



Kingdom of Atlantia

Branch Chatelain's Quarterly Report

1st 2nd 3rd 4th Quarter, 20____

(NOTE: Quarterly reports are due April 15, July 15, Oct 15 and Jan 15)

| | | |
|---|------------------------|------------|
| SCA Local Group Name: | | |
| Please Circle: Chatelain Seneschal Other | Date Report Completed: | |
| SCA Name: | Modern Name: | |
| Address: | | Phone: |
| Email: | Member# | Exp. Date: |

**Has there been a change in your contact information since your last quarterly report? Y N

Did you have newcomer contacts/requests this quarter? Y N

Source of Contact (how many?): Demos ___ Via Email ___ Social Media _____ Referral ___

Total # of New Contacts _____:

How Many? # New to the SCA _____ # Transfers _____ # Returning _____

Describe the nature of the newcomer activities, classes, and/or events held:

What aspects of your activities were productive or disappointing and why?

What are your plans/goals for improving your activities in the coming months?

What resources/assistance can we provide from the Kingdom level to help you execute your plans and meet your goals?

What other problems or concerns did you have this quarter?

What else would you like to share about your newcomer program?

Retain copy for Branch Records. E-mail copy to chatelainreports@atlantia.sca.org and/or mail original to Kingdom Chatelain. Please cc your local branch Seneschal.

Instructions for completing quarterly reports

1. Circle which quarter the report was created for and complete the year in the space.
2. Circle if you are the group's Chatelain, the group's seneschal completing the form since you don't have a Chatelain, or if you are completing the form and are not currently an officer for your local group.
3. It is important to let us know if information has changed from quarter to quarter so that the Kingdom files can be kept up to date.
4. We need to know what kind of contacts and how many you have from different venues. The Kingdom is required to send this information to the Society Chatelain. We cannot report numbers without your help.
5. Feel free to start the answers on the front of the page and then use the back or extra paper to finish your answers. Please give us as much detailed information as possible. This gives us ideas on how we can help you, what great things you are doing, and which groups we can reach out to for help with other programs.

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