

## ***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.

<b>A&amp;S Reporting Calendar by Month and Officer Reporting</b>												
Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Officer Reporting</b>	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 **15<sup>th</sup> 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: *4<sup>th</sup> 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 16<sup>th</sup> and the 26<sup>th</sup> of the month they are due will be tagged as late. On the 27<sup>th</sup> 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 15<sup>th</sup>.
- ✓ Tag all reports that arrive between the 16<sup>th</sup> and 26<sup>th</sup> as late and notify the sender in your confirmation that the report is officially late.

- ✓ Tag all reports that do not arrive by the 26<sup>th</sup> 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 **15<sup>th</sup> 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 **15<sup>th</sup> 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 **15<sup>th</sup> 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 15<sup>th</sup> of July and Oct.
- ✓ Tag all reports that arrive between the 16<sup>th</sup> and 26<sup>th</sup> as late and notify the sender in your confirmation that the report is officially late.
- ✓ Tag all reports that do not arrive by the 26<sup>th</sup> 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 **15<sup>th</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 **15<sup>th</sup> of Mar., June, Sept., and Dec.**
- ✓ Archive all reports, confirmations, correspondence and official notices. Electronic archiving is OK.

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