

# East Kingdom Chatelain(e)'s Quarterly Report Form

Please email your report to Regional Chatelain(e) – North, Central, South, Tir Mara – by the 15<sup>th</sup> of Jan/Apr/July/Oct and cc the EK Chatelain(e) and EK Deputy Chatelain(e). The email subject line MUST read: [Group Name], [Quarter number] Quarterly Report.

If your report will be late, please email the Regional Chatelain(e) with an estimated time of delivery and the reason for the delay. *Please note that Regional Chatelain(e) reports are due to the EK Chatelain(e) and Deputy Chatelain(e) by the 30<sup>th</sup> of Jan/Apr/July/Oct.*

***Groups that fail to report after 3 consecutive quarters will be placed on probation.***

<b>Quarter:</b> <i>place 'X' next to one</i> →	<b>1<sup>st</sup> Qtr:</b>	<b>2<sup>nd</sup> Qtr:</b>	<b>3<sup>rd</sup> Qtr:</b> X	<b>4<sup>th</sup> Qtr:</b>	<b>Year:</b>
<b>Group Name: Stronghold of Ravensdale</b>					
Your Mundane Name:					
<b>SCA Name: Nesrin bint Suleyman</b>					
Mundane Address:					
Phone Number:					
Email Address:					
Membership #: <b>235200</b>			Expiration Date: <b>11/30/2018</b>		

*Contents of the report must include the following:*

<p><b>1. Contacts: how many contacts did you receive this quarter?</b>  <b>How did these contacts come to you? Email/in person/demo etc.</b>                  We have three new contacts for this quarter. We have had one regular attendee at the armouring workshops run every Sunday (word-of-mouth); we also recently added two new contacts to our email list following a demo.</p>
<p><b>2. List specific activities targeted to newcomers and/or activities that newcomers attended:</b></p> <ul style="list-style-type: none"> <li>• We hold weekly meetings which are advertised on our website and are open to all.</li> <li>• Every Sunday two of our members hold an armouring workshop at their home, and invite newcomers to attend.</li> <li>• We recently held a demo at a local market, intended at showing the SCA to newcomers.</li> </ul>
<p><b>2a. List general group activities that newcomers could also attend (in absence of above):</b></p>
<p><b>3. Did the group hold any demos in this quarter?</b>                  Yes; on October 13<sup>th</sup> we held a small demo at a local market, where we showcased various crafts, garb, and weapons for display (we did not include any fighting at the demo)</p>
<p><b>4. Status of the group's Gold Key:</b>                  Currently stored at the Chatelaine's house; we have binders for sign-out of all garb and other gear.</p>
<p><b>5a. Previous issues and concerns:</b>                  In the past the Gold Key had been held at multiple locations and has been difficult to access. We hope that by holding it at one location it will be easier to inventory and to loan Gold Key items to newcomers.</p>

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**6. Future plans:**

I would like to get racks to display Gold Key items as they are currently held in large plastic bins, which makes them hard to view. I would also like to create an on-line sign-out/waiting list for items, including descriptions and sizes, so that we can better plan their use.

**7. Suggestions for the Chatelain(e)'s office:**

No suggestions at this time.

**8. Year-end summary: *(only applicable at year end)***

Please email the report to **your** Regional Chatelain(e) at:

Chatelaine.north@eastkingdom.org  
Chatelaine.central@eastkingdom.org  
Chatelaine.south@eastkingdom.org  
Chatelaine@tirmara.eastkingdom.org

*And copy:*

Chatelaine@eastkingdom.org  
Deputy-chatelaine@eastkingdom.org