

Quarterly Report Form--Seneschal's Office

Name of Group:

Date:

Quarter:

Number of sustaining members:

Associate/Family members:

Active population (estimate of how many people attend some group function at least quarterly):

Group web address:

Group discussion list address and/or web address:

I. **Officers** (please use SCA names)

Seneschal:

Herald:

Knight Marshal:

Treasurer:

MoA/S:

Chronicler:

Chatelaine:

Archery Marshal:

Other:

Other:

II. **Local Happenings**

1. Regular meetings, when and what type (don't include fighter practice):
2. Special local activities (i.e., local moots, revels, feasts, etc.):
3. Demos--please give date, for whom, approximate size of audience, and type (public relations, educational, or recruiting). Also note anything special about the demo, i.e. something different you did that worked well.
4. Kingdom level events held by your group (i.e. published in the *Mews*)--please include an estimate of total attendance and a brief description/assessment of event as well as the date:

III. **Regular Activities**

1. Arts & Sciences

a) Interest groups (i.e. costuming, armoring, etc.) & meeting schedule

b) Other A&S activities of note

c) Assessment of A&S in your group

2. Marshallate

a) Fighter practice schedule:

b) Archery practice schedule:

c) Number of fighters: authorized _____ in training

d) Number of archers:

Does your knight marshal have a warrant? yes/no Does your archery marshal have a warrant?
yes/no

Other marshallate activities of note:

3. Assessment/summary of local officers' work:

Chatelaine:

Chronicler:

Do you have a newsletter? Y N If yes, how often is it published?

Herald:

Knight Marshal:

Archery Marshal:

Treasurer:

Balance in checking account as of last day of quarter: \$

MoA/S:

Other:

Please list any officers whose reports you have not received.

Did you notify the kingdom officer?

IV. Awards

Kingdom awards received by members of your group this quarter:

Other individual accomplishments (baronial awards, contests or tournaments won, projects completed, etc.):

People in group to watch for future award recommendations (note, this is NOT a substitute for writing award recommendations to the Crown!):

V. Office of the Seneschal

Date you took office (month/year): Do you have a warrant? Expiration date:
Do you have an emergency deputy? If so, please give SCA name:

Have you had problems as seneschal or general problems with the group? If Yes, please
give details:

Do you have any questions or is there anything that the kingdom seneschal/deputy can help you
with?

VI. Miscellaneous

Please add anything you wish about future plans, things your group does well, and ideas which
might work for other groups. Feel free to brag about the good things your group does.

Signature: _____

Mundane name:

Address:

Phone number:

E-mail (if applicable):

Membership number & expiration date:

Is any of this information new? Y N If yes, please indicate what.

