

**ATLANTIA AUTHORIZATION REQUEST TO USE THE SCA, INC. REGISTRATION SYSTEM (SCA-rs)**

<b>Event Info</b>	Name of Event				
	Start Date and Time of Event			End Date and Time of Event	
	Event Website				
	Kingdom				
	Sponsoring Group (if not Kingdom)				
<b>Staff Info</b>	Autocrat: Legal Name				
	Autocrat: email				
	Reservations: Legal Name				
	Reservations: email				
	Exchequer: Legal Name				
Exchequer: Phone and Email					
Group and Address where to send the check					

Pre-Reg Open Date		Early Pre-Reg Closes			
Pre-Reg Closes Date		Last Date to Request Refunds			
	Max Cap	Adult Member Pricing 18+	Youth Pricing Tier 1 ( - )	Youth Pricing Tier 2 ( - )	Child Pricing ( - )
Day-trip Early Pre-Reg					
Day-Trip Pre-Reg					
Weekend Early Pre-Reg					
Weekend Pre-Reg					
Feast/On Board					
Cabin Top					
Cabin Bottom					
Tenting					
Group Camp Name					
<b>Other Fees:</b>	<b>Max Cap</b>	<b>Cost</b>	<b>Other Fees:</b>	<b>Max Cap</b>	<b>Cost</b>
Merchant					

– There will be an additional \$5 non-member surcharge added to the cost for those adults that do not have a current membership. **Financial committee** verifies that the decision is supported in using the SCA Online Reservation System (SCA-rs) with the below fees. **CALCULATE Usage Fee:** Events with a gross income from SCA-rs of \$1500 or less have a one-time usage fee of \$15. Events with a gross income from SCA-rs more than \$1500 but less than \$40,000 calculate the one-time usage fee of 1% of gross income from SCA-rs. Events with a gross income from SCA-rs more than \$40,000 will pay a max of \$400 one-time usage fee. **CALCULATE Transaction Fee:** Events calculate the expected fee by multiplying the expected gross income from SCA-rs by 3%.

<b>Budgeted Pre-Reg Income via SCA-rs</b>	<b>Calculated Transaction Fee (Pre-reg Income * 3%)</b>		<b>Calculated Usage Fee (See Calculations above)</b>
<b>Budgeted Cost of SCA-rs Transaction Fee + Usage Fee</b>	<b>Date Approved</b>	<b>Seneschal (Legal Name)</b>	<b>Signature</b>

**DID YOU?**

- Include a list of Comps to assign Max reg numbers for each type of Comp.
- Include any list of group camp names if group camping is included.
- Include your refund policy.

Please send a copy of the approved flyer with the pricing structure along with this form to your Kingdom Deputy in charge of SCARS: [atlantia-rsdeputy@sca.org](mailto:atlantia-rsdeputy@sca.org) and kingdom exchequer [Exchequer@atlantia.sca.org](mailto:Exchequer@atlantia.sca.org).

KINGDOM OFFICE USE ONLY

Approved by Kingdom Exchequer on: \_\_\_\_\_ Event ID # Assigned: \_\_\_\_\_

Kingdom Deputy      Legal Name: \_\_\_\_\_  
for Online            Phone Number: \_\_\_\_\_  
Registrations        Email Address: \_\_\_\_\_

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Kingdom Deputy must email copy of the completed form to: [mazelle@sca.org](mailto:mazelle@sca.org)

CORPORATE OFFICE USE ONLY:

Received at Corporate Office on: \_\_\_\_\_

Funds reconciled on (Date): \_\_\_\_\_ Check mailed to group on: \_\_\_\_\_