



Kingdom of Atlantia

Branch Chatelain's Quarterly Report

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

(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**

Activities for Participant Recruitment

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

Strategies for Participant Retention

Describe how you included already established members in activities, classes, and/or events:

Success and Items to Share

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

Problems or Concerns

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

Plans for Next Quarter

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

Questions for the Kingdom Chatelain

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

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. 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.

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