

## Calontir Seneschals' Quarterly Report Form

<b>Name of Group</b>						
<b>Year</b>		<b>Quarter</b>	1 <sup>st</sup> <input type="checkbox"/> Due 4/25	2 <sup>nd</sup> <input type="checkbox"/> Due 7/25	3 <sup>rd</sup> <input type="checkbox"/> Due 10/25	4 <sup>th</sup> <input type="checkbox"/> & Domesday Due 1/25

### I. Group Membership Information

<b>Number of Sustaining Members</b>	
<b>Number of Associate/Family Members</b>	
<b>Active Population</b> (Estimate of how many people attend some group function at least quarterly.)	

### II. Communication

<b>Group Web Address</b>	
<b>Group E-mail Discussion List</b>	

### III. Seneschal

<b>SCA Name</b>	
<b>Modern Name</b>	
<b>Street Address</b>	
<b>City, State, ZIP Code</b>	
<b>Primary Telephone</b>	
<b>Secondary Telephone</b> (if applicable)	
<b>E-Mail Address</b>	
<b>SCA Membership # &amp; Expiration Date</b>	
<b>Has Any of This Changed</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date You Took Office</b>	
<b>Warrant Expiration Date</b>	

### IV Regular Activities

**Business and/or Social Meetings** (Add additional lines as necessary.)

What Type	When	Estimated Attendance	Description

<b>What is the State of Your Group's General Activities?</b>	
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**Arts and Sciences Meetings** (Includes Guild or other Special Interest Group gatherings. Add additional lines as necessary)

What Type	When	Estimated Attendance	Description

<b>What is the State of A&amp;S in Your Group?</b>	
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**Martial Activities:** (Include Archery and Fighter practices. Add additional lines as necessary.)

What Type	When	Estimated Attendance	Description

<b>What is the State of Martial Activities in Your Group?</b>	
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<b>Number of Authorized Fighters</b>		<b>Number of Authorized Archers</b>	
<b>Number of Fighters in Training</b>		<b>Number of Archers in Training</b>	

**V Special Activities**

**Kingdom Level Events** (i.e. Published in the *Mews*.)

Name	Date	Estimated Attendance	Description

**Demos**

Audience	Date	Estimated Attendance	Description

**Special Local Activities** (Such as local moots, revels, courts, feasts, etc.)

What Type	When	Estimated Attendance	Description

**VI. Other Great Officers** (If you do not have a given officer include a general report on your groups activities in that area in the box for "Assessment / Summary of Their Work.")

**Chronicler**

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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Does Your Group Have a Newsletter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Published How Often?	
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**Herald**

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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**Knight's Marshal**

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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**Minister of Arts and Sciences**

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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**Treasurer**

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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Balance in Account as of the End of the Reporting Period	
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**Web Minister**

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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**V. Deputies**

**Your Emergency Replacement (Drop Dead)**

SCA Name	Report Received?	Membership Number	Exp. Date	Telephone

**Chatelain / Chatelaine** (If you do not have a Chatelain / Chatelaine include a general report on your groups handling of newcomers in the box for "Assessment / Summary of Their Work.")

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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**Minister of Youth** (If you do not have a Minister of Youth include a general report on youth activities in your group in the box for "Assessment / Summary of Their Work.")

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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Have they Completed an SCA Background Check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Other

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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Other

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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Other

SCA Name	Report Received?	Membership Number	Exp. Date	Warranted?

Assessment / Summary of Their Work	
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**VI. Awards**

**Kingdom Awards Received by Members of Your Group This Quarter** (Add additional lines as necessary.)

SCA Name	Award

**Other Individual Accomplishments** (Baronial Awards, Contests or Tournaments won, Projects Completed, etc. Add additional lines as necessary.)

SCA Name	Accomplishment


**People in Group to Watch for Future Award Recommendations** (This is NOT a substitute for writing award recommendations to the Crown! Add additional lines as necessary.)

SCA Name	Award & Reason

**VII. Miscellaneous**

<p><b>Have you had problems as Seneschal or general problems with the group? If Yes, please give details.</b></p>	
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<p><b>Do you have any questions or is there anything that the Kingdom / Deputy Seneschal can help you with?</b></p>	
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<p><b>Please add anything you wish about future plans, things your group does well, and ideas that might work for other groups. Feel free to brag about the good things your group does.</b></p>	
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**Mail or E-mail This Report to Your Regional Deputy**

**If This Is Your 4<sup>th</sup> Quarter Report - Remember to Include Your Domesday**