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:** *place ‘X’ next to one 🡪* | **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:**  |
| **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