropriate policies and procedures for the situation.

### ***Public Demonstrations***

Typically called "demos", these usually consist of a request from an outside group for a sampling of the SCA activities. Demos are frequently an initial contact point for people interested in the SCA and can be held at a variety of locations:

- ❖ public parks
- ❖ churches
- ❖ crafts fairs
- ❖ malls or stores
- ❖ Ren Fairs
- ❖ Girl Scouts
- ❖ Boy Scouts-(see below)
- ❖ Schools-(see below)

All demos have the potential to give something back to the SCA for the effort we put out. Perhaps we may gain interested members; we may receive a reduced rate on a site; a direct financial contribution may be received; or arts, crafts and publications may be sold. A representative from the Chatelaine's Office must be at each Demo held. If necessary, you may delegate the responsibility to one of your capable assistants in your Area. For each Demo, a Demo Report should be completed and turned in with your Quarterly Report. The SCA Inc. keeps track of this data because it relates to our status as a non-profit educational organization.

***The following sections that have been struck through and are superseded by the "Demo Coordinators Handbook" dated July 2001.***

### ***~~Special Requirements for Demos Involving the Boy Scouts of America~~***

~~The Boy Scouts of America (BSA) cite regulations which forbid them to interact with groups that have martial arts that could be considered dueling. The SCA is one of these groups. Unfortunately, some Scout Councils cite these regulations and others don't. The following requirements must be fulfilled in order to do a Demo for the Boy Scouts of America:~~

- ~~❖ A schedule of events for the Demo must be filed with the Kingdom Chatelaine's Office.~~
- ~~❖ A letter of permission on Scout Council letterhead must be obtained from the Scout Council detailing the above event. It must contain the name of the Area doing the Demo (e.g. The Society for Creative Anachronism, Inc. d.b.a. the Barony of Western~~

Seas), the purpose of the event, the types of demonstrations and martial arts we will be doing, and that the SCA will not be violating any of the BSA national regulations.

This letter is then filed with the Kingdom Chatelaine's Office.

Permission for the Demo must be granted by the Kingdom Chatelaine's Office, the Kingdom Seneschal, or the Board of Directors.

### ***Special Requirements for Demos Involving Schools***

When conducting a demonstration on a school campus, be sure that your contact at the school has cleared the details of your demonstration with the school administration and the school district board, if necessary. Each school board has their own policy regarding presentations from outside sources. Some may request information or a meeting before the demonstration, while at other districts no preparation is necessary. (See the Demo Coordinator's Handout for more information.)

### ***Finances***

Financial transactions within an SCA Area are the responsibility of the Area's Exchequer. It is strongly suggested that all Chatelaines consult with their local Exchequer and Seneschal to establish a formal policy and the appropriate forms for financing the Chatelaine's expenses.

Money received by the Kingdom Chatelaine is deposited at the earliest convenience (within one week) with the Kingdom Exchequer.

A quarterly report of Income and Expenses is turned in to the Kingdom Exchequer by the local exchequer. At the end of the year, an inventory is turned in of all items, books, brochures, etc. on hand for distribution, as well as items of value (books, regalia, costumes) which belong more or less permanently to the Chatelaine's Office. We report these to the Exchequer in order to give the good old IRS a reasonable estimate of how much we made, how much we spent and how much we're worth (monetarily). Keep these requirements in mind when you are discussing your reporting procedures with your exchequer.

### ***Vocabulary***

Unfortunately, it has become necessary to curb the use of the word "Medieval". People hear the word "evil" and immediately think occult or worse. Try to use terms like "Middle Ages". Also, confusion exists between the SCA and the profit-making Renaissance Faires, so "renaissance" is not a good substitute. Try to dispel this confusion as much as possible. The word "Anachronism" (something out of time or place) needs explanation, also. Not only is it an unknown word to most, it sometimes is confused with the word "Anarchy". Also, the term "mundane" has a negative connotation and should be replaced by "newcomer".

The term Chatelaine is very confusing. The term Castellan is not the masculine as is rumored but is a different language.

- ❖ Chatelaine—German based
- ❖ Chatelaine'—English and Arabic based
- ❖ Castellan—French and Spanish based

## Reporting

### *When to Report*

Reporting for the Chatelaine's Office is done on a quarterly basis. Area Seneschals may request reports more frequently, and Area Chatelaines should comply with these requests. It can be very helpful for an Area Seneschal to be aware that a small difficulty is developing rather than find out about a big problem after three months have gone by. Praise, suggestions and assistance come first and best from the local Area. Reports from Area Chatelaines should be made on the following reporting schedule:

- |                             |                            |
|-----------------------------|----------------------------|
| ❖ January-February-March    | Due April 1                |
| ❖ April-May-June            | Due July 1                 |
| ❖ July-August-September     | Due October 1              |
| ❖ October-November-December | Due at upcoming 12th Night |
| ❖ Domesday Report           | Due at upcoming 12th Night |

Prompt reporting is very important and always extremely appreciated. However, don't let lateness of a report make you toss up your hands in despair and decide to forget the whole thing. Best to turn it in as soon as possible without too much effusive apology (after all, they know it's late already) and make a personal resolve to astound them next time with your promptness.

### *How to Report*

At the back of this Handbook are report forms that may be used. Narrative reports may also be turned in. Consult with the Kingdom Chatelaine to determine his or her preference.

Reports should include (but not be limited to) information on:

- ❖ number of events at which you performed Chatelaine duties, either as Chatelaine of the Day or assisting
- ❖ approximate number of contacts made
- ❖ costumes rented, sold, acquired, lost
- ❖ printed material sold
- ❖ newcomers classes held, and number of people attending
- ❖ number of new members joining the group
- ❖ demo reports on demos held (see "Public Demonstrations")

In short, covering all the basic functions of the Chatelaine, Hospitaller, and Newcomer's Guild Head jobs. In your report you should also make suggestions or ask questions regarding the job, and mention any interesting, unusual or entertaining items.

If you (and your deputies if you have them) did not perform all the duties of all the offices, remember that the circumstances of each Area (such as size, location, current membership, and other external forces) will determine the best course for you to shape

your work. Your report should reflect this, while being mindful always of the purpose of the office.

### ***Where To Send Your Report***

Shire and Baronial Chatelaines should direct their reports to the Kingdom Chatelaine.

Likewise, so should those Colleges and Strongholds that are Crown Lands.

A Canton, College or Stronghold that is part of a Barony should send in reports directly to the Baronial Chatelaine. The Baronial Chatelaine should include that report in with their own report for the quarter.

### ***Domesday Reports***

Domesday Reports are end-of-the-year reports which describe the Chatelaine's activities over the past year and plans for the upcoming year. The Domesday Report also serves to renew the Area Chatelaine's warrant (please see the section on Warranting: Expiration and Renewal). At the end of the year, Area Chatelaines should also complete an inventory for their Exchequer (see section on Finances) if the Exchequer requests it.

Domesday Reports may take either a narrative form or be a compilation of all data from each of the quarterly reports. The Kingdom Chatelaine shall specify the exact format of the Domesday Report, according to preference.

### ***A Final Word on Reporting***

It has often been noted that there are people who excel at interacting with others and also that some people are talented at (and may even enjoy) paperwork. It might also be noted that the two classes of individuals rarely overlap. There is a reason, after all, that we all chose to become Chatelaines and not Exchequers. It is important to recognize the value of record-keeping however, and be aware that if we can manage to do the small reports in good time, we will not have to sit down to the dreaded marathon session the night before Twelfth Night.

## Some Interesting Statistics

Statistics kept over 20 years (1975-1995) show:

For every 105 CP's given out about 10 people joined.

For every 3000 flyers given out about 80 people try to go through classes or join. 20 of these people actually do join. (.66%)

For every 2000 people that are signed up at special Demos 400 try to go through the classes or join. 200 of these people actually do join. (10%) This is why special Demos (Scouts, Special Ren Fairs etc.) are desirable.

90% of the newcomers who did not go through classes only lasted about 1-3 years and dropped out. Most of these people also tend to be more fringy, non-members and did not hold offices.

75% of the newcomers who did take the classes have lasted 5-20(?) years. Most of these people have been members, very active, held offices, and a number of them are now Peers.

## QUARTERLY CHATELAINE REPORT FORM

### Chatelaine

Chatelaine of the day \_\_\_\_\_times

Chatelaine assists \_\_\_\_\_times

Number of flyers used \_\_\_\_\_

number of newcomer signups \_\_\_\_\_

### Hospitaller or Keys costumes

costumes rented \_\_\_\_\_ \$ \_\_\_\_\_

costumes sold \_\_\_\_\_ \$ \_\_\_\_\_

costumes acquired \_\_\_\_\_

costumes lost \_\_\_\_\_

### handouts

persona worksheets \_\_\_\_\_

Rules of submission-names

\_\_\_\_\_  
\_\_\_\_\_

choosing name \_\_\_\_\_

Guilds of Caid

### books

Welcome to Caid \_\_\_\_\_ \$ \_\_\_\_\_

Nice Touches \_\_\_\_\_ \$ \_\_\_\_\_

Known World Handbook \_\_\_\_\_ \$ \_\_\_\_\_

Marshall Handbook \_\_\_\_\_ \$ \_\_\_\_\_

Fighter Handbook \_\_\_\_\_ \$ \_\_\_\_\_

Complete Anachronists \_\_\_\_\_ \$ \_\_\_\_\_

### Newcomers

number classes held \_\_\_\_\_ attendance \_\_\_\_\_

new members join \_\_\_\_\_

### Questions, Problems and Ideas

## DEMO REPORT FORM

Area: \_\_\_\_\_ # SCA members attending \_\_\_\_\_  
Activities or Art forms demo /

- |                    |      |
|--------------------|------|
| 1.) _____          | #SCA |
| participants _____ |      |
| 2.) _____          | #SCA |
| participants _____ |      |
| 3.) _____          | #SCA |
| participants _____ |      |
| 4.) _____          | #SCA |
| participants _____ |      |
| 5.) _____          | #SCA |
| participants _____ |      |
| 6.) _____          | #SCA |
| participants _____ |      |

For whom was this demonstration done? (Check appropriate line):

- Boys Scout (any of the three levels) Attach documentation.
- School \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

Name of Group \_\_\_\_\_  
Contact person making request \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone #: \_\_\_\_\_  
Estimation of Non-SCA persons participating (as audience):  
\_\_\_\_\_

Average age in group: \_\_\_\_\_  
Special information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income/Expenses (to be submitted to your local exchequer)  
Comments: