

East Kingdom Chatelain(e)'s Quarterly Report Form

Please email your report to Regional Chatelain(e) – North, Central, South, Tir Mara – by the 15th 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 30th of Jan/Apr/July/Oct.*

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

Quarter: <i>place 'X' next to one</i> →	1st Qtr:	2nd Qtr:	3rd Qtr:	4th Qtr:	Year:
Group Name:					
Your Mundane Name:					
SCA Name:					
Mundane Address:					
Phone Number:					
Email Address:					
Membership #:				Expiration Date:	

Contents of the report must include the following:

1. Contacts: how many contacts did you receive this quarter? How did these contacts come to you? Email/in person/demo etc.
2. List specific activities targeted to newcomers and/or activities that newcomers attended: 2a. List general group activities that newcomers could also attend (in absence of above):
3. Did the group hold any demos in this quarter?
4. Status of the group's Gold Key:
5a. Previous issues and concerns:
6. Future plans:

East Kingdom Chatelain(e)'s Quarterly Report Form

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

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