

Understanding Reports

Make sure you have sent your AGREEMENT TO SERVE & MEMBERSHIP INFO to the Kingdom Chatelaine office, and that your Deputy has done the same.

There are (4) quarterly reports and (1) Domesday report

1ST quarter: {Due April 15th} Information from January 1 through March 31

2ND quarter: {Due July 15th} Information from April 1 through June 30

3RD quarter: {Due Oct 15th} Information from July 1 through September 30

4TH quarter: {Due Jan 15th of the next year} Information from Oct 1 through December 31

Domesday: {Due Jan 25th of the next year} An additional 10 days are given to prepare & submit your domesday report. {But I don't mind if you send the 4th Quarter & Domesday reports together by the 15th !}

This is a year end report combining numbers from all four quarters & includes YOUR personal observations on the past year, as well as your plans for the upcoming year.

{This is your chance to express concerns, share continued successes, make suggestions, introduce a new Deputy, your plans for next year & people to recognize for the past year}

Just an FYI, I am responsible for entering your individual numbers & combining these reports together to submit to our Kingdom Seneschal & our Society Chatelaine. These numbers are REQUIRED by the Society to do the 'business' of keeping us an organization with insurance & rights as a non-profit group.

If you are going to be late with your report please notify your Kingdom Chatelaine.

Reports are sent to your local Seneschal, and to the Kingdom Chatelaine.

Reports can be sent via email: calontirchatelaine@yahoo.com or through the US postal service to the Kingdom Chatelaine the address is in the back of your MEWS.

It is your responsibility to keep copies of your reports and your office information for your local group. If you use a computer, do not forget to keep a backup! I speak from personal experience!!!

How and What to report

USE THE REPORT FORMS ON THE WEBSITE

Answer the questions on the report forms. NUMBERS are necessary.

Date/Quarter/Domesday: I need the dates of information that has been used for report and the quarter you are reporting: ie: January 1 through March 31, 2010 {1st quarter report}; Due by April 15th, etc

Successes: List any successes your group has had. **ie:** Got together and made new loaner garb for gold key, held a workshop, newcomers starting archery/fighting/A&S projects, demo.

Events ____ (Number of events your group has hosted) Use a separate page if needed to give 'some' details of the event. Name, location, newcomer attendance, if possible, & activities.

Demos ____ (Planned or shared) Again please list where it was held & some details below.

Recruiting only ____ (where recruiting was your sole purpose)

ie: Went on morning show or to a College and talked about your group and the SCA, inviting

people to come to your meetings; Handed out flyers in public;)

****Remember to check with our Media Relations Representative at Media@calontir.info before doing anything with the public, media or press!!! This office has a LOT of information that will help you!**

Community Involvement _____ (Where your group interacted with the community... ie: demo or educational interaction at a school, other club, library, mall, movie theatre, etc boosting their business and interests as well as that of your group and the SCA. Include businesses that allow you to leave flyers & info for your group, like leather or fabric shops) Numbers are fine but please include some details & list anything that might help others to do the same – or avoid.

Number of new people recruited:_____ (people who have shown interest & attended anything, meeting etc, or make contact via phone &/or internet after their original introduction to the SCA)

Number of new members: _____ (People who have come and become a part of your group and or the SCA...**they do not have to have an SCA membership** to be considered a member of your group or the SCA)

Local meetings and get-togethers:_____ (Your local populace meeting, archery/fighter practices, sewing nights, workshops, pre-workshop shopping sprees, library & internet research parties or anything that would be considered a local group or SCA get together...)

How often _____ (please list individually. **ie:** Populace meeting once a month, practices each week, sewing nights twice a month & so on)

Positive aspects: (Anything that you find to be a positive aspect of your position as Chatelaine or how the office of Chatelaine has made a difference. Include feedback given as well as your personal experiences)

Concerns: (Anything that concerns you in your office on a local level or as a Chatelaine in the Kingdom as a whole. Again include feedback & information from other sources, including outside the SCA)

Ideas Comments Etc (Ideas YOU have for your own group or all Chatelaines/Groups like: Anything you would like to see changed; Information you need or something you are unsure about; Things you would like to see on the Kingdom Chatelaine Website; Comments based on the local level, Kingdom level, or Society level in the office of the Chatelaine)
This is YOUR area to freelance. There are no wrong questions or comments here.

And finally, this list is a culmination of many minds. If you have any suggestions or comments please direct them to your current Kingdom Chatelaine. This a volunteer position in which you are so very appreciated! These reports are necessary for the continued operation & success of the SCA. Never be afraid to ask for help, we are all in this together.