

Reporting-at-a-Glance

for the Arts & Sciences Office of the Kingdom of Meridies,

containing pertinent reporting guidelines and information for:

Local Ministers of Arts & Sciences, Local Seneschals, Regional Reporting Deputies, R.U.M.
Chancellor, Guild Heads/Stewards, Kingdom Guilds Deputy, and Kingdom Minister of Arts & Sciences.

A&S Reporting Calendar by Month and Officer Reporting												
Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Officer Reporting	LMA&S			LMA&S			LMA&S			LMA&S		
		R.R.D.			R.R.D.			R.R.D.			R.R.D.	
					R.U.M.						R.U.M.	
				G.H.						G.H.		
					K.G.D.						K.G.D.	
			KMA&S			KMA&S			KMA&S			KMA&S

Local Minister of Arts and Sciences (LMA&S)

- ✓ Quarterly Local Reports are due by the **15th of Jan., April, July, and Oct.** - Send your reports to the Regional Reporting Deputy (RRD) for your Region – do not send it to the Kingdom Minister of Arts and Sciences Officer (KMoA&S)
- ✓ Emailing is the preferred method of reporting, but hard copies are acceptable if they arrive by the due date – not postmarked by the due date
- ✓ You must put the name of the quarter and your group's name in the subject line of all report submission ex: *4th Qtr A&S report – Iron Mtn*
- ✓ You must cc: your local seneschal when you send the report to the RRD.
- ✓ Cantons must also cc: their sponsoring barony's LMoA&S officer
- ✓ If you do not get email confirmation within 3 days, contact your RRD to find out if he/she got your report. Baronial LMoA&S officers should also confirm they received the report. Mailed reports will get phone confirmation.
- ✓ Reports received between the 16th and the 26th of the month they are due will be tagged as late. On the 27th the report is officially missing and your group will be listed in the A&S letter in the Popular Chivalry.
- ✓ Late and missed reports are serious and can lead to increasingly higher levels of censure.
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

Local Seneschals

- ✓ Send email confirmation of receipt of Local Quarterly Report to your LMoA&S.
- ✓ If your group does not have an A&S officer, it is your responsibility to file the required reports following the guidelines above for the LMoA&S.
- ✓ If you do not get a copy of an A&S report from your LMoA&S each quarter your officer is not doing their job and you need to find out why.
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

Regional Reporting Deputies (R.R.D.)

- ✓ Send report reminders to all Local seneschals and LMoA&S in your region 2-3 weeks before LMoA&S reports are due.
- ✓ Send email confirmation to LMoA&S within 3 days of receipt of report. Call LMoA&Ss who mailed reports.
- ✓ Send 1 email reminder to Local Seneschals and LMoA&S whose reports are not received by the 15th.
- ✓ Tag all reports that arrive between the 16th and 26th as late and notify the sender in your confirmation that the report is officially late.

- ✓ Tag all reports that do not arrive by the 26th as missing, even if you get them later.
- ✓ Send the list of late and missing reports to the KMoA&S before the end of the reporting month.
- ✓ Send an official notice of missing report to the Local Seneschal and LMoA&S and cc: the KMoA&S on the official notice.

Regional Reporting Deputies cont.

- ✓ Compile local reports and complete Quarterly Regional Report
- ✓ Quarterly Regional Reports are due to the KMoA&S by the **15th of Feb., May, Aug., and Nov.**
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

Royal University of Meridies Chancellor (R.U.M.)

- ✓ Collect pertinent information from R.U.M. staff, including data from Gulf Wars, Royal University, and other large events.
- ✓ Bi-annual reports are due to the KMoA&S by the **15th of May and Nov.**
- ✓ Emailing is the preferred method of reporting, but hard copies are acceptable if they arrive by the due date – not postmarked by the due date
- ✓ You must put *RUM Bi-annual Report* in the subject line of all report submission.
- ✓ If you do not get email confirmation within 3 days, contact the KMoA&S to find out if he/she got the report.
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

Guild Heads (G.H.)

- ✓ Bi-annual Guild Reports are due by the **15th of April and Oct.** - Send your reports to the Kingdom Guilds Deputy – do not send it to the Kingdom Minister of Arts and Sciences Officer (KMoA&S)
- ✓ Emailing is the preferred method of reporting, but hard copies are acceptable if they arrive by the due date – not postmarked by the due date
- ✓ You must put your guild's name and "Bi-annual Report" in the subject line of all report submission ex: *Costumers' Guild Bi-annual Report*
- ✓ If you do not get email confirmation within 3 days, contact the Kingdom Guilds Deputy to find out if he/she got your report.
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

Kingdom Guilds Deputy (K.G.D.)

- ✓ Send report reminders to all guild heads 2-3 weeks before bi-annual guild report is due.
- ✓ Send email confirmation to guild heads within 3 days of receipt of report. Call guild heads who mailed reports.
- ✓ Send 1 email reminder to guild heads whose reports are not received by the 15th of July and Oct.
- ✓ Tag all reports that arrive between the 16th and 26th as late and notify the sender in your confirmation that the report is officially late.
- ✓ Tag all reports that do not arrive by the 26th as missing, even if you get them later.
- ✓ Send the list of late and missing reports to the KMoA&S before the end of April and Oct.
- ✓ Send an official notice of missing report to the guild head and cc: the KMoA&S on the official notice.
- ✓ Compile bi-annual guild reports and complete Bi-annual Guilds Deputy Report
- ✓ Bi-annual Guilds Deputy Reports are due to the KMoA&S by the **15th of May. and Nov.**
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

Kingdom Minister of Arts and Sciences (KMA&S)

- ✓ Send confirmation to RRDs, RUM Chancellor, and Guild Deputy within 3 days of receipt of reports
- ✓ List missing reports in A&S letter for the next Popular Chivalry publication following missed reports.
- ✓ After 2nd missed LMoA&S Quarterly Report, send an official notice of censure to Local Seneschal and LMoA&S and cc: Kingdom Seneschal. Contact seneschal to notify him/her that the LMoA&S is to be removed from office. After 3rd missed report send an official notice of censure to the Local Seneschal and Kingdom Seneschal. Kingdom Seneschal will begin kingdom level sanctions.
- ✓ Missing RUM and Guild Head reports will be dealt with internally, including notification to Kingdom

Seneschal if applicable.

- ✓ Compile quarterly (and RUM and guild reports as apply) and complete Quarterly Kingdom Report
- ✓ Quarterly Kingdom Reports are due to the Society Minister of Arts and Sciences by the **15th of Mar., June, Sept., and Dec.**
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

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